



## Vacancy Announcement

### **Job Description:**

**Company:** International Medical Corps.

**Job Title:** MHPSS Manager.

**Contract type:** Full-time.

**Duty Station:** Damascus.

**Number of Vacancies:** 1.

**Application Closing Date:** April 13, 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 the field site while supporting overall country level programming.
- Manage the MHPSS field team, supervise activities and build capacity, support with team-building, performance reviews, and professional development of staff.
- Regular coordination and program status updating with Field Site Coordinator, MHPSS Coordinator, Program Director and Country Director (when requested).
- Manage and coordinate all program related legal requirements in collaboration with Liaison, 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 for 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 free drug list for psychotropic medication.
- Represent IMC MHPSS on a national level with stakeholders and key government officials.
- 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.
- Coordinate 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 M&E tools and collection and analysis of program data.
- Oversee internal and external 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-Site coordinator and finance department regularly.

- Coordinate regularly with other teams, including Health, CP/RH/GBV and Nutrition, for integrated approach to activities and trainings.
- Implement the project in line with IMC and global MHPSS standards and guidelines and closely coordinate with IMC's Technical Unit Global Mental Health Advisor for development and review of training materials and reports.
- Participate in MHPSS coordination meetings for information sharing, collaboration with partners, referral mechanisms, and advocacy for best practices and 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 all inclusive.

➤ **MINIMUM QUALIFICATIONS :**

- Typically, a 4-year University degree in 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 mental health related field, including minimum of 2 years of professional experience managing and coordinating MHPSS projects in humanitarian settings.
- Knowledgeable in 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 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.

❖ **Salary and Benefits:**

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

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 reportingmisconduct:[www.InternationalMedicalCorps.ethicspoint.com](http://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.

❖ **Code of Conduct:**

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps&amp;amp;amp;amp;amp;amp;amp;rsquo; and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

❖ **Safeguarding:**

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

❖ **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.

➤ **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:

**[Mental Health and Psychosocial Support Manager - Main Office Damascus-MHPSS-13042026](#)**

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

