



# Field/Base Logistician – Ukraine

Candidate Information Pack

June 2022

## Contents

- 2. Contents
- 3. Introduction
- 4. Advert
- 5. How to apply
- 6. About UK-Med
- 8. Job description
- 11. Person specification
- 13. Key terms and benefits

## 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:	Field/Base Logistician
Hours:	Work will be full-time. Immediate start required, with a minimum of 6 weeks availability
Pay:	Expected to be GBP808 per week (GBP3500 per month)
Location:	Eastern Ukraine, however this may change based on the area of operation

### Are you an experience humanitarian logistician skilled in providing logistical support to an area of operation?

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 Field/Base Logistician 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 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 Field/Base Logisticians need to be able to set up and run a comprehensive logs system in their area of operation.

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 as a stand-alone logistician supporting a small 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:

- 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>). Do you have this?

*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](http://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

<b>Job Title</b>	Field/Base Logistician
<b>Place of work</b>	Ukraine
<b>Purpose of role</b>	
To provide logistical support to their area of operation on Ukraine	
<b>Key responsibilities</b>	
<b>Supply chain</b>	
1	Comply with UK-Med procurement policy.
2	Be responsible for the costs, quality and timeliness of the supply chain in their area of operation.
3	Provide advice, information and alerts on the processing of requests to requestors.
4	Acquire a comprehensive knowledge of the market in their area of operation.
5	Provide timely, high-quality reporting.
<b>Facilities management including ICT and network management</b>	
6	Be responsible for the safety of the working and living environment, as well as the security of logistical and IT equipment.
7	Provide and maintain equipment, including assessing the need for logistical and IT equipment, its allocation, maintaining inventories and reporting on the state of repairs.
8	Train and assist other users in the use of equipment, as well as ensure users are aware of and follow rules for the use of equipment.
9	Supervise the building, rehabilitation and maintenance required for the functioning of the base and the living environment.
10	Ensure the provision of water and energy supplies to all buildings required for the functioning of the base and the living environment.
11	Vehicle fleet management.
<b>Security management</b>	
12	Work with the Field Manager for the area of operation and Security Manager on a local security plan.
13	Put in place security guidelines for the base and ensure they are properly applied.
<b>Team management</b>	
14	Be responsible for the day-to-day management of their team.
15	Evaluate team performance and develop the skills of their team members.



## Safeguarding

16	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.
17	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

## General duties

18	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
19	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery.
20	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
21	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context.
22	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
23	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.
24	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

# Person Specification

## Field/Base Logistician – Ukraine

Qualifications / Professional Memberships		
Q1	Any relevant qualifications in humanitarian logistics, emergency/disaster response	Desirable
Knowledge, Skills and Experience		
S1	Minimum 3-5 years previous INGO experience	Essential
S2	Experienced in national staff team management and capacity building, local procurement processes, fleet, stock, supply chain and asset management	Essential
S3	Experience working in insecure environments	Essential
S4	Excellent communication and interpersonal skills; able to communicate complex technical requirements and information in an accessible way	Essential
S5	Experience of working in difficult contexts and with a wide range of stakeholders to achieve objectives	Essential
S6	Strong report writing skills to be able to provide financial and narrative reporting on deployment activities	Essential
S7	IT proficiency, including MS Word, MS Excel, Email and stock management systems	Essential
S8	Experience in the start-up phase	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
<b>UK-Med Core Humanitarian Competencies</b>		
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

<b>Salary:</b>	Expected to be GBP808 per week (GBP3500 per month).
<b>Working hours:</b>	Full-time; you will be required to work the hours as are necessary for the proper discharge of duties.
<b>Annual Leave:</b>	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken).
<b>Safeguarding and sanctions:</b>	<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>
<b>Health and medical:</b>	<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>
<b>Professional requirements:</b>	There are no required professional memberships although relevant memberships may be an advantage.
<b>Term of contract:</b>	6 months initially, with the possibility of extension.



Building a world  
prepared to help