



UK-MED Ukraine Response – Logistics Coordinator (LogCo)

Candidate Information Pack

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time.

The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

Our strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response:** There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise:** There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards:** The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience:** First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick
UK-Med Chief Executive Officer

Advert

Role:	Logistics Coordinator
Hours:	Work will be full-time. Immediate start required, with a minimum of 6 weeks availability.
Pay:	Starting rate expected to be GBP808 – GBP 929 per week (GBP3500 – GBP4025 per month).
Location:	Ukraine, supporting the logistics of primary health teams

Are you an experience humanitarian logistician skilled in leading people and managing complex security risks?

UK-Med is a humanitarian INGO that has been responding to disasters and health emergencies for more than 20 years. We train medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. When Ebola struck West Africa in 2014 we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

Our responses are staffed from our Register of surge responders. Register members undergo extensive training and vetting in advance, so they can be quickly deployed to where they are most needed. Register members who join a response team are offered a fixed-term contract for the response and paid in line with our globally benchmarked pay scales.

We are seeking several new people to join our teams in Ukraine, to be available to deploy in Logistics Coordinator (LogCo) roles. You will be able to make yourself available to work in Ukraine immediately for 6 weeks (longer availability may be an advantage), supporting the health needs of internally displaced persons.

Our ideal candidates will be experienced humanitarian logisticians who understand what it takes to set up a humanitarian medical response in a new context. UK-Med surges health teams and temporary health facilities into humanitarian contexts anywhere in the world. Our LogCos need to be able to set up and run a comprehensive in country logs system in contexts where we do not have an existing country offices.

You will be capable of managing a generalist set of logistics activities, including transport, procurement, supply chain, security, site management etc. You will be a skilled manager and supervisor, able to get the best out of staff, contractors and partners. You will be used to working in and managing security in insecure environments. You will be able to work well with other stakeholders, and will be willing to deploy either as a stand-alone logistician supporting a small team, or as the leader of a larger logistics team.

You will be determined, high performing, compassionate and collaborative, as well as being committed to learning and supporting others to learn. Language skills will be an advantage.

We offer excellent learning opportunities and occasional opportunities to work in international humanitarian responses, should you decide to join our Register at a later date.

How to apply

To apply, please complete the questions and submit your CV through our [Online Jobs Portal](#) as soon as possible.

This vacancy will close as soon as we have received enough strong applications. This is an ongoing recruitment campaign to support our current mission in Ukraine.

The questions you will be asked to answer are:

- How many years of experience do you have in humanitarian logistics roles?
- Please describe the experience you have of providing logistics support in humanitarian responses? Please highlight any experience of coordination and/or health responses (200 words maximum)
- Please describe your experience of staff management and leadership (150 words maximum)
- Please describe any experience you have of managing security in humanitarian contexts / insecure environments? (150 words maximum)
- Where are you based and what is your right to work in Ukraine?

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

Humanitarian Operations Trainer

Job Title	UK-Med Ukraine Response – Logistics Coordinator (LogCo)
Place of work	Ukraine
Purpose of role	
To provide excellent logistics support, leadership of the in-country logistics function and security management and oversight for UK-Med responses.	
Key responsibilities	
Professional Relationships	
1	Support the initial site assessment and setup of the area in line with UK-Med policy and procedure.
2	Ensure that the erection / construction of shelters and structures needed for the operation of facilities is completed in a timely fashion and to suitable standards.
3	Be responsible for the overall site layout to ensure the following disciplines are incorporated appropriately: information technology, communications, energy & electricity, WASH, hazmat requirements, fleet movement etc.
4	Be responsible for site management and supporting the security protocols for all UK-Med facilities and accommodation used in the response.
5	Lead on resolving any ongoing issues of the site or incorporating any changes or alternations needed as the operation develops
6	At the end of deployment, lead on the plan for the site breakdown, demobilisation and return of stock to the UK including liaising with UK-Med assigned freight agent. Communicate and oversee the plan with the wider team to ensure the sit is demobilised and items returned to the UK as required.
7	Be responsible for coordination of effective health and safety practices in UK-Med facilities and accommodation, including ensuring risk assessments are completed and suitable action taken.
8	Where required, undertake hospital portering activities including moving patients within healthcare facilities.
Warehousing	
9	When required, ensure warehousing is sourced, staffed and procedures established and effectively organised.
10	Ensure stock management is being maintained to UK-Med required standards.
11	Ensure warehousing safety and security is being maintained to UK-Med required standards.

12	Ensure drugs and medication is being disposed of correctly and in-line with local and UK requirements.
13	At the end of a deployment ensure all stock and items are disposed or donated in line with UK-Med policy and procedures.
Procurement, supply chain and finance	
14	Complete procurement of goods and services in line with UK-Med procurement policy and procedure. Where required, support with local market assessments.
15	Manage cash and pre-loaded payment cards in line with requirements.
Fleet and transport management	
16	Ensure transport requirements are met through local contracting in line with UK-Med procurement policy.
17	Ensure vehicle movement, maintenance and paperwork is being completed and standards maintained to UK-Med requirements.
Security Management	
18	Monitor the security context locally, identifying and assessing risks. Undertake security inspections, movement monitoring and other security-related activities.
19	Share information and advice about the security context with the Team Lead / Head of Mission and HQ Security Adviser and implement any agreed actions.
20	Plan and implement security monitoring activities, including security inspections, travel planning / check-ins.
21	Ensure that all security incidents are recorded, compile all security records, report to Team Lead / Head of Mission and HQ Security Adviser as required, and action any follow up activities following any incidents.
Import / export	
22	When required, engage a customs broker / handling agent is established in line with UK-Med procurement policy to support the importation of goods into the country.
23	Maintain a relationship with the customs broker / handling agent and ensure they are delivering on the contract terms agreed
Coordination	
24	Act as the logistics focal point for the operation including taking part in operation coordination meetings, liaising with the medical and operations coordinator on the ground and advising on logistics matters relating to the ongoing deployment.
25	Liaise with external partners and other agencies e.g. WHO, Logs Cluster etc. present in-country to identify potential partnerships, identify best practice and contribute to the overall coordination of the humanitarian activities.
Leadership, management and supervision	
26	Manage directly, or through managers, all personnel providing logistics, security, cleaning, catering or other relevant services in line with UK-Med HR processes and procedures.

27	Define standards for contractors in line with UK-Med policies and procedures, ensuring that all personnel on site or working on behalf of UK-Med adhere to suitable standards.
28	Contribute to performance management, and where necessary discipline, grievance, safeguarding or other HR procedures.
29	As a manager, ensure that UK-Med's culture and values are promoted and that UK-Med is a positive, inclusive and safe organisation to work for.
Expert advisory and capacity building	
30	To support the professional development of other personnel through delivery of training, coaching, reviews or other mechanisms as appropriate.
31	Design and develop training materials and other capacity building materials to develop local capacity in line with programme objectives.
32	Provide technical guidance on logistics and security.
Safeguarding	
33	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
34	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
35	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
36	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery.
37	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
38	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context.
39	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
40	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
41	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

UK-Med Ukraine Response: Logistics Coordinator (LogCo)

Qualifications / Professional Memberships		
Q1	Any relevant qualifications in humanitarian logistics, emergency/disaster response	Desirable
Knowledge, Skills and Experience		
S1	Significant experience of working as a humanitarian logistician (expected to be at least 5 years)	Essential
S2	Experience in providing logistics support to humanitarian health responses (expected to be at least 2 years)	Essential
S3	Excellent technical knowledge relating to the effective provision of logistics support to humanitarian surge operations	Essential
S4	Experience in managing and supervision other people to achieve high standards of work and staff satisfaction	Essential
S5	Experience of managing security in humanitarian contexts / insecure environments	Essential
S6	Excellent communication and interpersonal skills; able to communicate complex technical requirements and information in an accessible way	Essential
S7	Experience of working in difficult contexts and with a wide range of stakeholders to achieve objectives	Essential
S8	Good understanding of spoken and written language (equivalent to UN Level III) in English	Essential
S9	Strong report writing skills to be able to provide financial and narrative reporting on deployment activities	Essential
S10	IT proficiency, including MS Word, MS Excel, Email and stock management systems	Essential
S11	Additional languages particularly French, Spanish or Arabic	Desirable
S12	Full driving license (UK-Med personnel will not drive during response but may assess local drivers)	Desirable

Personal Attributes		
A1	Personal integrity and the highest standards of personal conduct	Essential
A2	Commitment to high performance, striving for excellence in all aspects of work	Essential
A3	Determined; working hard to get the job done and finding solutions to problems	Essential
A4	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential
A5	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
A6	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
A7	Able to work independently with limited supervision	Essential
Practical requirements		
P1	Will be practically available frequently enough, for long enough periods to deploy to diverse contexts	Essential
P2	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities	Essential
UK-Med Core Humanitarian Competencies		
C1	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
C2	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
C3	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential
C4	Operates safely and securely in pressured environments	Essential
C5	Adapts to pressure and change to operate effectively within humanitarian context	Essential
C6	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority	Essential

Key terms and benefits

Salary:	UK-Med salary scale grade 2 – Clinical and skilled technical roles (GBP808 – GBP929 per week plus paid holiday)
Working hours:	Full-time; you will be required to work the hours as are necessary for the proper discharge of duties.
Annual Leave:	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken)
Safeguarding and sanctions:	<p>To ensure the suitability for the role's work with both adults and children, and/or work within regulated environments (CAA, MRHA) an assessment of suitability for this work will be completed which will include DBS / police checks. For work in some countries or funded by some donors we will also run a comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
Health and medical:	<p>Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.</p> <p>You must complete course of all required vaccinations to be cleared for deployment.</p>
Professional requirements:	There are no required professional memberships although relevant memberships may be an advantage.
Term of contract:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response but most responses are between 4 and 12 weeks.

UK-MED

Building a world
prepared to help