



Job Title: **M(H)IND Project Officers (4 Positions)**

Project: **M(H)IND - AID 012590/07/0**

Locations: Rumbek Diocese based in Tonj South County (1 Position), Tambura-Yambio Diocese based in Ibba and Maridi Counties (1 Position), Torit Diocese based in Kapoeta East and Kapoeta South Counties (1 Position) and Yei Diocese based in Mundri East and Mundri West Counties (1 Position).

Application deadline: **1st, April, 2023**

Effective date: **15th, April, 2023**

Job Type: **Full Time.**

Report to: **M(H)IND Project Manager – Caritas South Sudan**

Contract Type: **National Contract**

JOB SUMMARY:

Caritas South Sudan (CSS) is a Humanitarian wing of Sudan and South Sudan Catholic Bishops Conference. Caritas South Sudan is seeking to hire 4 highly qualified and competent Mental Health Project Officers that will lead the implementation of the M(H)IND Project in the 4 dioceses of Rumbek, Torit, Yambio and Yei, namely in the 7 Counties of: Tonj South (Rumbek Diocese), Ibba and Maridi (Tambura-Yambio Diocese), Kapoeta East and Kapoeta South (Torit Diocese) and Mundri East and Mundri West (Yei Diocese).

The M(H)IND Project officer will oversee the implementation of Caritas South Sudan's activities in the framework of this Mental Health initiative. The latter aims at improving the mental health status and resilience of the population with psychological, neurological, and psychiatric disorders, achieved through a reduction of stigma, dedicated community and clinical services, and competent social and health personnel.

MAIN TASKS:

S/he will be responsible for:

- i. Leading the deployment and supervision of parish volunteers in the project area.
- ii. The setup, launch and support of parish and sub-parish project services (e.g., the delivery of the Self Help Plus – SH+ intervention through parish volunteers).
- iii. The conduction of training, mentoring, supervision and support of parish volunteers in the project location. Performance of regular and real-time Project Activity Field Supervision visits to parish and sub-parish centers, generation of field monitoring visit reports and submission to the Project Manager. Ensuring parish volunteers are conducting their tasked daily activities at the care centers and outreach screening activities in the project locations, while complying with safeguarding policies and confidentiality requirements.
- iv. Guiding the parish volunteers to select individuals who, both psychologically and socially, could benefit the most from the participation in group socioeconomic activities.

- v. Supporting and leading the determination of the socioeconomic activities to embark on in the project areas in consultation with the Project Manager. This includes providing support to all the required procurement processes.
- vi. Supporting the parish volunteers to understand the guidelines on the implementation of socioeconomic activities in the project locations.
- vii. The regular (e.g., weekly, monthly) collection and verification of reporting forms and data to be provided by the parish volunteers – data and forms to be eventually submitted to the Project Manager.
- viii. Ensuring quality reporting and follow up with parish volunteers to make sure that they are reporting regularly and according to the planned reporting schedules on key M(H)IND Project deliverables. Supporting parish volunteers on how to use project M&E Tools for data collection, analysis, and reporting - this includes screening tools like K-6, registers, referral flows, reporting lines, SH+ session flows, among others.
- ix. Providing support in the delivery of training in project county within the diocese.
- x. Organizing and holding the Quarterly Parish Volunteers Meetings in each project location and share minute of the meeting for further actions and corrective decision-making.
- xi. Supporting in organizing community meetings at village, boma, Payam and parish level for routine monitoring, evaluation, research purposes.
- xii. Collaboration with other consortium members to reach targeted beneficiaries. Coordination with Amref Health Africa, BBC Media Action, University of Verona and other partners for effective and efficient project implementation – including the participation to regular project coordination meetings.
- xiii. Attendance of Health Sector / Cluster and MHPSS meetings at the county and state level, representing Caritas Mental Health Project in the project area in consultation with Project Manager.
- xiv. The conduction of needs-assessments to identify the needs of the local community, and the provision of recommendations to the Project Manager on how to reorient or improve project activities based on the outcomes of these needs assessments.
- xv. Ensuring that activities at field level have sufficient resources at hand to be implemented, to be regularly monitored, to assure quality delivery, to capture evidence and learning, and to further develop the ability to provide quality and needs-based MHPSS interventions.
- xvi. Monitoring and regularly assessing the effectiveness of referral mechanisms between parish and sub-parish project services and clinical services supported by Amref Health Africa.
- xvii. Ensuring compliance with the donors' visibility requirements across all activities in the assigned project locations.
- xviii. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.
- xix. Performance of any other task that the Project Manager may reasonably assign to the Project Officer.

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Health, Education, Psychology or in development-related fields is preferable.
- Minimum of 2-4 years of experience in development/humanitarian aid; previous experience in Mental Health, psychosocial support field and experience in working with IDP, Host Community and refugees is required.

- Previous management and M&E experience is required.
- Highly developed interpersonal and communication skills including team leading and influencing.
- Extensive experience in delivering trainings.
- Experience in providing Mental Health and PSS services is an asset.
- Excellent written and oral communication skills in Arabic and English are required.
- Comfortable with high levels of ambiguity and able to take decisions independently in a fluid context.
- Previous experience working with IDP /marginalized communities is required; preferably with previous experience working in a similar role.
- Good IT skills.
- Basic financial management knowledge.
- Able to easily travel to and between remote project sites.
- Commitment to Caritas South Sudan and Caritas International Safeguarding policy.

The applicant warrants that:

- a) He/she shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by employees or any other persons engaged to perform activities under this project.
- b) He/she shall strongly discourage sexual relationships between employees and beneficiaries, and between any other person engaged and supervised by him/her to perform activities for CSS.
- c) He/she shall take all appropriate measures to ensure that employees or any other persons do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- d) He/she shall report all and any complaints or concerns regarding possible SEA by CSS employees, any other persons engaged and controlled to perform any activities under this project; and shall take all appropriate measures to ensure that employees or any other persons engaged to perform any activities under this project shall report to CSS any complaints or concerns regarding possible SEA.
- e) He/she shall take all necessary measures to support investigation or suspicions of SEA and take appropriate corrective action, including disciplinary action, against employee or any other person performing any activities under this project who is found to have committed SEA.
- f) His/her failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to CSS, support investigation thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination.

Applications should be dropped to;
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 Juba Palica Compound P.O. Box 258 Juba South Sudan.
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