



Psychosocial Support Assistant

Date: 4th June 2025

We are currently recruiting a Psychosocial Support Assistant position, directly reporting to Protection Coordinator and Protection Officer.

This position is based in Taunggyi, Southern Shan State, 70% travel to implementation areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

The postholder plans and execute MHPSS interventions with the aim to improving the psychosocial wellbeing of internally displaced persons and other conflict and natural disaster-affected communities. The PSS Assistant directly implements and facilitates the implementation of psychosocial support activities in different settings including in schools in the displacement or host communities in Shan state through the collaboration among the cross-humanitarian sectors. With the technical support from the Protection coordinator / Officer, the position focuses on the development of MHPSS project work plan, implementation of specific MHPSS activities, strengthening of Community-Based Structures such as local Civil Society Organizations / Community Based Organizations, and building MHPSS capacities, coordination and safe referrals. The PSS Assistant undertakes regular mapping of formal and informal service providers and support the development MHPSS referral pathway. The post holder also assists the CP team in ensuring the quality of the PSS activities in the mobile CFSSs and protection services.

Key Responsibilities

Accountability and Complexity

- Ensure the inclusion and meaningful participation of vulnerable communities in MHPSS activities
- Ensure the selection of community volunteers/school PSS focal points.
- Build the capacity of teachers, community leaders, incentive workers/volunteers or community protection focal points, members of local CSOs & CBOs on MHPSS.
- Provide coaching and on-the-job mentoring to teachers, CBOs, and other community structures.
- Ensure that beneficiary data are regularly updated & protected as per the RI's data protection policy.
- Ensure that services are provided with due consideration of safety, dignity and do-no-harm, non-discrimination, meaningful access, accountability and participation and empowerment.
- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies.

Program Implementation

- With the support of Protection Coordinator / Officer, develop a project/PSS work plan.
- Implement, support and follow up the MHPSS awareness-raising and promotion of mental health and psychosocial well-being interventions
- Work on appropriate identification of vulnerable & at-risk individuals, families & groups (including individuals with MNS disorders, disabilities, women-headed households, child-headed households, elderly, victims of trafficking, mine victims, etc.) for timely provision of safety and security, basic service delivery and community and family-based intervention and referrals.
- Undertake MHPSS service mapping and assist the development of MHPSS referral pathway.
- Provide timely, adequate, age and gender appropriate MHPSS information in the camps/sites and/or host communities including in schools.
- Organize/facilitate individual and group MHPSS sessions for individuals and families/parents on various MHPSS topics (e.g., self-care, stress and coping, etc).
- Facilitate psychosocial wellbeing awareness-raising sessions in the community.
- Strengthen family, networks and community support mechanism (including to nurture a caring environment, mitigating/eliminating negative coping mechanisms and recovery)
- Organize prevention activities on Mental Health Psychosocial Wellbeing including psycho-education and stress management.
- Organize stigma reduction campaigns with persons with MNS disorders.
- Undertake timely referral of persons with mental health problems for specialized care and treatment.
- Provide psychological first aid.
- Provide support to the case workers when requested.
- Participate in local level coordination meetings.
- Provide inputs in the weekly and monthly program updates, reports and work plans.
- Provide input (e.g., case stories, photos, narratives) in the technical progress and final reports.
- Collect and verify project data, and share that with PSS officer.
- Participate in regular assessment & emergency rapid assessment as needed
- Participate in coordination meetings at township/camp/site levels (e.g., CCCM).
- Assist the PSS Officer in the development or adaptation of PSS-IEC materials which will be used to aid the awareness-raising sessions.
- Participate in the weekly project planning and learning sessions.
- Provide input to narrative and financial reports on a timely manner.
- Assist Protection Coordinator / Officer in the logistic/procurement process (prepare PR, prepare advance request, etc.)

Supervision and teamwork

- Work with families and at community level to ensure the inclusion of persons with disabilities in the MHPSS services.
- Help to activate and mobilize traditional community structures and stakeholders.
- Closely plan and coordinate the implementation of the MHPSS activities with CP and other teams.

Partnership and Capacity Building

- Attend available professional development training and cascade the learning with CSOs/CBOs.

Behavior and conduct

- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

About You

You will bring the following experience and skills:

- Degree/diploma in Psychology, Social Work or Counselling or Mental Health related disciplines

- At least two years of direct experience on MHPSS project management/implementation
- Knowledge, skills and experience on Child Protection, Gender-Based Violence, and case management
- Familiarity with the IASC-MHPSS Guidelines, & minimum standards on Child Protection, GBV and Inclusion of persons with disabilities.
- Previous experience working in INGOs and NGO is preferable.
- Experience on capacity building of local CSOs/CBOs.
- Ability in facilitating sessions at community level.
- Proven experience in skills on individual consultation.
- Meet deadlines, flexible and respect others opinion and contribution
- Willing to work with marginalized and disaster-affected communities
- Willingness and commitment to work in a flexible schedule including out-of-office hours and during weekends in hard-to-reach areas.
- Experience or knowledge about Shan context.
- Knowledge of Shan and/or other local languages is considered as a key added value.
- Good oral and written skills in English language.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "Psychosocial Support Assistant, Taunggyi" in the subject line.

Closing date: 18th June 2025

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.