



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202402

Head of Project (Mental Health and Psychosocial Support)

Thet Kay Pyin, Rakhine State

Duration: 3 months with possible extension

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

The Head of Project (HoP) for MHPSS within Nutrition Projects in Thet Kay Pyin is responsible for overseeing the integration and implementation of MHPSS initiatives within Nutrition projects. Reporting to the MHPSS Deputy Program Manager (DPM), the HoP ensures that MHPSS services are effectively delivered in Integrated Nutrition Centers (INCs) and the community, aligning with ACF's strategic priorities and addressing the psychosocial roots and effects of hunger and malnutrition.

TASKS & RESPONSIBILITIES

Objective 1: Responsible for the implementation of quality MHPSS activities within Nutrition centers

Activities:

- Adhere to the methodology for each step of activity implementation, ensuring alignment with ACF's strategic directions and protocols.
- Conduct regular field supervision visits to follow up on activities, identify and anticipate problems or constraints, and regularly update the Deputy Program Manager.
- Evaluate support needs for effective implementation of activities, including Human Resources, Finance, Administration, and Logistics.
- Monitor the quality of intervention as defined by project documents (log frame, proposal, annual review, etc.), and participate in the adaptation and follow-up of the project work plan.
- Suggest to the project manager adaptations of the MHPSS tools based on evolving field insights and beneficiary feedback.

Objective 2: Field Coordination, Representation with Local Partners, Authorities, and Specific Stakeholders; Liaison with Other ACF Departments in collaboration with the DPM

Activities:



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- Participate in coordination meetings and technical working groups with other consortium partners as requested by DPM and PM, facilitating technical skill exchange.
- Coordinate the organization of information meetings, events and training sessions with community members to ensure their acceptance and participation on project implementations and improve their knowledge in terms of MHPSS.
- Strengthen collaboration with village authorities, community elders, TMO and other NGO technical field managers, ensuring MHPSS activities are well-integrated within community structures.
- Liaise with Logistics (responsible for Procurement requests, stock release orders and transport request), Finance (responsible for cash advance), and Administration teams (for documents to provide to authorities and donors) to ensure smooth operational support for MHPSS activities.
- Collaborate closely with the Nutrition Department to ensure effective integration of MHPSS activities within the broader nutrition program.
- Maintain constant communication with the Program Manager and Deputy Program Manager and ensure professional relationships with MoH representatives and NGO partners in the area.

Objective 3: Team management

Activities:

- Prepare workplan for MHPSS in Nutrition projects in Sittwe, in collaboration with Deputy Program manager
- Prepare Procurement Plan for MHPSS activities in Nutrition projects in collaboration with Deputy Program manager
- Identify and address training needs of team members, and developing training modules as necessary, in collaboration with Program Manager.
- Responsible of conducting performance appraisals of team members and approving Timesheets.
- Arrange team rotations, activities plan and equipment distribution supported by DPM.
- Support, follow up, and monitor the team's work, ensuring high-quality service delivery and addressing issues in collaboration with the PM.
- Foster team motivation through positive behavior and team-building activities, mediating conflicts as needed.
- Support, follow up and monitor the team's work. Check the quality of the tools and suggest corrections the possible issues to the PM.

Objective 4: Monitoring and reporting of project activities

Activities:

- Prepare and submit weekly/monthly reports, including project technical reports, APRs, and weekly program reports, according to ongoing projects.
- Share ad-hoc data linked with the intervention sector or context analysis as requested by PM.
- Draft case-study reports
- Ensure the follow-up and supervision of the project using appropriate tools.
- Ensure the collection of high-quality photographs and stories from activities, in strict adherence to ACF's guidelines on consent, confidentiality, and dignity, highlighting the impact of the project for internal and external visibility and donor reporting.

Objective 5: Ensure written and live translations of documents and live sessions requested by the needs of the Program MHPSS



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Activities:

- Translate timely from English to Burmese/local language the documents and material needed by the MHPSS Program
- Interpret timely during training sessions, meetings, field supervision, individual interviews, group discussions, briefing, debriefing, as needed by the Program, etc.

Objective 6: Uphold Confidentiality, Safeguarding Principles, Gender Policy, and Do No Harm

Activities:

- Ensure strict adherence to ACF's confidentiality and safeguarding policies, ACF's gender policy and the overarching do no harm principle.
- Conduct comprehensive training for the team, covering these critical areas to foster an inclusive, safe, and ethical working environment.
- Integrate considerations of confidentiality, safeguarding, gender sensitivity, and the do no harm principle into all stages of MHPSS activity planning and execution. This includes conducting gender-sensitive risk assessments, implementing strategies to protect all beneficiaries, and ensuring equitable access to services.
- Incorporate safeguarding principles into all aspects of documentation and visibility efforts, ensuring that the collection and use of photographs and stories respect the rights and privacy of participants, especially vulnerable groups.
- Ensure strict respect of confidentiality of the content of the activities with the beneficiaries and with the storage of all the files regarding the beneficiaries
- Ensure strict respect of confidentiality with an adapted space for individual counselling and team consultation or breastfeeding activities
- Ensure strict respect of confidentiality of the material translated and discussed. It is the property of the project's beneficiaries and ACF
- Respect confidentiality regarding the content of individual interviews, group discussions and debriefing sessions, except when exchanging information with the MHPSS Expert in charge.
- Train the team members to be able to engage with communities to raise awareness about the importance of safeguarding, including their rights and how to report concerns.

DEGREE AND SKILLS REQUIRED

- A minimum of a High School Leaving Certificate coupled with at least 2 years of professional experience in project management with components of Mental Health and Psychosocial Support (MHPSS), Community Health, Protection, or Nutrition.
- Preferred: Advanced training or certification in Social Work, Public Health, Nutrition, or a related field. Relevant experience in early childhood development (ECD) is an asset.
- Language Proficiency: Fluency in English and Burmese is mandatory. Proficiency in Rohingya is highly desirable.
- Team Management Skill: Demonstrated capability to lead, manage, and motivate a diverse team effectively, ensuring high performance and team cohesion in a multicultural setting.
- Analytical and Synthesis Abilities: Ability to assess complex situations, analyze data, and synthesize actionable strategies for project advancement.



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- Project Management Capacity: Proven competency in overseeing projects from initiation to completion, including planning, budget management, execution, monitoring, and evaluation.
- Flexibility and Creativity: Demonstrated adaptability in response to unforeseen challenges or changing project dynamics, coupled with creativity in problem-solving and innovation in strategy development.
- Mental Health and Caregiving Knowledge: Solid understanding of key concepts and practices related to mental health and psychosocial support, particularly regarding caregiving for infants and children.

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

To:

ACF Sittwe Office: No 72, Sittwe Hotel Street, West Sanpya Quarter, Sittwe, Rakhine State.

Via an email: recruitment@mm-actioncontrelafaim.org

***** Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. *****

CLOSING OF APPLICATION: 30th April 2024

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.