

Mental Health Programme

“Mental Health for a New Generation in Arab Countries”

Programme Coordinator - Full Time

Job Description

ARC is seeking, for immediate employment in its office in Beirut, a Coordinator for the Mental Health Programme (MHP), “*Mental Health for a New Generation in Arab Countries*”.

ARC, established in 1988 , is a not-for-profit organisation, active in knowledge, human and material development in health, education and community development. ARC’s vision is to develop knowledge to translate rights into reality.

About the MHP

The MHP is entering the final stage of its second phase 2010-2012 and is planning for phase III starting 2013. Based on the Holistic Integrative Inclusive Approach (HIIA) to health and development, ARC’s MHP has been in the forefront to promote positive development and psycho-social support in mental health in the Arab region. Founded upon the concept of Positive Psychology, the MHP has increased access to health related resources in the psycho-social field, as an ongoing process to build upon local resources and capacities.

The promotion of mental health, and therefore prevention of mental disorders, is based upon the understanding of the need of youth development projects and resources, and for youth empowerment activities that can protect individuals from health related risk factors. Thus ARC’s MHP, through developing resources for youth and building capacities of those working / caring for youth, has been concurrently promoting protection, child rights, and enhancing education opportunities.

MHP Strategic Activities:

1. Training and Capacity Building
2. Awareness Raising and Advocacy
3. Development of Resources
4. Networking
5. Action Research

MHP Strategic Objectives:

1. To advance knowledge, enhance skills and develop capacities of community and health workers, teachers, parents and youth.
2. To promote the right of all to mental health by advocating for social justice and positive development, and by mainstreaming Mental Health in programmes of local and regional organisations.
3. To address need related questions as identified by community workers, parents, youth and the media.
4. To bring together the resources and actors in the field of Mental Health with other professionals to collectively develop a multi-dimensional outlook on Mental Health and to promote the Holistic Integrated Approach to positive health across the different fields as well as locations.
5. To reflect on political, social and scientific developments in the field of mental health and to disseminate new information and news of good practice as part of the work of the Mental Health Programme, which in its turn will benefit at the programmatic and conceptual levels.

Purpose of Position

To coordinate the Mental health Programme activities and resources both at the administrative and programmatic levels.

Qualifications:

1. BS in psychology
2. No less than three years of experience as a programme coordinator in a related field
3. Knowledge and practice in "Results Based Management and Logical Framework Analysis"
4. Reporting and documentation skills
5. Punctuality and organisational skills
6. Facilitation skills
7. Good interpersonal and communication skills, and ability to work in a team
8. Fluency in English and Arabic (French is an asset)
9. Computer literacy (Arabic and English)
10. Ability to handle work pressure especially in combining field and office work
11. Ability to visit implementation sites in remote and underprivileged areas
12. Ability to start work immediately.

Tasks

The coordination tasks include:

1. Follow-up on the planning, implementation, and reporting of the assigned programme activities
2. Coordinate events and activities
3. Conduct field visits to partners and implementation sites
4. Support in developing proposals for fundraising
5. Deliver narrative reports of the assigned program
6. Recruit consultants and resource persons
8. Represent the MHP in events
9. Facilitate and minute coordination meetings and follow up on action plan
11. Support in developing the program work plans, and ensure and monitor their implementation
12. Ensure that the MHP section of the website and directory are regularly updated.
13. Participate in meetings and events organized by ARC
14. Demonstrate commitment to ARC's core values especially to the Child Rights and Child Protection Policy.

Reporting

The MHP Coordinator reports to ARC's General Coordinator

Remuneration

- Salary based on qualifications and experience
- NSSF benefits
- Transportation allowance
- Professional development and compensation
- Opportunity to grow within the organization

For applications, please send to Ms. Hiba (Administration) at arcleb@mawared.org:

1. CV
2. Letter of Interest
3. At least one letter of recommendation from previous employer

For more information please call: 01 742 075