

**JOB VACANCY**  
**MHCP Head Of project (M/W)**  
**Based in KALAR**  
**Job Reference Number: ACF/KRI/KA/MHCP/001**

Action Contre la Faim –ACF International is a global humanitarian organisation committed to ending world hunger and recognized as a leader in the fight against malnutrition. Founded in 1979, ACF delivers programmes, in over 40 countries while committed to respect humanitarian principles as a non-governmental, non-political, non-religious and, non-profit organisation. Our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflict. ACF intervenes in four main areas: Nutrition, Mental Health & Care Practices; Water, Sanitation & Hygiene; Food Security and Livelihoods; Advocacy and Raising Awareness. **ACF is looking for a MHCP Program Manager Assistant.**

**Work place:** Based in KALAR + on exceptional request, in geographical area(s) covered by ACF in KRI

**Type of contract:** Fixed-Term Contract of 9 months, from the 14 July 2016 until the 31 March 2017 (*with the possibility of extension*)

**Working Hours:** Full time contract of minimum 40 hours a week up to a maximum of 48 hours a week (*8 hours a day for 5 days a week and on Saturdays when needed and/or requested*)

**Monthly Gross Salary:** From 2,296,690 IQD to 2,414,024 IQD depending on experience

**Benefits:** Monthly Transport Allowance + End of Year Bonus + Monthly Medical Allowance (*when probation period passed and confirmed on the position*)

**Main Assignment:**

**Plan, supervise and coordinate activities linked to the mental health program and care practices in Jabara and Kifri villages, partially linked to the Food, Security and Livelihood Department**

**Main activities:**

**Assignment 1 : Supervise the Mental Health and Care Practices project**

**Responsibilities and Tasks:**

- Ensure the psychosocial/psychological and Care Practices follow up of the vulnerable population and beneficiaries
- Ensure the good follow up of the defined objectives
- Permanently evaluate and propose adaption and recommendation to the project implementation if necessary
- Maintain good referral mechanisms in closed collaboration with other actors
- Ensure good and efficient use of funding allocated to the project
- Ensure project follows up, follow up of the the activity plan
- Make sure beneficiary selection is transparent and according to the ACF guidelines
- Make sure that the project logframe is taken in consideration during planning of monitoring and evaluation plan

**Assignment 2 : Supervise the project team**

**Responsibilities and Tasks:**

- Create an activity plan and it's follow up
- Follow the activities and tasks of each team member

- Organize and conduct training on Mental Health and Care Practices for the project team
- Organize and coordinate team meetings to ensure proper implementation of the project and follow up of the activities
- Evaluate team members and provide them necessary support and guidance
- Ensure that good practices are implemented by the team (do not harm principle)
- Guarantee good quality and ethical activities implementation, as well as confidentiality, in linked with the MHCP Project Manager

### **Assignment 3 : Coordinate and monitor the activities**

#### Responsibilities and Tasks:

- To schedule the implementation of activities in a coherent way
- To elaborate methodologies for the activities implementation
- To collect the data necessary for the monitoring, follow up and research linked with the project
- To analyse the quantitative and qualitative data
- To write and compile activities' reports
- To maintain strong relationships with other actors working in the same area to guarantee a smooth implementation and a complementary approach
- To explain to other actors, beneficiaries and stakeholders ACF values and principles, implementing project and activities
- Report according to ACF tools and schemes

### **Assignment 4: Coordination with other departments**

#### Responsibilities and Tasks:

- Actively collaborate with other ACF departments
- Work closely with the FSL department for good implantation and referential system of the project (Cash distribution and MHCP).
- Coordinate with logistics and finance department when necessary
- Exchange information about the project with other partners, at relevant clusters and coordination with other NGOs
- Include information systematically in each report.

Motivate the team ins a sense of responsibility for the project and correct implementation; maintain the good team spirit

#### Recruitment criteria:

<b>Qualification/Degree:</b>	Business administration, Social studies or similar field graduate strongly preferred. Experience in health education is an asset.
<b>Professional Experience</b>	Psychologist and project management Knowledge and previous experience working with IDP, refugees, and host community population are an asset.
<b>Technical/Specialized Skills</b>	Project cycle management, psychology, team management
<b>General Skills</b>	Good knowledge of Mental Health Practices – Skills in project supervision and coordination – Experience in training – Experience in team management – Relationships with international and local actors – Strong commitment for confidentiality – Skilled team leader – Excellent communication skills. Previous experience with the work with INGO is an asset.

<b>Managerial Skills</b> <i>(if applicable)</i>	
<b>Language Skills</b>	<b>Mandatory:</b> - Fluent Kurdish, Arabic and English
<b>Other Requirements</b>	The candidate needs to feel comfortable working in conflicted areas where security could become a concern. This position requires field travel at least 60% of the time.
<b>IT Skills</b>	Microsoft Office (Excel, Word)

**HOW TO APPLY:** **Closing Date: 30/06/2016**

Qualified candidates must submit a **Presentation Letter** and a **Resume including 2 professional references in Kurdish or English + a Copy of any certification of relevant** and a **copy of national ID or Kurdish Residency Card** to: [recruitment-su@iq.missions-acf.org](mailto:recruitment-su@iq.missions-acf.org), please indicated the job reference number **ACF/KRI/KA/MHCP/001**, in the e-mail subject line.

You can also find the Job Vacancy on FORAS' website and apply directly through FORAS' website at: <http://jobs.foras-iq.ta3mal.com/>

Applicants can also submit their application to the reception of ACF Office in Kalar, Dreamland, villa 24 , **in a sealed envelope specifying the job offer title and reference number** *(the Office is closed on Fridays and Saturday)*.

**Due to the volume of applications we receive, we will only contact short-listed candidates for further screening.** For more information please visit our website: <http://www.actioncontrelafaim.org/en>