

JOB VACANCY
MHCP Program Manager Assistant (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:

Qualification/Degree:	Business administration, Social studies or similar field graduate strongly preferred. Experience in health education is an asset.
Professional Experience	Psychologist and project management Knowledge and previous experience working with IDP, refugees, and host community population are an asset.
Technical/Specialized Skills	Project cycle management, psychology, team management
General Skills	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.

Managerial Skills <i>(if applicable)</i>	
Language Skills	Mandatory: - Fluent Kurdish, Arabic and English
Other Requirements	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.
IT Skills	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, 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>