

Vacancy Announcement

Job title:	Programme Officer – Mental Health & Psychosocial Support (MHPSS)
Unit/dept/delegation:	Programmes and Services Department, Maldivian Red Crescent
Reports to:	Manager - Programmes and Services
Key Responsibility:	To develop, implement, and support the Mental Health and Psychosocial Support Programme and services offered by the Maldivian Red Crescent.

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units spanning all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

PSS is one of key areas in which MRC provides assistance to affected populations in the Maldives and is among the priority areas in the current strategic plan of action (2019 – 2030), which includes the strengthening of PSS services during emergencies. PSS includes a variety of interventions that address the psychological and social needs of affected populations which are implemented to promote resilience of affected individuals, groups, and communities.

Purpose

The tasks and responsibilities of the Programme Officer – MHPSS is to provide technical and operational support by developing, leading, and managing the MRC Mental Health and PSS programme. The Programme Officer – MHPSS Health will report to the Manager - Programs and Services and will work in coordination with the Senior Officer - Health and Inclusion.

Key tasks and responsibilities

1. Support implementation of programme outcomes and activities under the MRC's Strategic Priority ii: Strengthen First Aid and Psychosocial Support Services
 - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan (Priority 2).
 - Develop plans and strategies to effectively execute MRCs MHPSS programmes and ensure we reach the most vulnerable in the community.
 - Research and implement innovative methods towards enhancing delivery of mental health & psychosocial support services.
 - Support the resource mobilization team to raise resources towards programmes and services.
 - Support the Communications team in developing messages and materials related to Mental Health and Psychosocial Support.
 - Ensure effective coordination with MHPSS program stakeholders including government & UN agencies, NGOs etc. to create synergies.

2. Support MRC Branches in the implementation of MHPSS related programme outcomes and activities
 - Support MRC Branches to effectively design, implement and sustain Branch programme activities as per the annual work plan of MRC.
 - Carry out and/or provide input to assessments, baseline studies and evaluations of community-based psychosocial programmes
 - Regularly assess and identify programmatic needs of MRC Branches.
 - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
 - Ensure that MRC HQ collects statistics and data on the indicators and targets in the annual and strategic action plan and provide technical support and guidance to Branches to collect and collate required statistics and data.

3. Lead and coordinate overall MHPSS and MRC Psychosocial Support Call Center activities
 - Ensure that protection is mainstreamed in all PSS activities and that all Call center staff and volunteers adhere to the Standard Operational Procedures (SOPs) of operations and conduct regular revisions reflecting changing operational needs and contexts and to incorporate new information.
 - Ensure all Call center staff and volunteers adhere to the guidelines for psychosocial support provision in the call center.
 - Manage the incoming and outgoing referrals as per the guidelines set, check if the referrals are attended timely and ensure proper documentation is carried out for PSS provided to beneficiaries.
 - Ensure that calls are documented and up to date. Coordinate with Call center Coordinators in ensuring collection and analysis of data and information from all relevant activities; for reporting.
 - Facilitate weekly meeting with call center coordinators to discuss any updates and issues faced by the call coordinators.
 - Manage and facilitate recruiting and retaining volunteers and staff for the Psychosocial Support Call Center
 - Lead the preparation and finalization of monthly and quarterly progress reports and donor related reporting when required.
 - Identify capacity development needs and support development and implementation of capacity development activities for Staff & Volunteers.
 - Provide technical support and act as a knowledge broker in the areas of providing Psychosocial support and Mental Health and Psychosocial Support Awareness activities.
 - Support the Communications team in developing messages and materials related to promote the PSS Helpline.
 - Provide strong technical support to PSS related consultancies during the planning and implementation of MHPSS activities.
 - Support and guide Administration and Coordination Officer – Psychosocial Support in carrying out daily administrative and finance related work.

4. Planning, and Implementation of Mental Health and Psychosocial support related donor funded programmes and projects.
 - Contribute to the development of detailed program implementation plan based on approved log frame and budget, as required.
 - Collaborate with PSS Trainers & Senior Programme Officer Health & Inclusion, in providing training and guidance in standard PSS tools.
 - Document the activities carried out through partners in terms of progress based on action plan.
 - Prepare monthly and quarterly implementation reporting, facilitate development/ completion of donor reports as per requirement. Ensure indicators are captured correctly and to include lessons learned on PSS as a part of the reports.

Duties applicable to all staff

- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Qualifications, Skills and Competencies

Academic Qualification

University Degree or equivalent in psychology, social work, or related field.

Experience

- Experience working in teams and organizing community activities.
- Experience and knowledge in Project Cycle Management, including monitoring and evaluation.
- Experience in organizing, conducting training and workshops.
- Experience in humanitarian and/ or development work preferred.

Skills and Competencies

- Be capable of working independently in a collaborative team environment.
- Excellent organizational ability, in order to set priorities, organize workload, handle multiple responsibilities.
- Excellent spoken and written English and Dhivehi, with good communication skills.
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent working knowledge of Microsoft Word, Excel, PowerPoint, e-mail applications and the internet.
- Able to build rapport with diverse groups in the community.

Contract and Salary

Contract Type: 5 months (with possible extension)

Monthly Salary: MVR 14,000 - MVR 15,500

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card
- Copies of certificates

Applications must be emailed with job title in subject to: info@redcrescent.org.mv

Deadline: The deadline for application is 2:00 PM on 18th July 2021. Only short-listed candidates will be contacted for interviews.