

## Job Announcement (Internally & Externally)

### - Mental Health Supervisor at MSF SPAIN- (2) Positions

**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.

**MSF SPAIN** is advertising for the following position: **Mental Health Supervisor** – Full Time

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Psychosocial or related field essential.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Psycho-social counselling experience of at least 2 years' experience.</li> <li>• Desirable previous experience with MSF or other NGOs in developing countries.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Arabic and English languages <b>are essential</b>.</li> </ul>
<b>Others:</b>	<ul style="list-style-type: none"> <li>• Computer literacy, (Word, Excel, PowerPoint, outlook) <b>is essential</b>.</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<ul style="list-style-type: none"> <li>• <b>Daraa - Nawa Hospital:</b> The 1<sup>st</sup> position will be temporarily based in Damascus and shifted to Daraa/Nawa Hospital in the coming period.</li> <li>• <b>Northwest Syria "NWS":</b> The 2<sup>nd</sup> position will be based in Idlib – Atimah catchment area with several visits around 70% to Homs Governorate then to be shifted to Homs in the coming period.</li> </ul>
<b>Level:</b>	<ul style="list-style-type: none"> <li>• 8</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	<ul style="list-style-type: none"> <li>• Participate in the planning, supervision and coordination of mental health / psycho-social related services in the program in accordance with <b>MSF</b> standards in order to provide the most appropriate mental health support for patients.</li> </ul>
<b>Main responsibilities and tasks</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Coordinates activities of counseling services with other relevant actors and liaises with the local counterparts on mental health matters, including referral services.</li> <li>• 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</li> <li>• Liaise with the other MSF team members of the project.</li> <li>• 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</li> <li>• Oversee the administrative processes associated with psychosocial functioning.</li> <li>• When needed, give psychological support to patients according to MSF protocols to improve mental health conditions of patients and enhance their functionality.</li> <li>• Compile the data and statistic linked with MH activities and report to the MH activity manager</li> <li>• Offer clinical counselling supervision to mental health counsellors in collaboration with the Mental Health Activity Manager.</li> <li>• Ensure the patient's related information is kept confidential.</li> </ul>

### HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://forms.gle/CyvKH32Gxd9K2YGN8>

**Only shortlisted candidates will be contacted through their email address.**

**Closing date: Saturday 24<sup>th</sup> May 2025**

Please note that due to the urgency to fill this position, you are encouraged to apply immediately as we will be reviewing applications on a rolling basis, therefore we may withdraw the position before the advertisement's closing date if we receive a sufficient number of candidates or a suitable candidate/s is identified.

**Important notes:**

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff. Female candidates are strongly encouraged to apply for this position. MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.