



# Mental Health, Psychosocial Support & Protection Advisor (MHPSS-Protection Advisor) Switzerland

## Role & Responsibilities

Member of a diverse team of Technical Advisors, the Senior MHPSS-Protection Advisor is responsible for leading and supporting the development and implementation of Medair's MHPSS strategy and systems at international and country program levels. S/he is expected to ensure Medair adheres to international guidelines and standards, strong beneficiary and donor accountability, and meeting reporting needs of other internal and external key stakeholders. The MHPSS-Protection Advisor will be responsible for supporting integration of mental health, psychosocial support, and protection into humanitarian response services at community and facility levels. This will involve providing technical advice and coordination on MHPSS to country programs and to GSO, training and capacity building of Medair country program staff involved in MHPSS.

## Project Overview

Medair Global Support Office (GSO) provides operational guidance for country programmes, along with both technical and compassionate support for our relief workers. Within our GSO and affiliate offices, we are also responsible for promoting the work of Medair to the world, to raise and manage the funds needed to run our life-saving and sustaining programmes, and to recruit international and GSO staff. The International Programmes Department is specifically responsible for the timely delivery and quality of Medair's humanitarian services in Medair country programmes with support from the HR, Engagement, Finance, Logistics and Information Technology Services departments.

## Workplace & Conditions

Global Support Office (GSO) position based in Lausanne, Switzerland. **Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.** Remote work is possible (conditions apply). Travel to Medair country programmes for up to 2 to 3 months per year. Out of hours/ weekend work may be required from time to time.

## Starting Date / Initial Contract Details

ASAP. Full-time open-ended contract.

## Key Activity Areas

### Strategy Implementation and Development

- Review and update the Medair global MHPSS strategy and position paper in consultation GSO Advisors and the Programmes team with ELT approval.
- Conduct annual strategic review and updates to ensure that the strategy aligns with humanitarian needs, best practices, and organizational priorities.
- Define MHPSS and specific activities for involvement in MHPSS and protection mainstreaming that are appropriate for Medair, and identify the resources (human and financial) that are needed to implement these activities.
- Develop specific MHPSS organizational policies and procedures to support standard operation procedures (SOPs), and a code of conduct for Medair. Ensure alignment to key international guidelines and initiatives.

### Programme Quality

- Provide technical MHPSS advice at all key stages of the project management cycle. This includes travel to country programmes as well as review of proposals.
- Improve the quality and coherence of MHPSS across Medair country programmes, by assisting and supporting country programmes in the development and regular review and monitoring of their MHPSS strategies and plans.
- Develop a supervision plan and standards, for integrated mental Health and Protection programming that can be used in proposal development and HR plans at the country level.
- Ensure appropriate clinical and psychosocial support supervision is in place for all MHPSS-Protection programs in Medair, in alignment with the defined standards.

### Training and Supervision

- Develop and implement a plan for organisational capacity building on MHPSS, including induction and on-going training needs.

- Support project managers to identify staff at all levels, but especially those who implement programmes directly, to receive training in basic, advanced, and supervisory skills.
- Adapt or create standard training materials and resources and provide training to staff.
- Share recommended external MHPSS related training courses for staff with MHPSS focal points and other relevant staff.

#### Human Resources/Staff Care

- Provide guidance and recommendations for the mental well-being of GSO, and field staff to HR/Staff Wellbeing Advisor at GSO.
- Provide MHPSS staff and focal points with a support package of up-front training, monthly supervision, ongoing peer support, on-going training and facilitate access to external counseling and support.

#### Representation

- Represent Medair as the technical expert in MHPSS.
- Develop and maintain MHPSS and humanitarian networks for shared learning and to stay informed on current MHPSS related humanitarian aid trends.
- Speak on behalf of Medair concerning MHPSS issues to the humanitarian community and media.

#### Communication and Fundraising

- Review and technically approve communication and fundraising material related to MHPSS.
- Build Medair's institutional profile by using high-quality data and articles for publication, speaking at relevant professional conferences and events, as time permits.
- Collaborate with the Engagement Team to improve documentation and sharing of Medair's global achievements and impact in MHPSS.

#### Team Spiritual Life

- Reflect the values of Medair with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

*This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.*

#### Qualifications

- Degree in psychology, (global) mental health, social work or related field.
- Licensed mental/behavioural health professional.
- Demonstrated training and experience or specialisation in mental health and/or psychosocial support of international humanitarian programmes.
- Excellent working knowledge of the English language (speaking and writing).

#### Experience / Competencies

- 3 years minimum experience in MHPSS in international programmes in development and relief settings
- Demonstrated success in developing and implementing MHPSS strategies for projects, supervision, and staff care
- Extensive knowledge of mental health and psychosocial support standards and best practices.
- Ability to communicate MHPSS principles and to train others.
- Capacity to work under pressure and manage personal stress levels
- Creative, open-minded, flexible, self-learner
- Committed to a consultative approach
- Excellent communication skills—both written and oral
- Team-player with good inter-personal skills
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#### Before you apply

Please ensure you are fully aware of the:

- a) Medair organisational [values](#).
- b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, [Medair's accountability policies and best practices](#).
- c) Medair Relief & Recovery Orientation Course ([ROC](#)) (which forms part of the recruitment selection process for field positions).

#### Application Process

To apply, go to this vacancy on our [Medair page](#). Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.