

Job Vacancy Announcement
(Internally and externally)

Candidates from Al-Bukamal and Deir ez Zor are preferred, Female Candidates are strongly encouraged to apply.

Mental Health Supervisor

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people 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.

Job Family	Medical & Paramedical
Place of Work	Al-Bukamal- Syria
Level	8
Type of Contract	Service Agreement Renewable

Objectives 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 psycho social 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.

MSF Section/Context Specific Accountabilities

- Create and oversee the team's daily workflow, ensuring that all team members have the necessary resources to carry out their tasks effectively.
- Participate in the HR-related processes such as leave management and staff evaluations.

***We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

- Analyse the data collected by the Counselors, Social Worker and Community Mental Health Workers (CMHWs) and participate in the preparation of weekly / monthly reports.
- Evaluate the referrals received for MHPSS service for their appropriateness; liaise with the Social Worker to conduct Mental Health intakes and assign these to the appropriate persons within the team based on the needs of the patient.
- Facilitate weekly individual supervision with each team member with the aim to understand their workload and provide support through challenges.
- Monitor the team’s work day, ensuring that the processes are being done according to MSF standards and in line with the activity strategy.
- Facilitate daily workplan meetings (morning meetings) to understand and support the team’s workday.
- Facilitate weekly multidisciplinary team meetings to discuss shared cases and decide on a course of action as a team.
- Perform in-session / live supervision of the Counselors and CMHWs (during PM+ and group sessions) and offer constructive feedback.
- Ensure that the patients’ files are appropriately updated and stored in a locked cabinet at all times.
- In collaboration with the MHAM, plan and facilitate trainings for the mental health team to enhance their existing skills.
- Attend and participate in weekly supervisor development meetings with the MHAM.
- Prepare the weekly internal requests (IR) based on the needs of the team.
- Ensure to promote teamwork and collaboration within the team and troubleshoot challenges as they arise.
- Periodically accompany the CMHWs in their daily mental health awareness and psychoeducation sessions in the community to offer support, witness participants’ responses and identify gaps in the community approach.
- Participate in the weekly and monthly community psychosocial events at external organizations as planned by the MHPSS team.

Requirements

Education	<ul style="list-style-type: none"> • Essential: Degree in Psychology or Mental Health.
Experience	<ul style="list-style-type: none"> • Two years minimum in a similar social job; experience with MSF or other NGOs, desirable.
Language	<ul style="list-style-type: none"> • Essential. English and Arabic.
Knowledge	<ul style="list-style-type: none"> • Essential: Good computer skills (word, excel).

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/J2Z5r95jED>

Only shortlisted candidates will be contacted through their email address.

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Opening Date: 26/03/2026

Deadline of Application: **05/04/2026 4:30 pm**

Published on 26/03/2026

- Applicants must attach their application letters, CVs and copy of relevant professional certificates/Diplomas.
- CV and Application letter must be in English.
- If any of the required documents are missing, the application will not be considered.
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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