

DRAFT JOB DESCRIPTION

JOB TITLE:	Regional Coordinator, Psycho-Social Support Unit (PSU), Asia-Pacific (APAC)
DEPARTMENT:	Programs / Psycho-Social Support Unit
JOB HOLDER:	[To be filled]
REPORTS TO:	APAC Head of Project
STATUS:	Fixed-Term, Full Time

JOB PURPOSE

To lead the implementation of MSF's psychosocial support strategy for staff across the Asia-Pacific region, ensuring access to timely, high-quality mental health support in collaboration with local and international stakeholders

DIMENSIONS

- Regional coverage: SEEAP/APAC region (~20 countries)
- Team leadership: PSU Officer (psychologist), regional psychologists, and contracted local providers
- Collaboration: All 5 MSF Operational Centres' PSU teams and regional focal points
- Project responsibility: Field visits, training, supervision, crisis response
- Budget oversight: Annual and project-based financial planning
- Reporting: Biannual monitoring and annual plans to Steering Committee

ORGANISATIONAL STRUCTURE

[Insert organogram showing reporting to the APAC Director and oversight of PSU team, including psychologists and local mental health providers.]

DATE:

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CONTEXT

MSF has decentralized its psychosocial support to increase proximity and cultural relevance for field teams. The APAC PSU was established as a pilot in 2020–2021 and continues to expand its reach. This role ensures that locally hired staff and to some extent Internationally Mobile Staff across APAC have timely access to professional mental health support. The position liaises with MSF Operational Centres and is key in developing sustainable regional mental health support models.

ACCOUNTABILITIES

- 1. Lead strategic development and implementation of PSU services across APAC*
- 2. Supervise and support local psychologists and ensure clinical quality*
- 3. Deliver mental health awareness and training programs to staff and coordinators*
- 4. Provide direct psychological support (remotely or in-person) when local options are unavailable*
- 5. Conduct field visits and provide support during critical incidents*
- 6. Build and expand a network of regional mental health professionals and institutions*
- 7. Monitor and evaluate psychosocial support delivery; prepare regular reports and budgets*
- 8. Act as liaison between APAC PSU and other MSF PSU units, regional HR teams, and crisis management actors*

KEY PERFORMANCE INDICATORS

- *100% coverage of support services across APAC countries by Q4 2025*
- *Minimum 3 outreach (field visits or virtual) sessions per quarter*
- *Biannual PSU activity reports delivered on schedule*
- *Annual training delivered in 3 MSF missions or country programs*
- *100% of local psychologists receive supervision and performance feedback*

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CHALLENGE & CREATIVITY / DECISION-MAKING

- *Navigate culturally diverse expectations of mental health support across the Asia-Pacific*
- *Prioritise between support and development and urgent crisis intervention*
- *Ensure continuity of care in remote or underserved regions*
- *Balance clinical standards with the flexibility needed for humanitarian environments*

KNOWLEDGE, SKILLS & EXPERIENCE

Essential:

- Advanced degree in Clinical Psychology or equivalent
- Experience supporting humanitarian or frontline personnel
- Knowledge of trauma-informed care, burnout prevention, and crisis response
- Experience delivering psychological support remotely (e.g. telehealth, phone/video)
- Experience supervising or mentoring mental health professionals
- High-level communication, diplomacy, and negotiation skills
- Fluent English; ability to work across cultures

Desirable:

- MSF or similar INGO field experience
- Organisational psychology background
- Experience managing small teams and complex, multi-stakeholder projects
- Proficiency in one or more Asian regional languages

COMPETENCIES

- Strategic and analytical thinking
- Clinical judgement and adherence to ethical standards
- Cross-cultural sensitivity and inclusive practice
- Initiative and adaptability under pressure
- Effective written and verbal communication
- Collaboration and stakeholder coordination

DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	