



JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Mental Health Supervisor – L8
Employer	Médecins Sans Frontières – Belgium
Duty Station	Damascus
Deadline for applications	15/04/2025
Contract status	Service Agreement 3 months (possibility of renewal)
Type of Position	National
Start Date	ASAP

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

[Médecins Sans Frontières - أطباء بلا حدود](#)

[Médecins Sans Frontières T-shirt - موظفي أطباء بلا حدود](#)

Main Objective of the position:

Participate in the planning, supervision and coordination of mental health / psycho-social related services in the programme in accordance with **MSF** standards in order to provide the most appropriate mental health support for patients.

Accountabilities:

- Participate in the planning, organization and coordination of Mental Health activities, in close collaboration with the Mental Health activity manager and other medical team members, in order to ensure an efficient and effective implementation of the resources needed while maintaining high levels of quality in Mental Health **MSF** programs and activities.
- Coordinates activities of counseling services with other relevant actors and liaises with the local counterparts (like MoH, WHO, ICRC and NGO) on mental health matters, including referral services.
- Supervise the daily mental health activities and patient support according to **MSF** protocols and standards in order to provide the most appropriate support for clients with psychosocial needs
- Liaise with the other MSF team members of the project.
- Supervise, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Oversee the administrative processes associated with psychosocial functioning.
- When needed, give psychological support to patients according to **MSF** protocols to improve mental health conditions of patients and enhance their functionality.
- Compile the data and statistic linked with MH activities and report to the MH activity manager
- Offer clinical counselling supervision to mental health counsellors in collaboration with the Mental Health Activity Manager.
- Ensure the patient's related information is kept confidential

Context specific accountabilities:

- Adhere to MSF principles and standards.
- Flexible and adaptable to changes in work context and plans
- Coordinates the MH team in Rural Damascus with the implementation of the Survivors of ill-treatment (SOiT), and Gender-based violence (GBV) programmes on top of the regular MHPSS activities in MSF-supported health facilities and activities
- Conduct regular field visits to MSF-supported facilities to supervise MH team and monitor their activities
- Support MH staff on the field in high risk and/or urgent cases requiring immediate referral and/or intervention by other care provider.
- Compile and report back to the PMR all expenses related to SOiT and GBV services all while ensuring confidentiality of information and safety of patients.
- Develop and maintain the MH database for patients and beneficiaries; with the Medical data processing officer, ensure MH data is encoded in the DHIS2 platform
- Submit monthly and quarterly MH reports to the PMR to support strategy and decision making at project level
- Ensure MH team's needs are met by coordinating with MHAM on supply and logistical needs of the staff all while ensuring that reception of materials is stored and distributed amongst clinics adequately, this includes filing the necessary internal requests and maintaining an inventory of stocks
- With the MHAM and PMR, plan and facilitate capacity building initiatives for the MH team, ensuring they develop and advance MH competencies
- Facilitate MH activities at project level on awareness raising – MH days, suicide awareness campaigns, etc.. both at beneficiary and staff level
- Organize and coordinate meetings with local stake holders or other INGOs in the area to ensure quality of service and that referral pathways are updated to ensure follow up/feedback and that patients are receiving support.
- Attend regular project medical meeting and update PMR/MHAM on challenges on the field in order to ensure proper response.
- Keep track and coordinate with field line manager and HR on leave requests of MH department.
- Provide regular updates to MHAM, MAM and PMR on MH contextual trends as part community surveillance activities.



Requirements:

Education	Degree in Psychology is essential.
Experience	Psycho-social counselling experience of at least 2 years is essential.
Languages	<ul style="list-style-type: none">• Managerial and supervisory experience is essential• English and Arabic is essential
Skills	<ul style="list-style-type: none">• Microsoft Office Literacy is essential

Application process:

Send your updated CV and Cover Letter in **English** to: **msfocb-Syria-Jobs@msf.org**

Please clearly indicate your name followed by "MH. SUP." in the subject line of the email. Only shortlisted candidates will be contacted.

DEADLINE: Completed applications must be received by the 15/04/2025.