



Functional Title	:	Psychosocial Officer
Responsibility Level/Grade	:	Grade 3
Department/Project/PN	:	Shubha Yatra / CARE - Nepal
Work station	:	Bharatpur Regional Field Office, Bharatpur
Incumbent's Name	:	Vacant
Supervisor/Principal Evaluator/Title	:	Project Manager – Subha Yatra
Co Evaluator/Title	:	GSI Coordinator

JOB SUMMARY

The **Psychosocial Officer** will be primarily responsible for implementing psychosocial component of Shubha Yatra Project and its implementing areas are namely Makwanpur and Rupandehi District of Nepal. S/he will also be responsible for capacity building and supervising of Community Based Psychosocial Peer Educators. S/he will work closely with implementing partner organizations, local/regional/national NGOs, networks and other similar organizations, for advocacy of migrant women issues which are affecting on women's psychosocial wellbeing. S/he is responsible to develop cross referral mechanism among different safe migration and anti-trafficking related organizations for providing emergency support to returnee and deportee women received from various cross border points of Nepal. S/he works on rehabilitation, reunion and reintegration of returnee and deportee women as well.

This position is based in Bharatpur and requires frequent travel to the project areas. This position will be under the supervision of Project Manager - Shubha Yatra. However, Area Program Manager/respective Theme Coordinator and other senior management team will provide guidance and feedback on performance and development of the work as per need.

The major Job Responsibilities and Tasks

- Encourage returnee women to provide assistance to their own community members by sharing their own experience, knowledge and skills to influence the decision making process affecting their daily living situations.
- Ensure referral mechanisms are established for referring returnee women with potential mental/psychosocial health problems or any other general health issues to the appropriate health care service providers in the area.
- Provide basic counseling and implementation of psychosocial activities where needed, possible and appropriate in a scheduled manner including specific educational activities addressing the identified social-health issues.
- Work closely with other CARE projects (SAKCHAM and SHAKTI) team local authorities and/or national government, international organizations, and NGOs to inform and advocate for remedies and solutions to psychosocial and protection issues faced women returnee.
- Assess psychosocial and protection needs and identify problems/gaps, risk and vulnerabilities, including those related to gender, caste and age and coordinate and provide support



R1. Program planning and supervision

- Prepare /develop Annual Implementation Plans (AIPs) in line with project plan for addressing psychosocial wellbeing of migrant and potential migrant and returnee women in close consultation with partners, Project Manager and Project team
- Develop Individual Operating *Plan* (IOP) as guided by the mission strategic Direction and project level strategic plan in consultation with Project Manager and Area Program Manager (APM) and/or Theme Coordinator. Ensure that the planning is realistic and strategic
- Networking with strategic partners as well as concerned organizations
- Plan activities around psychosocial wellbeing and implement accordingly

Indicators:

- Identified psychosocial issues of migrant, potential migrant and returnee women
- Action plan for supervision and technical support of partners is in place
- Increased awareness on psychosocial wellbeing among partners and other stakeholders of project areas
- Developed cross referral mechanism among safe migration and anti trafficking related organizations for medical, legal, psychosocial and other emergency support for returnee women Ensure psychosocial activities incline with psychosocial indicators as mentioned in log frame
- Conduct joint\single monitoring visits to partners, psychosocial peer educators and facilitate to enhance their capacities as required
- Assist and encourage partner staffs to compile case studies related to psychosocial wellbeing and women empowerment
- Support to prepare quality reports to Project Manager as per the requirement of mission/donor
- Disseminate psychosocial lessons learned to concerned stakeholders
- Support on conducting different pieces of research

R2. Monitoring and Evaluation (M&E) and reporting of project activities.

Indicators:

- Developed monthly, quarterly, six monthly, annually reports as well as monitoring visits reports is in place
- Publications will be in place

R3. Partnership and institutional Development

- Manage and facilitate partners review reflection workshops/meetings
- Provide support to partner staffs on capacity building to institutionalize psychosocial Wellbeing
- Initiated activities to incorporate psychosocial wellbeing in to district level NGO network in line with migrant women issues.

Indicators:

- Enhanced capacity of implementing partner staffs
- Ensured institutional and program development of partners
- Organized orientation\ training to other CARE projects staff



R4. Coordination, Representation and network development

- Coordinate and develop linkage with other projects, institutions and networks at various levels
- Represent meetings, workshops as suggested by Project Manager

Indicators:

- Demonstrated evidence of coordination, cooperation and team building in various levels; national, regional, district and project.

R5. Administration and Financial Management

- Develop proposal as per annual action plan along with budget
- Monitor partners' expenditures related to psychosocial wellbeing and take necessary action, ensuring that expenses are correct or not as per partners agreement paper as well as approval letter.

Indicators

- Office Administrative system is in place of project and partners
- Ensured line expenditure

R6. Miscellaneous

- Perform other official/project related duties as advised by Project Manager/APM/Theme Coordinator and mission.

Working conditions:

Based in Bharatpur Regional Field Office with frequent travel to the field, at least (40%) to the program area.

- Excellent people and time management skills
- Ability to document systematically (specifically case studies) and write in clear and simple way.
- Ability to act appropriately with a wide variety of groups and individuals in a politically and culturally sensitive manner.
- Experience of common issues and operating environment in the program district.
- Willingness to travel in remote area of Nepal

Job Competencies:

Required qualifications

- Bachelor degree in sociology/ psychology or alternatively, a combination of relevant experience and training in this field. At least 2 years of direct work experience in social work, have worked in settings with protection issues such as battered women, rape victims,



family/domestic abuse and trauma/post care. Experience in working with women general counseling and networking

- Preference to those received 780 hours training course in psychosocial counseling from the recognized institution or organization (the course certified by CTEVT)
- Team building, supervision or monitoring qualification desirable.

Required Competencies

- Excellent communication skills, personal commitment, efficiency and flexibility. Ability to work with minimal supervision. Excellent understanding and application of ethical practices within the disciplines and a good understanding of rights based approaches. Good level of computer literacy. Awareness of gender and inclusion issues. Ability to work effectively and harmoniously in a team with colleagues from varied cultures and professional backgrounds
- Good knowledge of issues regarding psychosocial support to Nepali Migrant Workers
- Awareness of empowering appropriate techniques and approaches for group psychosocial work with women
- Experience in managerial supervision and or mentoring of psychosocial counselor or psychosocial worker
- Experienced of Community based psychosocial counseling to survivors
- Commitment to dealing with issues of safe migration and trafficking
- Training\capacity building skills orientated towards groups
- Excellent communication, interpersonal and team building skills