

**Terms of Reference**

1. **Title of Position:** Regional Youth Mental Health (YMH) Project Coordinator
2. **Project Number:** 6-7010 – NZAID SP Health Programme
3. **Position Location:** Victoria Corner Building Level 2, Suva, Fiji
4. **Reports to:** Regional Health Programme Manager (RHPM)
5. **Date of TOR:** September 2008 – September 2009
6. **Major Functions:**

The Foundation of the Peoples of the South Pacific International (FSPI) is a regional civil society network that develops and implements community education, training and development projects which improve the quality of life of local communities. It also assists non-governmental organizations (NGOs) and government country agencies to strengthen their capacity to identify, design, implement, manage and monitor development programs that meet the specific needs of the Pacific Island nations. Within its thematic areas, FSPI implements community based projects through five (5) major programmes namely Governance, Communities and Coasts, Health, Rural Development and Disaster. FSPI's approach is community centred, encompassing research and planning through participatory processes, capacity building and advocacy.

The Youth and Mental Health (YMH) project addresses the inter-related issues of youth in relation to mental health in the Pacific Island Nations of Fiji, Vanuatu, Papua New Guinea, Kiribati, Solomon Islands, Tonga, Tuvalu and Samoa. This project is an extension and an expansion of the Masculinity, Mental Health and Violence (MMHV) project. YMH works at community, national and regional levels.

This project aims to promote better coping skills and strategies to manage mental health among youth. The project will achieve this through two main objectives. Firstly, it promotes and facilitates the development of gender sensitive support services for youth to build a coalition of service providers at the community and national levels. Secondly, it builds knowledge among youth themselves on mental health issues that affect their lives to develop effective coping strategies and access to support services. These two objectives have been divided into four components:

- Awareness, Education and Sustainable Livelihoods
- Research
- Promotions
- Advocacy

YMH implementation will be facilitated by the Foundation of the Peoples of the South Pacific International (FSPI) Regional Secretariat in partnership with our network members, FSP Kiribati (FSPK), FSP Vanuatu (FSPV), Partners in Community Development Fiji (PCDF), Foundation for People and Community Development Papua New Guinea (FPCD), Solomon Islands Development Trust (SIDT) and Tonga Community Development Trust (TCDT). The Tuvalu Ass. Of NGOs (TANGO) and Ole Siosiomaga in Samoa.

## **7: The Goal of the Youth and Mental Health (YMH) Project:**

- Improved mental health of Pacific youth.

## **8: Expected Key Results :**

- Improved coping capacity and awareness on mental health problems among people in general (youth in particular).
- More supportive environments for youth and community members and stakeholders in project communities and countries.
- Quality information, policy and legislation to enable national and regional service providers to better meet and understand the gender specific needs of at risk youth.
- An active mental health support network of service providers in the region.

## **9: Responsibilities and competencies:**

The responsibilities of the Regional YMH Coordinator includes:

- Project and contract management
- Promotions work with media and youth
- Representation and networking in health and youth
- Facilitation of gender sensitive YMH awareness and education workshops (adult learning/training skills)
- Prepare concept notes and project proposals with FSPI Regional Health Team

## **10. Major Duties and Responsibilities:**

The position will be expected to work independently to carry out the following tasks:

- Coordinate the Regional Youth Mental Health Project (YMH) in 8 countries (with RHMP supervision)
- Report to Finance Manager on YMH project budget and acquittals
- Responsible for YMH and Health project reporting – quarterly, six monthly and annual narrative and financial reports to be presented on time to RHPM.
- Provide Youth and Mental Health advice to RHPM and FSPI Executive
- Contribute to the development of research proposals and concept papers to integrate YMH into Regional Health Programme Development
- Develop Health resources (health education, information and communication (IEC) materials, publications)
- Assist with contract management with donors, affiliates, organisational partners and consultants (with RHPM supervision)
- To carry out any other duties as delegated by FSPI management.

## **11: Required Skills & Experience**

- University Degree in Social Sciences is mandatory, but preferable in public/mental and adolescent health.
- 3-5 years of relevant administrative or project experience in particular health and youth experience is required at the national or regional level.
- Experience in working in the NGO and community development sector desirable.
- Experience in a range of participatory monitoring and evaluation methods..

*Our Vision : Empowered people in a just Pacific*

*Our Mission : We serve Pacific communities through people-centred programmes to foster self-reliance within a changing world.*

- Knowledge of desk and applied research is desirable.
- Excellent analytical and writing skills.
- Ability to cope with new and challenging situations.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages essential. Additional knowledge in handling of web based management systems is desirable.
- Fluency in English required and knowledge of another Pacific Island language desirable.
- Ability to work in a range of cultural and religious settings.

## 12. Working Relationship:

### *Internal*

The Regional YMH Project Coordinator will report to the Regional Health Programme Manager. The position will interact regularly with his/her counterpart in the Health and FSP Network in the Pacific Island countries and the FSPI Secretariat staff. She/he will be required to attend all relevant Health meetings and work closely with the senior staff.

The Coordinator will also be required to liaise and communicate with other parts of the FSPI network. This should be done through or in conjunction with the Regional Health Programme Manager.

### *External*

The Regional YMH Project Coordinator will maintain effective working relationships with donors, grantees, health officials, policy-makers, national organisations, NGOs, government agencies, universities and research centres, and other key stakeholders dealing with Health.

## 13. Required Skills & Experience

- University Degree in Social Sciences would be desirable.
- Three to five years of relevant administrative or programme, in particular health and youth experience is required at the national or regional level.
- Experience in working in the NGO and community development sector desirable.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages essential. Additional knowledge in handling of web based management systems is desirable.
- Fluency in English required and knowledge of another Pacific Island language desirable.
- Ability to work in a range of cultural and religious settings.
- Experience in a range of participatory monitoring and evaluation.
- Experience of desk and applied research is desirable.
- Excellent analytical and writing skills.
- Good communication skills – written and oral essential.
- A proven ability to work in to time and to deadlines.
- Ability to cope with new and challenging situations.
- A minimum of 2 years work experience in similar post.
- An innovative, creative and enthusiastic person.

## 14: Remuneration:

Attractive remuneration package is offered in the range of F\$30,000~F\$34,000 per annum. This is inclusive of the following:

- Health insurance is provided as a non-cash benefit to Employees and covers the employee and immediate family (spouse, son, daughter). The medical insurance cover Emergency/Evacuation/ repatriation with Hospital Expenses and local Medical Expenses.

- Where the Provident Fund Act is not clear, FSPI pays a minimum of 8% of the base salary to a National Provident Fund and another 8% Employee contribution is deducted from the Employee's wages.

Additional benefits include:

- Annual leave is 20 working days.
- Regional employees are given a reasonable relocation allowance for household goods and will be specified in an Employee's contract agreement if applicable. FSPI will contribute to the moving costs of employees and their families who have to relocate in order to take up a position with FSPI.
- Home leave allowance is available to expatriate employees with contracts for a minimum of two years. Staff is entitled for home leave once every two years

Prepared by PSM: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_