



WORLD HEALTH ORGANIZATION

VACANCY NOTICE

GENERAL INFORMATION

Functional Title: Mental Health Officer (NOA)

Duty Station: Gaza

ORGANIZATIONAL SETTING

Under the supervision of the Head of Gaza sub-office and the technical guidance of the Mental Health Project Manager, the incumbent coordinates activities in the designated areas but does not have direct supervisory or managerial responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

FUNCTION 1 (INCL. EXPECTED RESULTS)

Coordinates data collection and data management activities, achieving results such as:

- Collection and compilation of regular mental health data and data entry, including analysis and interpretation of data.
- Performance and preparation of situational analyses and reports for the advisory bodies and other organizations and institutions.
- Collection and collation of performance reports within the designated areas and review thereof to prepare for official submission.
- Preparation of reports from the data system and basic analysis, generating alerts of inconsistencies and trends.
- Updating the mental health and substance abuse database for countries. Entering data into database, editing and cleaning up data and generating reports.
- Periodic collection and dissemination of data from health facility sentinel sites.

FUNCTION 2 (INCL. EXPECTED RESULTS)

Liaises with local counterparts and facilitates collaboration, achieving results such as:

- Facilitation and coordination of regular meetings to discuss individual treatment plans.
- Prompt completion of necessary paperwork, including reports, assessments and meeting minutes.
- Work within a multidisciplinary team in the designated MoH community mental health center according to the case management and bio-psychosocial approach.
- Participation and input in various meetings, such as clinical supervision meeting
- Maintenance of regular contact with the partner organizations. Response to queries and find solutions to problems, including conducting proper research studies when required.

FUNCTION 3 (INCL. EXPECTED RESULTS)

Implements activities under the mental health programme in coordination with MOH and partners, achieving results such as:

- Coordination of various community rehabilitation and field activities for beneficiaries at the CMHCs’ Community Mental Health Center”.
- Advice on the establishment and implementation of a complete and confidential filing system at the clinic and its regular updating of beneficiary information, including follow up visits and referrals.
- Efficient referral system between the clinic and other local and international NGOs or agencies.
- Coordination and follow-up on activities at the clinic and in the community.
- Monitoring and reporting on implemented tasks and activities.

WORK RELATIONS AND PARTNERSHIPS

The Mental Health Officer liaises with various partners, ranging from clinical staff, communities, NGOs, and others mainly to receive and provide data, to answer queries, and to provide input and advice on the implementation of a proper filing and referral system. Furthermore, the incumbent can provide technical feedback on reports and make recommendations on best practice based on previous data gathered.

IMPACT OF FUNCTIONS

The functions contribute to the coordinating all aspects of gathering and disseminating information on mental health data in order to ensure collaboration across all partners. Furthermore, the installation of efficient, confidential filing systems in clinics ensures the proper handling and treatment of beneficiaries of mental health programmes.

QUALIFICATIONS

EDUCATIONAL BACKGROUND

First level university degree in medicine or other health related discipline is required.

Desirable: Study/or sound knowledge in psychology behavioural science.

PROFESSIONAL EXPERIENCE AND KNOWLEDGE

At least 1 year experience in the areas of mental health and substance abuse.

Skills and demonstrated activity in the area of planning for public health and/or community based MNH/Substance abuse interventions.

Good knowledge of WHO procedures and policies is highly desirable.

LANGUAGE SKILLS

Fluent in English and the local language

COMPETENCIES

- Communicating in a credible and effective manner: Expresses oneself clearly in conversations and interactions with others; listens actively. Produces effective written communications. Ensures that information is shared.
- Fostering Integration and Teamwork: Develops and promotes effective relationships with colleagues and team members. Deals constructively with conflicts.

- Knowing and managing yourself: Manages ambiguity and pressure in a self-reflective way. Uses criticism as a development opportunity. Seeks opportunities for continuous learning and professional growth.

APPLICATION DETAILS

Applications must be submitted **by 26 August 2015** to <http://jobs.undp.ps/>

Applications must be in English and include your CV.

Only Palestinians are eligible to apply.

WHO HAS A NON-SMOKING WORK ENVIRONMENT