



HEALTHNET TPO

MHPSS Programme Officer

HealthNet TPO Amsterdam

General Context

HealthNet TPO (HNTPO) is an international non-governmental organisation with roots in the Netherlands. It operates in Afghanistan, Burundi, Colombia and South Sudan, supporting the health and mental health of people living in fragile and conflict settings. The main area of expertise is mental health and psychosocial support (MHPSS). HNTPO intends to integrate and mainstream (community based) MHPSS within all of its programmes and aims to increase its position as a leading organisation on this topic.

Our vision is a world in which people in fragile and conflict settings can actively contribute to rebuilding their own lives, health and wellbeing.

Our mission is to facilitate and strengthen communities and help them to regain control and maintain their health and wellbeing. We are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

The organisation's head office is based in Amsterdam. After restructuring the Amsterdam office in 2019, its role focuses on providing strategic guidance and support to the HNTPO country offices in Afghanistan, Burundi, Colombia and South Sudan. The organisation strategy (2019-2023) guides this process. Currently the office in Amsterdam consists of 10 FTE excluding interns and volunteers and more than 5000 employees in the project countries. Within the Amsterdam office are the departments of operations, finance, research and development, and communication.

Purpose of the position

We are looking for a motivated, enthusiastic and result- oriented team player who will work with us to advocate for the importance of integrating MHPSS into our programs which focus on the triple nexus. You are a MHPSS professional who has a great interest in developing programmes and actively contribute to writing winning project proposals.

Place in the organisation (reporting lines)

The MHPSS Programme Officer reports to the Director of Operations and will lead the acquisition efforts in the field offices in close collaboration with the Country Directors. This is a full time position. Up to 30% may be required for travel to respective country offices, with a focus on Burundi, South Sudan and Colombia.

Key accountabilities and responsibilities

Donor and partner engagement

- Identify new and potential funding sources and streams at an international level while ensuring appropriate interactions and communications with field offices, donor representatives/offices in country, and partner organisations.



- Maintain relationships with donors and partner organisations and MHPSS related fora like IASC.
- Coordinate and support with the MHPSS advocacy officer in relation technical support and input.

Proposal development

- Initiate, coordinate, participate in and oversee proposal development in coordination with a country director, including:
 - Ensure that proposed action is in compliance with the donor's strategic focus and overall priorities, including compliance guidelines;
 - Develop proposal preparation time plan, constitute and lead a team of staff in preparation and production of proposals, consequently develop either full proposals or their parts based on the agreements;
 - Coordinate and actively contribute to the writing process, develop the theory of change and logical frameworks as required by the donor;
 - Ensure timely submission of complete proposal and annexes;
 - Coordinate the application processes and replies to questions regarding bid management;
 - Liaise with consortium partners for proposal development
 - Support and contribute to needs assessments of surveys on MHPSS

Lead and support the MHPSS technical capacity

- In coordination with PMEAL evaluate MHPSS interventions.
- Develop new innovative approaches.
- Evaluate and train technical staff capacities.

Support country offices

- Maintain relationships with donors and partners at a country and regional level in close collaboration with the country office staff;
- Work together with and support to the country office staff on development of MHPSS trainings and staff capacity building.
- Collaborate with country directors and staff to lead or participate in knowledge exchange events.

Skills, knowledge and expertise

- Advanced University Degree in area related to Public health, Psychology;
- Minimum of 3 years relevant work experience, preferably with international projects;
- Knowledge of institutional fundraising including large institutional donors (e.g. World Bank USAID, EU, DFID, etc.);
- Experience in developing Logical Framework, PCM, M&E framework and Theory of Change;
- Proven track record of writing skills;



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- Knowledge and working experiences in conflict and post conflict setting will be required.
- Excellent English, French and Spanish writing skills, including proposal writing;
- Ambition, drive and passion to further develop and champion effective practices in the area of expertise throughout the organization.
- Experience in development and conducting trainings.

Competencies

- Analytical capacity with the ability to understand the essence of (complex) issues through logical reasoning, the ability to separate primary and secondary issues and the identification of linkages;
- Networking skills to organize knowledge networks and exchange;
- Excellent communication skills: you are clear, convincing, diplomatic and have the ability to motivate others. You are sensitive to differences in culture and educational backgrounds;
- Entrepreneurial skills: you are adaptable, creative, flexible and know how to exploit your knowledge and the knowledge of your colleagues to create new opportunities.

Additional job specific information

- Initial duration is 12 months;
- Position will include up to 30% on field missions;
- The position is based in Amsterdam. You have a valid permit to live and work in the Netherlands.
- Attractive remuneration package including travel expenses;
- Working as part of small, motivated team;
- HNTPO has a 40 hours work week.

- To apply, please send your CV and application letter (including your motivation), maximum of two pages per document to: recruitment@hntpo.org by **26th November, 2023.**
- When applying, please include the following title in the email subject line: **MHPSS Programme Officer.**
- Only applications submitted before the closing date and to our recruitment address will be processed.
- Qualified candidates residing in the Netherlands or other EU/EEA countries who are willing to relocate and reside in the Netherlands at their own expense and responsibilities are encouraged to apply.
- Only shortlisted candidates will be contacted.