

## JRS Advertisement

### Identification of Position

**Position Title:** MHPSS Coordinator

**Reports to:** Project Director

**Location:** Kampala

### Position Requirements

#### Organizational Context

The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, incorporated as an international nongovernmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980 and now has a presence in 57 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the fields of Education and Livelihoods, Reconciliation, MHPSS and Advocacy.

#### Operational Context/Role

Under the direct supervision of the Project Director, the MHPSS Coordinator's primary responsibility is to coordinate and manage all JRS Kampala project's MHPSS activities in accordance with JRS policies and procedures and the acceptable JRS International and Regional Psychosocial standards while liaising with human protection authorities, other SGBV partners, and stakeholders in Kampala.

#### Key Responsibilities:

- Prepare plans for effective implementation and supervision of all JRS Kampala MHPSS activities that targets and increases the wellbeing of urban refugee beneficiaries and communities.
- Coordinate and manage all MHPSS undertakings in collaboration with other JRS departments Coordinators, Project Director and in liaison with schools, government and MHPSS working agencies.
- Provide an overall management of specialized MHPSS caseload, as appropriate to the requirements of the individual position; performs research and case assessments; prepares individualized studies for admission, referrals, and/or legal justice, as applicable.
- Develop scope of work, project deliverables and monitoring indicators and targets together with the Programmes Officer and MHPSS team for grant/programme office as required.
- Provide monthly comprehensive departmental activity reports to the Project Director showing the status, current implementation of MHPSS activities.
- Conduct a risk assessment for clients accessing counseling services and ensure appropriate follow-up mechanism.
- Provide appropriate MH guidance in CBT, ACT, PM plus, self-health plus, individual and group therapy to counselling clients.

- Conduct home visits to most vulnerable counselling clients to accompany, listen, assess and support clients' mental health and psychosocial needs and wellbeing.
- Provide overall responsibility of monitoring ongoing care plan implementation in relation to clients' counseling needs, with special attention to identifying risk issues and communicating these issues to the supervisor.
- Provide guidance and strategies to reduce risk and promote wellbeing
- Ensure the people of concern have access to legal and fair hearings in court through court follow-ups, prison monitoring and border monitoring.
- Responsible for carrying out the needs assessment for the MHPSS programme and the preparation of the proposals and reports in collaboration with the Project Director.
- Design and coordinate workshops/training activities for JRS MHPSS programme (like teacher training, Community Leaders' trainings, CBOs capacity building, children, youth, parents and family group support activities).
- Work closely with parents/stakeholders and schools by designing and overseeing the implementation of capacity building programs, youth clubs that will help them easily support children into schools.
- Apply the mental health and psychosocial support guidelines, Minimum standards in Humanitarian Action and Child Protection strategy, Convention on the Rights of children, National Law and applicable IASC policy, standards and codes of conduct.
- Conduct awareness activities and engage with the wider community on promoting emotional wellbeing and positive mental health support of other staff.
- Ensure that MHPSS program components are implemented according to approved work plan to achieve program deliverables.
- Create and maintaining a close and regular collaboration and exchange information with staff in JRS psychosocial department.
- Collaborating closely with SGBV urban working partners in case management meetings and follow up of clients.
- Participate in the recruitment of MHPSS staff.
- Provide training to staff as requested on good communication skills, identification, and referral to counseling services, Psychological First Aid, and any other topics as needed.
- Understand and meet legislative and funding requirements including collecting and recording statistical data in a timely and accurate manner.

### **Monitoring and Evaluation**

- Support the MEAL team and in coordination with the MEAL framework, and support in MHPSS assessments.
- Ensures technical oversight and field-monitoring of the program staff in close coordination with monitoring and evaluation department, notably to ensure quality control and adequate implementation of the planned tools and frameworks.

**Reports and File Management**

- Produce analytical reports of mental and psychosocial health status of clients including children, youth, and family related trends and issues on a monthly and ad hoc basis, ensuring holistic approach to clients.
- Maintain client files, case notes and risk management documentation as per organizational policy and procedure.
- Maintain the client information system to enable effective and informed client bookings.
- Remain up to date with reporting outcomes for clients as needed.

**Advocacy, Networking, and Partnership Building:**

- Contribute to local technical partnerships on MHPSS, and other regional partnerships and initiatives on mental health.
- Strengthen strategic partnership through networking and advocacy with governments, UN system agency partners, regional inter-governmental bodies, donors, internationally recognised institutions, NGOs, funding organisation, research institutes and private sector to advance initiatives aimed at scaling up and scaling deep mental health and psychosocial programming in the region.

**Innovation, Knowledge Management and Capacity Building:**

- Provide technical support and capacity building to project office on MHPSS programming across sections, with a focus on integration in the back-to-school agenda, development of adolescent led initiatives and integration of mental health into positive parenting programmes.
- Promote critical thinking and innovative approaches on mental health, keeping abreast of current research and introducing and implementing cutting edge practices on implementation, systems strengthening, and workforce development.
- Work to institutionalize and disseminate best practices and knowledge learned, including in humanitarian emergency settings.
- Contribute to the development of regional thought leadership and knowledge management through contributing to systematic collection of country programme experience (lessons learned, best practices, reviews, evaluations) in the area of MHPSS, including a key focus on the best practices; facilitate sharing of this knowledge between relevant JRS offices and a community of practice on MHPSS.

**Qualifications and Experience:****Education**

- Bachelor's degree in counselling, social work, psychology.
- Masters in counselling psychology, and clinical psychology.
- Postgraduate studies in project planning and management shall be an added advantage.
- Good practical and academic knowledge of humanitarian affairs and conflict resolution.
- 5 years' experience in a similar role is required.

**Languages**

- Excellent written and verbal communication skills in English are required.

### **Required Skills and Competencies**

- At least 5 years' experience in a similar role either in humanitarian or development settings with proven success in MHPSS.
- Previous experience with an NGO in similar program.
- Proficiency in written and oral English.
- Good leadership skills.
- Very good pastoral sense, listening abilities and inter-personal skills.
- Work with integrity, impartiality, fairness, confidentiality, and the ability to respect confidence.
- Demonstrable experience of working in an active team.
- Excellent attention to detail and accuracy.
- Excellent organizational skills used in planning own work and ability to work to targets and deadlines.
- Excellent written and oral communication skills.
- High standard of computer literacy (Microsoft Office 365, and M&E tools and statistical packages).

### **How to apply**

- Written application explaining why you are interested in the above position and how you meet the qualities and qualification criteria.
- Attach a CV with maximum 3 pages. The CV should contain information about your qualifications, relevant trainings, work experience, names and contact details of three (3) professional referees.
- You must send your CV and application as a single pdf file.
- Applications should be sent online to Jesuit Refugee Service Uganda at [uga.hr@jrs.net](mailto:uga.hr@jrs.net)

***Note: JRS has a Child Safeguarding (CS) Policy in place and expects all staff to read, sign and adhere to it.***

**Deadline: March 31, 2023**

***No late applications will be considered - Only shortlisted candidates will be contacted. JRS is an equal opportunity employer and has a non-discrimination policy in place.***