

Senior Officer, MHPSS

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Company: International Medical Corps

Location: Pakistan

Category: other-general

JOB SUMMARY:

The Senior Officer MHPSS provides support to field teams in the area for the implementation of MHPSS activities and provision of MHPSS services and organization of program activities.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation:

MAIN TASKS AND RESPONSIBILITIES

Daily program implementation

- Oversee and organize the work of MHPSS case management staff that includes case management team, roving social workers, psychotherapists and psychiatrists working on the field within the area.
- Follow-up and being actively involved in the recruitment of IMC MHPSS field staff.
- Assist in the preparation of work schedules, validated by all concerned parties and oversee the proper commitment and respect to the implementation of the schedules.
- Ensure proper planning in terms of logistics i.e. transportation, planning and so on.
- Conduct weekly meetings with the MHPSS staff in the area mainly case managers.
- Follow up on daily basis the implementation of the program and collect daily information through written reports and data collection sheets.
- Attend and represent IMC MHPSS Department in interagency and local coordination meetings on all issues interrelated with MH and PSS.
- Organize and attend MH case management technical meetings.

- Conduct regular visits to communicate and follow up on PHCCs/ centers supported by IMC and maintain good relationships with all partners.
- Ensure in coordination with MHPSS pharmacist at IMC that all Psychotropic related measures are in place (consumption, reporting, monitoring storage, availability for beneficiaries and any other pharmacy related needs)
- Conduct assessment of mental health needs in the area.
- Lead on new initiatives and conduct necessary assessment within the area of operation in line with IMC MHPSS country strategy.
- Become familiar with all IMC MHPSS programs and service packages.
- Program development and recommendations, as required.

Monitoring and evaluation

- Provide input and ensure MHPSS activities and trainings in the area of work run according to protocol and program;
- Make sure that all planned activities are in line with project indicators, objectives and timeline.
- Ensure the utilization and implementation of measuring tools to assess success in accordance to indicators of program.
- Ensure programming is on track in absence of direct supervisor; reporting daily on important issues that require supervisor feedback and decision making.
- Assist in the development of M&E tools and mechanisms.
- Ensure the proper implementation and utilization of M&E tools and mechanisms on regular basis.

Capacity building

- Assess the capacity development needs of MHPSS case management staff members.
- Assist in the development of training plan for the MHPSS case management team within the area.
- Follow up on the implementation of trainings, prepare schedules, ensure the training requirements are set and follow up on the implementation – for staff and partners.
- Ensure that all documentation related to trainings are being filled and properly documented: fill in attendance sheets, pre-post tests, submit training report.
- Participating in training, supervision and team meetings, and be main mental health focal point for IMC in the designated area.

Reporting

- Keeps track of client numbers/cases through IMC outpatient records, to be submitted at the end of every month.
- Conduct regular – weekly visits to PHCs/centers supported by IMC to monitor the work and ensure flow of communication with partners.
- Ensure that data is being collected by MHPSS Case Management team on regular basis (daily, weekly and monthly);
- Maintaining accurate records and preparing reports for proper information flow and legal action;
- Conduct file audits and submit monthly tracking reports to MHPSS case management support manager.
- Provide technical oversight, following the MHPSS standards of practice, on case management services provided at the MHPSS supported clinics in addition to the PSS activities being conducted by the team on the field
- Document meetings that take place in the area of work.
- Submit regular reports (weekly and monthly) to the MEAL team and MHPSS program Coordinator.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

Code of Conduct

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and International Medical Corps' policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.

Safeguarding

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

Equal Opportunities

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

Job Requirements

MINIMUM QUALIFICATIONS

- Typically, bachelor degree in a mental health field of study. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Advanced degree/qualification in MHPSS or Public Health is desired.
- Typically, 4+ years of previous relevant experience in Mental Health activities and programs. And previous NGO experience.
- Familiar with the IASC MHPSS guidelines in emergency settings;
- Willing to adhere to field schedule, great sense of commitment and high willingness to learn.
- Excellent organizational and managerial skills. prioritize tasks, meet deadlines, and ensure high quality work.
- Fluent in spoken relevant local and English languages
- Good communication, teamwork skills and ability to work in multicultural and multidisciplinary environment
- Emotional maturity and agility in working in a fast-paced environment.
- Computer literacy with demonstrated experience in utilization of databases and Microsoft Office.

Additional Technical or Language Requirements

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