



### JOB DESCRIPTION

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| Job Title: <b>Mental Health Program Officer (MHO) – Global Partnerships</b> | Department: Global partnerships                     | Job Listing Number: |
| Line Manager/Supervisor: Global Partnerships Coordinator                    | Duty Station: Kenya -2, Tanzania - 2 and Malawi - 1 | Version:            |
| Number of Positions: 05   |   |                     |

#### Job Purpose/ Position Summary

The Mental Health Officer (MHO) – Global Partnerships supports the Global Partnerships Department/Collaborations projects and programmes and serves as an ambassador of StrongMinds and Interpersonal Psychotherapy for Groups (IPT-G), helping the partners to design, implement and build capacity to run, coach and mentor partners staff to incorporate IPT-G into their existing activities and independently manage and expand such IPT-G programming. She/he from time to time and as collaborations exist, will be an embedded staff responsible for building rapport and trust with the partners’ organizations through professional attitude, technical skills, open and honest communication and by being responsive to the partners’ needs without jeopardizing the quality and integrity of the StrongMinds IPT-G model. Under direct supervision of the Global Partnerships Coordinator, the Mental Health Officer (MHO) – Global Partnerships will be responsible for the following activities:

| Area of Responsibility                 | Activities  | Expected Outputs   |
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| Project design and start-up activities | <ul style="list-style-type: none"> <li>- Work with the partners to confirm partners’ conduct continuous assessment for nearby resources for referrals (mental health, GBV)</li> <li>- Collaborate with partners M&amp;E staff to ensure IPT-G primary indicators that measure effectiveness of the IPT-G intervention are incorporated into the existing project M&amp;E structures and processes.</li> <li>- Continuous review of existing project indicators and support partners staff in selection or the development metrics and tools to measure IPT-G secondary indicators (IPT-G’s impact on the project’s primary indicators)</li> </ul> | <ul style="list-style-type: none"> <li>- List of Partners/ resources identified for referrals in place at the end of IPT-G cycle.</li> <li>- IPT-G primary indicators that measure effectiveness of the IPT-G intervention are incorporated into the existing project M&amp;E structures and processes.</li> <li>- Existing project indicators that measure IPT-G secondary indicators (IPT-G’s impact on the project’s primary indicators) are in place.</li> <li>- Evidence of conducting IPT-G therapy material and curriculum amendment workshop to adapt IPT-G curriculum and therapy materials to culturally suit the project beneficiaries in place.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>- With partners' logistical support, conduct IPT-G therapy material and curriculum amendment workshop to adapt IPT-G curriculum and therapy materials to culturally suit the project beneficiaries.</li> <li>- Continuously and progressively assess the capacity and the quality of the IPT-G facilitator trainees and supervisors.</li> <li>- Develop detailed work plans for IPT-G cycles for implementation.</li> <li>- Conduct in-person/online training sessions for partners staff on managing IPT-G programming.</li> <li>- In collaboration with the partners, develop supervision and follow up plan for the partners team.</li> </ul> | <ul style="list-style-type: none"> <li>- Evidence of capacity assessment and the quality of the IPT-G facilitator trainees and supervisors available.</li> <li>- Detailed work plans for IPT-G cycles for implementation in place and shared with supervisor.</li> <li>- Evidence of in-person/online training sessions for partners staff on managing IPT-G programming in place and shared with supervisor.</li> <li>- A clear collaboration framework/plan with the partners for supervision and follow in place and agreed</li> </ul> |
| Training activities   | <ul style="list-style-type: none"> <li>- Prepare, coordinate, and conduct core IPT-G facilitator training for partners' chosen facilitators as will be agreed.</li> <li>- Conduct training for partners management level staff on introduction to IPT-G, sensitization and screening for depression in the community as need may arise.</li> <li>- Submit any in-class training reports.</li> </ul>   | <ul style="list-style-type: none"> <li>- Facilitators and supervisors conducted training on IPTG skills and submitted the report within 14 days after the training.</li> <li>- Partners management level staff orientation done on introduction to IPT-G, sensitization and screening for depression in the community and report shared with key stakeholders.</li> <li>- Any in-class training reports submitted within 14 days after training</li> </ul>  |
| Community mental health activities - delivery of IPT-G Cycles | <ul style="list-style-type: none"> <li>- Support partners in the implementation of IPT-G Cycles, including community mobilization, sensitization, and pre-assessment; pre-group phase; and provision of weekly sessions of IPT-G contributing to reaching treating agreed number of clients.</li> <li>- Provide weekly coaching, mentoring and debriefing sessions to facilitators in collaboration with partners staff to increase the capacity of the facilitators to provide improve the quality of IPT-G service delivery.</li> </ul>   | <ul style="list-style-type: none"> <li>- Number of clients mobilized/ sensitized/psycho educated in cycle one and report prepared and shared.</li> <li>- Number of clients treated in per IPT-G cycle</li> <li>- End of cycle report prepared and shared within 14 days after the end of cycle.</li> <li>- Evidence of attendance for weekly debriefing sessions conducted.</li> <li>- Evidence of attendance for coaching and mentor-ship sessions done.</li> <li>- Evidence of on spot checks done in place.</li> </ul>                 |

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|  | <ul style="list-style-type: none"> <li>- Coordinate with partners staff in creation and running of self-care sessions for facilitators.</li> <li>- In collaboration with partners staff, conduct supervisors' quality assurance checks.</li> <li>- Work with the Global partnership Coordinator and M&amp;E team to assess quality of IPT-G implementation.</li> <li>- In collaboration with partners staff, conduct recalibration/review meetings at the end of the cycle.</li> <li>- Support the development of a periodic work plan with therapy cycles.</li> <li>- Ensure data for cycle IPT-G implementation is collected for analysis for reach, outcome, and impact.</li> <li>- Prepare and submit IPT-G Cycle reports.</li> </ul> | <ul style="list-style-type: none"> <li>- Evidence of Quality Assurance conducted in place.</li> <li>- Self-care templates shared with facilitators, filled and reviewed for cycle one.</li> <li>- Quality assurance report shared at the end of each cycle.</li> <li>- Meeting outcomes shared at the end of each cycle.</li> <li>- Cycle Analysis report in place and shared at end of each cycle.</li> </ul>  |
| <p>Communication and Learning Agenda</p> | <ul style="list-style-type: none"> <li>- Coordinate bi-weekly meetings with the partners and relevant StrongMinds staff.</li> <li>- Keep weekly check-up meetings with StrongMinds Supervisor</li> <li>- Communicate learnings throughout the secondment to StrongMinds Global office with the view of what is working well, what is not, recommendation for revisions in how working relationship and the way IPT-G is implemented.</li> <li>- Contact StrongMinds technical staff (Global, Uganda, Zambia) offices for support and technical discussions as needed.</li> <li>- Identify and document key learnings to refine StrongMinds' scaling strategies.</li> <li>- Other reporting and communication duties as needed.</li> </ul> | <ul style="list-style-type: none"> <li>- Evidence of meeting minutes shared.</li> <li>- Lessons documented and shared with the Strongminds.</li> <li>- Weekly, Monthly reports worked on and submitted accordingly.</li> <li>- Ongoing updates on the progress of the program on a weekly basis.</li> <li>- Evidence of contact and engagement with StrongMinds technical staff (Global, Uganda, Zambia) offices for support and technical discussions in place.</li> <li>- A list of Identified and documented key learnings to refine StrongMinds' scaling strategies in place shared with supervisor.</li> </ul> |

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|  |  | - Reports shared on learnings with Strongminds at the end of cycle. |
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| Educational Qualifications  | Job-related experience, knowledge and Behaviors   |
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| <p>Bachelor's degree qualification in Social Sciences, Development studies, Community Psychology, Counselling, or other related fields. Background training and implementation experience in Interpersonal Psychotherapy for Groups (IPT-G) will be an added advantage.</p> | <ul style="list-style-type: none"> <li>▪ Minimum of three years' working experience in program management role. Experience in managing a successful global collaboration is preferred.</li> <li>▪ Knowledge and use of various mental health interventions.</li> <li>▪ Training and mentorship of community members in mental health interventions, management and reporting.</li> <li>▪ Analytical Ability and critical thinking (Analysis and Synthesis of Data)</li> <li>▪ Good communication and Interpersonal skills</li> <li>▪ S/he must have demonstrable skills in planning and implementing mental health implementation reporting system.</li> <li>▪ Good report writing skills</li> <li>▪ Effective communication</li> <li>▪ Excellent computer skills in MS Excel/Access, PowerPoint.</li> <li>▪ Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.</li> <li>▪ Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures.</li> <li>▪ Ability to intervene with crisis management or troubleshooting as necessary.</li> </ul> |

Strong Minds Core Values

| Core values  | Behaviors Indicators   |
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| <p>We are people focused.</p> <p>Our clients are the top priority, and we ensure they receive the best possible care and support. Our employees matter and we enable our team to thrive. We respect all our stakeholders and treat them as equals.</p> | <ul style="list-style-type: none"> <li>▪ Puts clients' first (internal and external)</li> <li>▪ Respect for all stakeholders</li> <li>▪ Show care and provide support to all our clients – both internal and external</li> <li>▪ Treat all stakeholders equally.</li> <li>▪ Foster a spirit of teamwork</li> </ul> |

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| <p>We think big and act fast.</p> <p>We are passionate about achieving our bold mission. We move with urgency and focus on achieving scale. We continually find new ways to work and to solve problems.</p>            | <ul style="list-style-type: none"> <li>▪ Works with urgency</li> <li>▪ Focus on achieving the Mission.</li> <li>▪ New and innovative ways of working to solve problems</li> </ul> |
| <p>We are data driven.</p> <p>Data is at our core. It guides us and drives our decision-making.</p>  | <ul style="list-style-type: none"> <li>▪ Decision-making driven by data.</li> <li>▪ Putting data at the core of StrongMinds operations</li> </ul>                                 |
| <p>We do what we say and say what we do.</p> <p>We are open and direct in our communications. We are honest in our interactions. No funny business.</p>  | <ul style="list-style-type: none"> <li>▪ Open and direct communication</li> <li>▪ Honesty in all interactions</li> <li>▪ High level of integrity</li> </ul>                       |
| <p>We believe in collaboration, not competition.</p> <p>We do not compete with other mental health implementers. We welcome their contributions to achieving our mission and partners with them whenever possible.</p> | <ul style="list-style-type: none"> <li>▪ Partnership with other mental health implementers</li> <li>▪ Collaboration within teams</li> </ul>                                       |