



Terms of Reference for Psychosocial Counsellor in SCA

1. BACKGROUND

Swedish Committee for Afghanistan (SCA) is an aid organization that has been working in Afghanistan since 1982. We carry out development project in the areas of education, healthcare, rural development and rehabilitation of persons with disabilities. SCA has about 6,000 employees, 99 percent of whom are Afghan. Our operations are especially directed to the most vulnerable groups in society and we are always carried out in close cooperation with the local communities. SCA is operating in fourteen of Afghanistan's provinces through five regional management offices in Mazar Sharif, Taloqan, Wardak, Jalalabad and Ghazni and four liaison offices.

We mainly work in the poor rural areas of Afghanistan with a special focus on women, children, persons with disabilities and returnees. The work with human rights and gender issues is central to SCA and permeates the entire organization.

In Sweden, SCA has about 8,000 members and monthly sponsors, as well as an office in Stockholm with about 20 employees.

SCA is a politically and religiously independent aid organization that is mainly funded by thousands of individuals, SIDA, EC and the World Bank. The member- based organization was established in 1980.

Human Resource Unit is a strategic support unit for the organization's management in maintaining and developing HR processes and procedures. Furthermore, HRU is the assigned unit to advice management on policy and procedures. HRU is also facilitating and Coordinating with all unit/offices in Afghanistan in their recruitment, from contract management to exit processes.

2. OBJECTIVE

The main objective of this consultant is to provide a range of therapeutic counselling services to SCA staff especially for new recruited staff.

3. SCOPE OF SERVICES

- ✓ Counselling for the employees who are having family problems and it has affected their professional and work lives.
- ✓ Counselling and treatment of those staff members who are suffering from depression, stress and anxiety.
- ✓ Counselling and trainings for the employees who are working at SCA kindergarten.
- ✓ Counselling for the employees who are irresponsible and careless regarding their responsibilities.
- ✓ Counselling for the employees who are disappointed and hopeless.
- ✓ Visiting any newly hired employee and identifying her/his abilities and problems and if needed providing counselling to them.
- ✓ Provide counselling for victim of sexual arrestment.
- ✓ Ensure the timely and thorough documentation of cases in SCA;
- ✓ Participate, as part of a multi-disciplinary team, in case-conferences, staffing and consultations;
- ✓ Provide crisis intervention and follow up support as necessary;
- ✓ The consultant is expected to provide with proper report when requested
- ✓ Maintain updated case files for all clients on caseload;
- ✓ The counselor will report to AD/HR manager
- ✓ Any other related duties as assigned from time to time.

4. QUALIFICATIONS AND EXPERIENCE

The suitable candidate is expected to possess the following minimum qualifications and experience:

- ✓ Minimum Bachelor degree in counselling, Psychology or Social work. Master degree is preferable.
- ✓ 5 – 6 years of work experience in counselling
- ✓ Experience in case management, group facilitation and direct practice with vulnerable groups

- ✓ Proficiency in English, Computer.

5. SKILLS, KNOWLEDGE AND ABILITIES

The suitable candidate is expected to possess the following aspects of skill, knowledge and ability:

- ✓ Ability to maintain the confidentiality of clients' files;
- ✓ Knowledge of case management and crisis intervention techniques;
- ✓ Good listening skills, quick thinker while remaining non-judgmental;
- ✓ Good communication and interpersonal skills;
- ✓ Flexibility and ability to manage change;
- ✓ Resourceful, creative and innovative in clinical approaches;
- ✓ Ability to deal with an emotionally stressful job while dealing with high strung, hyper staff;

6. REPORTING / SUPERVISION

The Counsellor will report directly to the Admin Director. The administrative focal point counterpart for this consultant is the Human Resource Manager of Swedish Committee for Afghanistan.

7. CONTRACT DETAILS

The successful candidates will be employed as a consultant on a contractual basis for a period of one (1) year initially and renewable, based on a satisfactory performance appraisal and it would be 24hours/week. The payment would be on regular monthly basis. Traveling costs within Afghanistan will be compensated in the same way as of formal SCA employees.

8. SUBMISSION OF APPLICATION:

Interested consultants are required to submit the following:

- a. Technical proposal that include a description of the methodology to be applied
- b. CV of the consultant to be also annexed with the proposal
- c. In addition, the consultant should add a summary on financial offer/month

Interested Consultants are requested to send the abovementioned documents to

Evaluations@sca.org.af no later than **August 22 2019**. For further queries, do not hesitate to forward your questions to Sultana.azizi@sca.org.af (*HR manger*)