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| **Title:** | REGIONAL STAFF PSYCHOSOCIAL SUPPORT REFERENT | |
| **Generic Function:** |  | |
| **Code:** | MC20900 | |
| **Level:** | 12 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Medical Coordinators of the missions in the region |
| **Reports to (Functional):** | Regional medical referent – OC PSCU |
| **Job Family:** | Medical & Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| As the primary focal point in his/her area of specialization, applying his expertise of staff support into field projects and providing strategical technical support to coordination and field teams in the countries in his/her region according to MSF policies, guidelines and procedures in order to develop a coherent staff psychosocial support strategy across the missions of the region. |

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| **Accountabilities** |
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| At the request of the coordination teams and based on the terms of reference established by its Medical Coordinators, conducting assessments of staff psychosocial needs in the countries of his/her region. Proactively developing and proposing overall field visit schedules and suggesting any relevant changes based on context evolution and projects teams needs  Participating in the definition of the most adapted staff support strategy for each mission in his/her region according to needs identified  Liaising with the PSCU in HQ, contributing in defining and improving the policies related to staff psychosocial support by providing feedback based on his/her experiences. Providing recommendations for staff health strategy, its implementation or improvement within MSF framework  Creating or adapting psychosocial support tools to the reality and culture of her/his geographic area  Providing regular technical support to the mission/project staff psychosocial support activity managers in her/his geographic area, with the help from the PSCU located in the HQ   * Monitoring the implementation of the staff psychosocial support   strategy and activities for the countries of his/her region and   conducting on at least an annual basis, an analysis of the project   components related to her/his speciality * Developing network and knowledge of local mental health actors in his/her geographical area (institutions, training centres, private and public MH specialists …. as relevant) * Defining of training content related to staff psychosocial support and prevention and facilitating the sessions * Implementing all new policies, procedures, tools, etc. regarding his/her area of expertise in the countries of his/her region * Drafting visit reports and annual activity reports * When requested, participating in emergency operations in her/his geographic area |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Master's Degree in Psychology |
| **Experience** | * Experience at international NGO field projects is required * MSF experience is an asset * Significant professional experience (at least 5 years) in clinical psychology and projects management * Previous experience in staff care is essential ( at least 2 years) * Good command of project management, people management and training-related knowledge |
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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.**