



## **VACANCY ANNOUNCEMENT**

<b><u>VACANCY ANNOUNCEMENT N°:</u></b>  <b>MINUSMA-IC-MEDICAL- 011-17</b>	<b>TITLE: Staff Counsellor</b>	<b>Duty Station: Kidal; Timbuktu</b>
	<b>NUMBER OF POST: 02</b>	<b>Date issued: 07 December 2017</b>
	<b>Employment type: CONTRACTOR</b>  <b>Duration : 6 Months</b> <b>(With Possibility of extension up to 9 month)</b>	<b>Closing date: 14 December 2017</b>
	<b>FOR INTERNATIONAL CANDIDATES ONLY</b>	<b><u>Applications received after the closing date will not be accepted</u></b>

### **I. RESPONSIBILITIES**

The mandate of the Staff Counselling Unit is to develop and deliver comprehensive psychosocial support services and provide all categories of personnel with counselling services and critical incident response.

The IC Staff Counsellors will manage the day-to-day stress-related concerns in duty stations Kidal and Timbuktu and increase the staff counselling presence in these high-risk areas. The contractor will take the lead in managing critical incident response.

#### **Responsibilities:**

Under the direct supervision of the Chief of Staff Counselling Unit based in Bamako, the IC Staff Counsellor will undertake the following tasks:

- Provide counselling services within the designated duty station, i.e., overall assessment of the psychosocial needs of staff members, development of programming and services, etc.; provide coverage for other regions if required;
  - Perform individual assessments in the case of individual staff members experiencing difficulty coping with and/or presenting with mental health-related symptoms; follow up for additional intervention if indicated; maintain case records, reports and statistics;
  - Advise the Chief Staff Counselling Unit as necessary on individual cases where an identified problem is likely to have professional and/or personal impact, such alcohol/substance abuse, depression, anxiety, work-related difficulty/conflict or family stress, etc.;
  - Advise chiefs/heads of section(s) as necessary or upon request (through Chief Staff Counsellor), with the aim of improving the atmosphere in their section and resolving problems of a work-related or personal nature that adversely affect job performance and productivity;
  - Perform critical incident stress management interventions, either individually or in a group format, whenever and wherever required; work closely with Security Section, Administration, and Medical Section, inter alia, in coordinating and providing critical incident stress management;
  - Collaborate with medical team to address physical complaints that might be stress-related;
  - Provide training sessions on crisis and stress management, conflict resolution and other topics as required;
  - Monitor environmental factors that could lead to stress with particular focus on stress related to critical incidents including emergency and crisis situations;
  - The Staff Counsellor must be available at all times 24/7 to provide support to Mission personnel as necessary;
  - Perform related other duties as may be required by the Chief of Staff Counseling Unit.
- Performs other related duties as required

## II. COMPETENCIES

**Professionalism:** Has expert knowledge in the field of counselling, counselling methods as well as treatment and assistance ways and methods. Has proven ability to provide counselling services to effectively assist with crisis or difficult situations which involve diverse actors and stakeholders and to treat sensitive and confidential information appropriately. Is able to coordinate and consult with other relevant specialist services in the Organization involved with staff assistance matters including staff administration, human resources management as well as Medical Services in respect of emergencies, support and conflict resolution issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

## III. QUALIFICATIONS, & REQUIRED EXPERIENCE

**Education:** An advanced university degree (Master’s or equivalent) in clinical psychology, counselling psychology or psychiatry, social sciences or Medical Doctorate with mental health experience or related area is required. Additional training or certification in a broad range of related fields, such as alcohol/substance abuse; stress management, cross-cultural communication, conflict resolution and psychological screening is desirable. A first level university degree in similar fields in combination with two additional years of relevant qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible professional experience in counselling, psychology, social work, social welfare or related area is required.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (oral and written) is required, knowledge of French is desirable.

### Submission of applications:

1. Interested candidates with the required qualifications are invited to submit their applications including (i) an updated United Nations Personal History Form (P11), (ii) a cover letter and (iii) copies of their authentic work certificates by email to: [minusma-icrecruitment@un.org](mailto:minusma-icrecruitment@un.org) with copy to [gakumbam@un.org](mailto:gakumbam@un.org) no later than 13 December 2017.
2. Any other form or evidence submitted after recruitment of the candidate will not be accepted.
3. It is mandatory to write the number of the vacancy announcement in the subject line of the email.
4. **MINUSMA-IC-MEDICAL-011-17 – Staff Counsellor.** The current vacancy announcement is available on our website at: [www.minusma.unmissions.org](http://www.minusma.unmissions.org).

### Important Note:

1. In compliance with the United Nations rules and regulations on gender balance, applications from female candidates are strongly encouraged.
2. This position is open to International candidates only.

**THE UNITED NATIONS DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION SUBMISSIONS AND PROCESSING, INTERVIEW OR TRAINING OR ANY KIND OF FEES. UNITED NATIONS DOES NOT SHOW ANY INTEREST TO THE INFORMATION RELATED TO BANK ACCOUNTS OF CANDIDATES**