



Job Description:

Company: International Medical Corps.

Job Title: Mental Health and Psychosocial Support (MHPSS) Manager

Contract type: Full Time

Duty Station: Syria- Damascus (Main Office)

Number of Vacancies: 1

Application Closing Date: October 18 ,2026, 4:00PM.

JOB SUMMARY

The Mental Health and Psychosocial Support Manager oversees International Medical Corps MHPSS programming within the country and will work closely with local partners to implement MHPSS projects. To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

- Coordinate and manage the MHPSS programming for South Central Syria
- Manage the MHPSS team, supervise activities and build capacity, support with team-building, performance reviews, and professional development of staff.
- Regular coordination and program status update with Field coordinator and technical coordinator
- Manage all program related legal requirements in collaboration with Grants and Contracts Management Department.
- Closely work with national implementing partners and relevant government focal points for the implementation and monitoring of MHPSS projects.
- Provide continual technical guidance and support implementation of MHPSS-related trainings and supervision as needed.
- Be closely involved with partners and review the national mental health treatment protocol and a revision of the drug list for psychotropic medication.
- Represent International Medical Corps (IMC) MHPSS on a national level with stakeholders and key government officials when requested.
- Conduct field visits regularly for monitoring and evaluation, relationship building, capacity building and service quality assurance.
- Oversee all program activities and their timely and clinically sound conduction and facilitation, providing input where necessary.
- Contributes to the coordination of the procurement and distribution of psychotropic medication with the logistics and finance department and local partners and government agencies.
- Ensure functioning of adequate monitoring systems for the use of psychotropic medication, coordinate with implementing partners.
- Support and advise the functioning of MHPSS referral pathways with partner NGO(s) and external service providers.
- Oversee monitoring and evaluation of MHPSS programming, and development of Monitoring and Evaluation (M/E) tools and collection and analysis of program data.
- Oversee internal and MHPSS reporting on a regular basis and ensure quality of reporting.

- Work closely with support departments to support program administration and the logistical implementation of activities in program sites.
- Manage the program budget for MHPSS and coordinate with the field coordinator and the finance department regularly.
- Coordinate regularly with other teams, including Health, Maternal and Newborn Health (MNH)/Violence Against Women and Girls (VAWG) and Nutrition, for an integrated approach to activities and training.
- Implement the project in line with IMC and global MHPSS standards and guidelines and closely coordinate with IMC's Technical coordinator for development and review of training materials and reports.
- Participate in MHPSS coordination meetings for information sharing, collaboration with partners, referral mechanisms, and promoting best practices and Inter-Agency Standing Committee (IASC) MHPSS guidelines
- 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 comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a 4-year University degree in a related area. Equivalent combination of relevant education and experience may be substituted as appropriate
- The qualified candidate is a mental health professional (psychologist, clinical social worker, or psychiatrist) with experience in MHPSS program management and coordination.
- Typically, 5+ years of relevant and progressive experience working in a mental health related field, including a minimum of 2 years of professional experience managing and coordinating MHPSS projects in humanitarian settings.
- Knowledge of and experience following IASC Guidelines on MHPSS in Emergencies and international best practices on the integration of MHPSS into primary health care settings.
- Demonstrable technical expertise in the assessment, design, and delivery of responses to pre-existing and emergency-induced MHPSS needs.
- Training experience required; capacity and proven track record in national staff and partner training and capacity-building.
- Strong organizational and supervisory skills
- Honest, hardworking and self-motivated
- Strong interpersonal skills and ability to work within different cultural environments
- Strong written and verbal communication skills
- Ability to work within a team structure or independently, flexible, and can cope with stressful workload
- An excellent command of verbal and written English

○ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

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.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

Damascus :

<https://enketo.ona.io/x/QCZLjj7p>