

# UK-MED



## MEAL Manager - Ukraine

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 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:	MEAL Manager - Ukraine
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Duration:	3 months minimum – ideally open to longer period
Pay:	Up to GBP3,500 per month dependent on experience
Location:	Ukraine

### Are you an experienced Monitoring, Evaluation, Accountability and Learning (MEAL) practitioner?

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.

We are looking for an experienced Monitoring, Evaluation, Accountability and Learning (MEAL) practitioner to lead the development and implementation of UK-Med's MEAL system for our growing response in Ukraine.

We are looking for an individual with significant experience of developing, implementing and managing MEAL systems for large, complex programmes in challenging contexts. Furthermore, you must have experience of feeding programmatic MEAL into organisational learning to ensure future programme quality as well as alignment with organisational strategic priorities. In this role you will be instrumental in enabling UK-Med to effectively understand and communicate its impact in our Ukraine response. You will also:

- Be the country wide MEAL go-to-person and provide support to UK-Med's Operations, Health and Learning teams where necessary.
- Provide support for external audit and quality assurance processes that UK-Med is looking to undertake.

## How to apply

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

The question 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.

## 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>	MEAL Manager - Ukraine
<b>Place of work</b>	Ukraine
<b>Purpose of role</b>	
Further develop and implement UK-Med’s Ukraine response’s MEAL system and ensure implementation of and close alignment to organisational level MEAL system and tools. This work will be carried out in close collaboration with the Medical Coordinator in country and key personnel from HQ. The approach to this needs to be participatory and involve Health team, Operations Team, and Head of Mission.	
<b>Key responsibilities</b>	
<b>Technical</b>	
1	Carry out actions based on a recent review of current M&E processes in Ukraine
2	Development of programmatic MEAL system in alignment with organisational system and objectives. This will include the identification of key performance indicators, MEAL standard operating procedures and MEAL tools for implementation on programme and project level
3	Lead the roll-out and implementation of the MEAL system including roll-out orientation/training sessions to relevant colleagues and members
4	Develop a MEAL strategy for Ukraine
5	Develop MEAL tools for implementation on programme and project level
6	Support teams to ensure alignment between the tools and procedures
<b>Learning and knowledge management</b>	
7	Maintain programme level MEAL frameworks and tools used to track progress and analyse information against both programmatic and organisational targets
8	Ensure data quality through the implementation of effective data verification mechanism and undertaking routine data quality assessments at all levels
9	Identify MEAL capacity gaps and facilitate training for colleagues and members
10	Coordinate MEAL activities across the country program
11	Support implementation of learning based on organisational evidence
12	Close liaison with Operations, Health, Learning and other relevant teams
<b>External Audit and Quality Assurance</b>	
13	Support external audit and organisational quality assurance processes with evidence and knowledge gathering
<b>Other</b>	



14	Participate in the preparation of team weekly SitRep
15	Conduct individual team members appraisal reports at the end of a deployment and/or mid-term points
16	Contribute where appropriate to the final deployment report
17	Conduct an EoD debrief with Technical Lead of deployment to share challenges and learning from mission
18	Comply with UK-Med policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures
19	Submit any appropriate contributions to the end of mission report, specifically technical input relating to activities undertaken
20	Ad hoc duties as directed by the Country Director & Medical Coordinator
<b>Safeguarding</b>	
21	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
22	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
<b>General duties</b>	
23	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
24	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
25	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
26	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
27	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
28	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
29	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work

# Person Specification

## MEAL Manager - Ukraine

<b>Qualifications / Professional Memberships</b>		
Q1	A relevant university degree	Desirable
<b>Knowledge, Skills and Experience</b>		
S1	<p>Significant knowledge and experience in developing, implementing and leading the day-to-day support of an organisation and programme-wide MEAL system, ideally in a humanitarian context or for a humanitarian organisation, hereunder:</p> <ul style="list-style-type: none"> <li>• Development and implementations of framework and tools</li> <li>• Oversight and maintenance of tools and data collection efforts</li> <li>• Coordinating MEAL efforts in real time supporting fast paced (humanitarian) programme delivery</li> <li>• Coordinating programme level MEAL efforts with wider organisational efforts</li> </ul>	Essential
S2	A good understanding of a range of methods and tools for monitoring, evaluation and assessment to promote evidence-based learning	Essential
S3	The ability to promote change and implement learning through collaboration and the use of evidence	Essential
S4	Excellent interpersonal and communication skills	Essential
S5	Personal drive to be a part of a small fast paced humanitarian health organisation	Essential
S6	Experience with operating in a complex humanitarian context is a plus	Essential
<b>Personal Attributes</b>		
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
<b>Practical requirements</b>		
P1	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>	Up to £3,500 per month
<b>Working hours:</b>	Full time, with some weekend and evening working required to support the humanitarian programme delivery
<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>	A relevant university degree is desirable.
<b>Term of contract:</b>	3 months minimum – ideally open to longer period

# UK-MED

Building a world  
prepared to help