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| **Titre:**  | CONSEILLER DU PERSONNEL |
| **Fonction Générique:**  |  |
| **Code:** | MT10000 |
| **Niveau:** | 5 | **(F)** |

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| **Position dans l'Organisation** |
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| **Responsable (hiérarchique):** | Staff Health Responsible/ Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco  |
| **Responsable (fonctionnel):** | Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco  |
| **Domaine professionnel:** | Paramedical |
| **Supervise (Fonction):** |  |

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| **But principal** |
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| Perform education sessions to staff on wellbeing at work, mental health awareness and provide individual or group psychosocial support, following psychosocial support MSF protocols and procedures, in order to improve the staff psychosocial condition at work.  |

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| **Responsabilités** |
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| * Actively promote the importance of staff wellbeing, self care and team care; carry out psycho educational sessions to staff,
* Provides individual or group counseling, in order to alleviate the psychosocial difficulties at work of the staff.
* Refer staff to other mental health specialists or other institutions for further assistance, in collaboration with staff health responsible, when necessary, in order to propose the best support available.
* Participate in the creation of any material needed for education sessions or counseling activities and look after it,
* Ensuring that all staff information is kept confidential.
* Keep files and data of daily activities and participate in staff health meetings when relevant to share global issues of the staff needing attention.
* Take active part in trainings, supervisions/intervisions with other staff support positions. Discuss difficulties and problems in counselling with supervisor.
* Support the staff psychosocial support Supervisor or Activity Manager when necessary, in doing sensitization for MSF staff or external partners about mental health /psychosocial issues at work.
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| **Responsabilités Spécifiques à la Section MSF / Contexte** |
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| **Conditions Requises** |
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| **Éducation** | Counseling, social work or other similar degree/diploma (bachelor – 3 years study) |
| **Expérience** | 1 year experience essential. Experience with NGO desirable.  |
| **Langues**  | Local language essential. Mission language desirable.  |
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| **Compétences** | Teamwork, flexibility, commitment, service  |

Cette description de poste peut être modifiée en conformité avec les activités ou l'évolution de la mission.

En signant, l'employé(e) reconnaît qu'il / elle a lu, compris et accepté ce document.

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| **Prénom / Nom de l'Employé(e)** |  |
| **Lieu et date:** |  |

Signature de l'employé(e):

*(A signer en deux exemplaires, l'un pour l'employé(e), l’autre pour l'employeur)*

**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.**