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| **Title:** | MISSION STAFF PSYCHOSOCIAL SUPPORT ACTIVITY MANAGER | |
| **Generic Function:** |  | |
| **Code:** | MM07300 | |
| **Level:** | 11 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Medical Coordinator |
| **Reports to (Functional):** | Medical Coordinator – OC PSCU |
| **Job Family:** | Medical & Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Ensuring the proper functioning and coordination of all MH/PSS activities for the staff in the Mission and providing support to the Project staff psychosocial support Activity Managers or Supervisors, according to MSF’s protocols, standards and procedures in order to ensure the delivery of quality prevention and psychosocial care for the staff. |

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| **Accountabilities** |
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| * Coordinating, monitoring and evaluating the proper functioning of all staff MHPSS activities at mission level according to MSF protocols, standards and procedures, ensuring the implementation of the activities (psychoeducation, awareness raising, individual counseling sessions, support groups, trainings, referrals, respect of confidentiality.) * Participating in the definition of strategies, protocols and activities of the mission and the projects for all staff MH/PS support activities by assessing mission needs according to the changing needs of the staff and context (including definition of log frame and budget) and developing tools (e.g. training materials, counseling and education protocols, flyers, posters, self care and team care tools, flipcharts,) * Monitoring and evaluating the staff support activities at mission level by defining indicators, following up tools and designing contingency plans in collaboration with the Project staff psychosocial support Activity Managers * Functionally supervising the projects staff psychosocial support Activity Managers or supervisors concerned and providing technical support through regular project visits. Ensuring consistency and promotes cross-learning among the projects * Ensure collaboration in between the different actors of staff support and staff health at project and mission level. * Participating in close collaboration with the HR Department and with Project staff psychosocial support Activity Managers, in the associated HR processes for staff involved in his/her activity (recruitment, training/induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills * Compiling and analysing the data of staff support coming from the projects in order to contribute to the mission’s reporting. Documenting lessons learned on activities in this field |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Master's Degree in Clinical Psychology |
| **Experience** | ***Essential:***   * Working clinical experience of at least two years in MHPSS projects and- * At least one year with MSF as a staff psychosocial support activity manager |
| **Languages** | * Essential: Mission language * Desirable: Local language |
| **Knowledge** | Essential: computer literacy (word, excel and internet) |
| **Competencies** | * People Management and Development * Commitment to MSF principles * Behavioural Flexibility * Results and Quality Orientation * Teamwork and Cooperation |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**