

MSF Switzerland (MSF-CH)

JOB VACANCY – MENTAL HEALTH SUPERVISOR

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial 6-months Fixed Term Contract and Trial Period of 3-months.

Position: Mental Health Supervisor

Number of Vacancies: 1

Location: Mayen Abun, Twic County, Warrap State



Scope of responsibilities:

Participate in the planning, supervision and coordination of mental health / psychosocial related services in the programme in accordance with MSF standards in order to provide the most appropriate mental health support for patients.

Main tasks:

- Participate in the planning, organization and coordination of Mental Health activities, in close collaboration with the Mental Health activity manager and other medical team members, in order to ensure an efficient and effective implementation of the resources needed while maintaining high levels of quality in Mental Health MSF programs and activities.
- Coordinates activities of counseling services with other relevant actors and liaises with the local counterparts (like MoH, WHO, ICRC and NGO) on mental health matters, including referral services.
- Supervise the daily mental health activities and patient support according to MSF protocols and standards in order to provide the most appropriate support for clients with psychosocial needs.
- Liaise with the other MSF team members of the project.
- Supervise, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required.
- Oversee the administrative processes associated with psychosocial functioning.
- When needed, give psychological support to patients according to MSF protocols to improve mental health conditions of patients and enhance their functionality.
- Compile the data and statistic linked with MH activities and report to the MH activity manager.
- Offer clinical counselling supervision to mental health counsellors in collaboration with the Mental Health Activity Manager.
- Ensure the patient's related information is kept confidential.
- Contribute to the development of weekly and monthly MH activity plans in coordination with the MHAM.
- Identify resource needs (HR, logistics, medications, IEC materials) and communicate them timely to relevant departments.
- Support integration of MH activities within overall medical services Mayen Abun hospital and Gomgoi health post (e.g., IPD, maternity, NCD, etc.).
- Map and regularly update a referral pathway with MoH, WHO, ICRC, and other NGOs for specialized mental health services.
- Participate in external mental health coordination meetings when delegated by the MHAM.
- Facilitate timely and appropriate referrals and counter-referrals of patients needing higher-level care.
- Ensure MH counselors conduct daily sessions according to plan and protocol.
- Provide technical guidance and ensure adherence to MSF standards in psychosocial support.
- Monitor quality of individual and group counseling sessions through observation and feedback tools.
- Attend weekly medical team meetings and share key updates on MH activities.
- Ensure strong collaboration with MAM, NAM, MTL, and other supervisors to coordinate patient care.
- Support cross-cutting interventions (e.g., GBV, NCD, protection, SGBV) with relevant department.
- Participate in the recruitment process of MH staff, including and shortlisting.
- Plan and implement continuous training and capacity building based on team needs and gaps.

- Plan and train staff of psychiatry conditions and management
- Work together with MHGap doctors in improving patient care
- Conduct regular performance appraisals and identify training or coaching needs.
- Ensure proper documentation and archiving of MH activities (e.g., session notes, consent forms).
- Review and validate counselors' daily activity logs, attendance sheets, and monthly reports.
- Follow up on patient feedback, complaints, or protection concerns, in line with MSF policies
- Conduct psychological assessments or interventions for complex or sensitive cases.
- Provide emergency psychological first aid in critical incidents (e.g., sexual violence, trauma).
- Act as a backup clinician in the absence of a counselor or during high caseload periods.
- Ensure counselors submit daily, weekly, and monthly data using standardized tools.
- Review and compile MH data for inclusion in SitRep and monthly reports.
- Identify trends, challenges, and gaps based on data analysis and propose solutions.
- Conduct biweekly individual and group clinical supervision sessions.
- Review case formulations, therapy goals, and techniques used by counselors.
- Ensure Psychiatric medication is explained to patients, and they understand the medication.

Recruitment criteria

Education: • Degree in psychiatry or related field essential.

Experience: • Psychiatry and -social counselling experience of at least 2 years.

Languages: • Fluent English mandatory (Writing and Speaking) and Local language is an asset

Skills: • Essential computer literacy (word, excel, internet)

Competencies:

- Commitment to MSF principles (L2)
- Behavioral flexibility (L3)
- Stress Management (L3)
- Results and quality orientation (L2)
- Service Orientation (L2)
- Teamwork and Cooperation (L3)

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in **Mayen Abun, Twic County, Warrap State.**

The deadline is no later than 15th of July, 2025.

<http://bit.ly/44BGelU>



Only short-listed candidates will be contacted. **Possession of Labour card is an added advantage**

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics,

perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

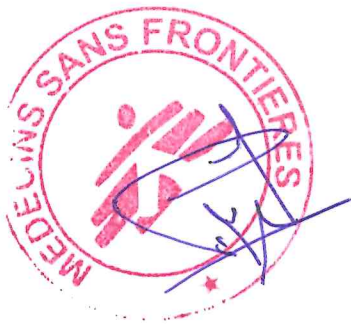
Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba**.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will not be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.



Ch. A. K. - PIO

30-6-2025

