



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVK202401

**Mental Health, Psychosocial Support, and Protection (MHPSS &P)**  
**Deputy Program Manager**  
**Kayah State**  
**Duration: 6 months with possibility of 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:**

Responsible for the smooth running of the Mental Health and Psychosocial Support (MHPSS) Programme and representation of ACF in Kayah State.

#### **TASKS & RESPONSIBILITIES**

##### **Objective 1: Organize and manage the Mental Health and Psychosocial Support ( MHPSS):**

- Ensure the implementation of the various components of the project (needs assessments, project design, activities orientation, monitoring).
- Ensure the project's technical follow-up.
- Analyse the program and its cohesion with the context and the identified psycho-social and Psychosocial Support needs.
- Participate in defining the approach to donors / local institutional partners / and orienting the project when required.

##### **Objective 2: Implement MHPSS:**

- Make sure that Mental Health and Psychosocial Support considerations are well respected and integrated into other program activities.
- Collaborate closely with Nutrition PM and Deputy to ensure the well-being of the beneficiaries.
- Plan the activities according to the development of the project.
- Evaluate and update project needs (HR, financial, logistics).
- Identify and anticipate problems or constraints.
- Follow the project's advancement through regular visits.
- Propose solutions or improvements for better performance of the project.
- Participate in the follow-up of orders and consumption.



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVK202401

- Support the team in gender and protection mainstreaming and its integration into activities through training, supervision, and monitoring, as well as by programming gender and protection assessments and analysis.

#### **Objective 3: Manage the Project and Project:**

- Identify the HR needs and participate in the recruitment process.
- Draw up planning of the work involved for each post.
- Regularly update the employees' attendance file.
- Inform and regularly remind team and partner staff about the ethical considerations and required standard behaviours.
- Conduct regular meetings with the team focal points/ partner staff to have feedback of difficulties \ improvement of the program in feeding centres and/or baby friendly tents.
- Organize regular meetings with the psycho-social workers team and report the outcome to Field Coordinator and MHPSS HoD.
- Prevent and manage problems in mental health and Psychosocial Support program or contact the immediate superior.
- Conduct regular team appraisal interviews.
- Ensure that psycho-social team has understood basic psychosocial techniques and is informed about clinical supervision for psychosocial support to team.
- Promote staff well-being and refer to immediate supervisor in case of conflict between team members.
- Responsible for the smooth collaboration between team members and partner staff,
- Check the way in which the team and partner staff interacts with the beneficiaries and those accompanying them and ensure good relationships with the communities.
- Ensure the implementation of project activities and budget consumption within identified project timeframe
- Develop monthly work-plan and prepare monthly forecast budget expenditures to respective department

#### **Objective 4: Provide technical support to the programmes under MHPSS line and technical management:**

- Provide technical support and organize training courses according to the needs.
- Contribute to the definition of programmes.
- Participate to activities requiring MHPSS expertise (training, clinical supervision...) when needed.
- Internal capacity building: external capacity building including INGOs, NGOs and government staff on MHPSS based on project needs.

#### **Objective 5: Ensure ACF MHPSS Programme representation:**

- Participate in internal and external meetings and others as identified necessary for the cluster and WGs.
- Manage relationships with counterparts and subordinates in other ACF departments as per programme design (Nutrition, FSL, WaSH, DRR)
- Ensure good professional relationship with government representatives at local level in close collaboration with the Field Coordinator.
- Ensure good professional relationship with partners working in the area.
- Regular attendance and appropriate representation in forums assigned
- Participate in the project's external representation on the field, in close collaboration with the Area Coordinator and HoD.



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVK202401

#### Objective 6: Monitoring, Evaluation, Accountability and Learning:

- Supervise the monthly reports of the team.
- Support Project Review Meetings for monitoring of project implementation.
- Manage the reporting process (internal and external) and ensure that reporting deadlines are respected.
- Support the project evaluation and learning processes of the MHPSS interventions.

#### Demonstrate personal commitment in promoting Gender Equality/ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

#### DEGREE AND SKILLS REQUIRED

- Higher Education in Psychology or Social work or equivalent diploma linked to social assistance; science and medical certificates can also be considered
- Experience in psycho-social support
- Experience and capacity in project management
- Knowledge of child development desired
- Technical capacity in psychosocial work
- Capacity building skills
- Understanding of organisational hierarchy- Critical thinking, ability to analyse and synthesise –
- Capacity to supervise a team –a sense of confidentiality -
- Ability to organise/systematise– Diplomacy –Flexibility – Autonomy –
- Computer and report writing skills –
- Rigour and precision – Empathy - Patience –Reliability/dependability- Autonomy
- Knowledge of English and national languages; knowledge of local languages preferred-
- Individual, management, relational, motivation.

#### 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) and the final clearance from your previous employer.

To: **No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.**

**OR**

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

#### CLOSING OF APPLICATION: 17<sup>th</sup> May 2024, Friday

- 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 and women are encouraged to apply.