



HR Manager - Ukraine

Candidate Information Pack

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Contents

- 2. Contents
- 3. Introduction
- 4. Advert
- 5. How to Apply
- 6. About UK-Med
- 8. Job description
- 11. Person Specification
- 13. Key terms

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 people work together to:

- **Respond:** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare:** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn:** and share learning worldwide through our academic partners, ensuring patients get the best care.

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:	Human Resources Manager - Ukraine
Hours:	Full-time
Remuneration:	GBP3500-GBP4000 (estimated USD4300 – USD5000) gross monthly - dependent on experience
Duration:	Expected to be 12-18 months
Location:	Ukraine

Are you an exceptional HR Manager who can help UK-Med set up an effective HR function and a positive work environment for our Ukraine response?

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. We prepare and equip 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 and key support structures of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting an HR Manager to manage the UK-Med HR function in Ukraine, in line with UK-Med's policies and procedures. The HR Manager will be based in Ukraine and duties will include:

- partnering with the Head of Mission to ensure HR service meets the needs of the programme
- ensuring efficient and high-quality staff recruitment
- ensuring a positive work environment for our international and local staff
- overseeing all HR processes including contracts management, orientation, learning and development, performance management, compensation and benefits, policy and labour law compliance, employee engagement, employee relations and staff wellbeing

The incumbent will adapt and implement UK-Med's HR initiatives and practices, across our field offices in Ukraine and serve as an advisor to improve staffing resources and performance, promote a positive organizational culture, minimize risk, and ensure the efficiency of HR processes and procedures.

Our ideal candidate will bring substantial human resources expertise developed through relevant professional experience working in the humanitarian / INGO sector working with diverse teams.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through and influential role in humanitarian programming.

How to apply

To apply, please submit a **current CV and answer the application questions**.

Applications must be submitted through our [online jobs portal](#) as soon as possible and no later than 18 May 2022.

[APPLY NOW](#)

Applicants must have an existing right to enter Schengen Zone countries in order to transit to Ukraine e.g. citizenship/residence of a Schengen Zone country, or an ETIAS eligible country <https://www.etiasvisa.com/etias-requirements>.

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 change.

Job Description

HR Manager Ukraine Response

Job Title	HR Manager - Ukraine Response
Reports to	Head of Mission - Ukraine response Dotted reporting line to HQ HR Business Partner
Duration	Expected to be 12-18 months
Hours	Full-time
Place of work	Ukraine

Purpose of role

The Human Resources Manager is responsible for leading and managing UK-Med’s Human Resources policies, procedures, guidelines and tools across Ukraine. The HR Manager will ensure efficient and high-quality staff recruitment, contracts management, orientation, performance management of international and local staff.

The HR Manager will ensure compliance with local labour law, employee engagement and staff care, for both international and local hires.

Key responsibilities

Human Resources Management

1	Partner with the Head of Mission and other leaders to understand UK-Med Ukraine response objectives, develop the HR staffing plan ensuring its alignment to the country’s strategy.
2	Serve as the primary source of HR knowledge in response to employee and/or supervisor requests, be well versed in UK-Med HR Policies and work closely with the HQ HR team to ensure a consistent HR approach across UK-Med.
3	Support and implement the HR systems that support UK-Med’s activities and ensure the smooth running of the HR function in Ukraine.
4	Develop, maintain and ensure compliance with HR policies and procedures across the field offices and sharing of best practices between field locations.
5	Coordinate performance reviews with managers and monitor performance outcomes; Link the performance management process to staff development.
6	With support from HR HQ handle employee relations case work; Provide guidance to managers on performance management, disciplinary, grievance and other employee relation issues.
7	Monitor and support staff wellbeing, morale and engagement; Partner with the Head of Mission to promote an engaged and motivated workforce.
8	Participate in wider HR working groups and donor meetings and communicate with external agencies.

9	Supervise the HR Officer, and any other HR roles in the response.
National Staff support	
10	Manage the talent acquisition process for all national positions and ensure policies and procedures are followed according to Ukraine labour laws and UK-Med policies.
11	Manage the onboarding process of all national staff; Lead the joiners and leavers procedures; ensure processes are well established and implemented.
12	Ensure UK-Med Ukraine HR Manual/Employee Handbook is developed and applied, and it is regularly updated, ensuring compliance with national legislation and UK-Med policies and procedures.
13	Ensure proper implementation of terms of employment and related policies including leaves, holidays, allowances and benefits, and others.
14	Oversee the monthly payroll process, the administration of staff benefits, payments of mandatory taxes, and submission of reports to the Ukraine government.
15	Regularly review the local labour market and provide guidance on local salaries and benefits, to ensure UK-Med's compensation is competitive and fair.
International Staff support	
16	Liaise with HQ HR & Membership team to promote an effective and smooth talent acquisition process of international staff.
17	Maintain a rota of international staff, capturing R&R, vacation, arrivals and returns, to coordinate movement of international staff with relevant HQ and Ukraine departments.
18	Manage and ensure that all international staff receive orientation and onboarding, prior and on arrival to Ukraine.
19	Support visa and immigration processes and temporary professional registration processes for deployed staff and volunteers, providing accurate information in a timely fashion.
20	Facilitate the exit process for international staff, conduct exit interview and gather data from the feedback provided to feed into UK-Med's learning reviews.
Communication	
21	Collaborate with HQ departments and attend meetings, as required.
Health and Safety	
22	Maintain and support health and safety systems and processes for compliance.
23	Duty of care: act as a focal point for employees, ensuring the health, and well-being of employees.
Safeguarding	
24	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.

25	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
26	Support the implementation of the Safeguarding Policy as required, including undertaking investigations or supporting staff members during processes.
Other	
27	Other duties as assigned by Head of Mission or HQ HR.
General duties	
28	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
29	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
30	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
31	Undertake training and comply with vetting requirements (including police checks, referencing) appropriate to the role as specified by UK-Med.
32	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.
33	Other tasks as might be required to ensure effective delivery of UK-Med deployments, projects and programmes of work.

Person Specification

HR Manager – Ukraine Response

Qualifications / Professional Memberships		
1	Professional qualification in HR.	Essential
2	Relevant academic qualifications e.g. in Human Resource Management, international development, emergency response or humanitarian aid.	Desirable
Knowledge, Skills and Experience		
3	Previous experience as a HR professional working in emergency humanitarian response.	Essential
4	Familiarity with daily staff management tasks in a multi-cultural environment.	Essential
5	Demonstrable skills implementing HR policies and procedures in compliance with HQ and donor regulations.	Essential
6	Solid understanding of and experience in multiple human resource subject areas including employee relations, labour law, performance management, learning and development, organizational change, organizational development, and compensation/benefits.	Essential
7	Ability to quickly build trusted working relationships, deploy influence diplomatically and successfully problem-solve, provide guidance and support to staff.	Essential
8	Understanding of safeguarding processes and safe recruitment in international NGOs.	Essential
9	Able to handle sensitive information with confidentiality and tact.	Essential
10	Excellent interpersonal and team working skills.	Essential
11	Good IT skills, including use of Microsoft Word, Excel and database systems.	Essential
12	Good standard of spoken and written language (equivalent to UN Level III) in English.	Essential
13	Additional relevant languages, particularly Ukrainian.	Desirable
14	Understanding of the WHO Emergency Medical Team Initiative.	Desirable
15	Knowledge of data protection principles and regulation and its implications.	Desirable
Personal Attributes		
15	Personal integrity and the highest standards of personal conduct	Essential

16	Commitment to high performance, striving for excellence in all aspects of work	Essential
17	Determined; working hard to get the job done and finding solutions to problems	Essential
18	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential
19	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
20	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
21	Able to work independently with limited supervision.	Essential
Practical requirements		
22	Willingness to work weekends and evenings as required.	Essential
23	Willingness and ability to undergo UK-Med vetting and health screening process and pass these successfully.	Essential
24	Willingness and suitability to travel to field locations within Ukraine.	Essential

Key terms and benefits

Salary:	GBP3500-GBP4000 (estimated USD4300 – USD5000) gross monthly - dependent on experience
Location:	Ukraine
Working hours:	Full-time
Annual Leave:	33 days per year plus inclusive of entitlement to public holidays
Health:	You must be fit to deploy to Ukraine and agree to undertake medical assessments to confirm this fitness
Safeguarding:	To ensure the suitability for the role’s work with both adults and children, an assessment of suitability to work with these groups will be completed including criminal record checks. Suitability for this work, and passing of check is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage
Term of contract:	Expected to be 12-18 months

UK-MED

Building a world
prepared to help