



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: MHPSS Officer.

Contract type: Full-time.

Duty Station: Syria /Raqqa.

Number of Vacancies: 1.

Application Closing Date: June 24, 2026 till 4:00PM.

➤ **JOB SUMMARY :**

Provide support to field teams for implementing MHPSS activities, providing services, and organizing 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

- Support the oversight and organization of the work of MHPSS case management staff that includes case management, roving social workers, psychotherapists and psychiatrists working on the field within the area
- Follow up on and actively participate in the recruitment of IMC MHPSS field staff
- Assist in preparing work schedules, validated by all concerned parties and oversee the proper commitment and respect to their implementation
- Support proper planning in terms of logistics, procurements, human resources and budgeting.
- Provide follow-up on the program's implementation and collect information through written reports and data collection sheets
- Attend and represent IMC MHPSS Department in interagency and local coordination meetings as requested
- Organize and attend MH case management technical meetings
- Conduct regular visits to communicate and follow up on Primary Health Care 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)

Monitoring and evaluation

- Provide input and ensuring MHPSS activities and training in work run according to protocol and program
- Provide support to staff to ensure planned activities are in line with project indicators, objectives and timeline
- Support the utilization and implementation of measuring tools to assess success in accordance with indicators of program
- Monitor programming so that it 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 a regular basis

Capacity building

- Support capacity development assessment

- Assist in developing training plans for the MHPSS case management team in the area
- Follow up on the implementation of training courses, prepare schedules, ensure the training requirements are set and follow up on the implementation – for staff and partners
- Ensure that all documentation related to training is being filled in and properly documented: fill in attendance sheets, pre-post tests, submit training report
- Participate in training, supervision and team meetings, and serve as the 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 CM team on regular basis (daily, weekly and monthly)
- Analyze and consolidate data
- Monitoring records and preparing reports for proper information flow
- Conduct file audits and submit monthly tracking reports to MHPSS Manager
- Provide technical oversight, following the MHPSS standards of practice, on case management services provided at the MHPSS supported clinics in addition to the MHPSS 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 M/E 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 comprehensive.

➤ **MINIMUM QUALIFICATIONS :**

- Typically, a Bachelor's degree in social work Psychology, public administration or other relevant qualification. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Master's qualification in MHPSS, public health or administration and in project cycle management desired.
- Typically, 3+ years of previous relevant experience in Mental Health activities and programs.
- Familiar with the IASC MHPSS guidelines in emergency settings;
- Previous NGO experience and familiarity with humanitarian/development related MHPSS, Health, Protection programming and/or M/E processes.
- Willing to adhere to the field schedule, have a 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.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **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.

- **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

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

[MHPSS Officer-Raqqa-MHO-24062026](#)

Alternatively, scan the following QR code by your mobile camera:

