



UK-Med Register: Logistician

Candidate Information Pack

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Contents

2. Contents
3. The UK-Med Register
4. Introduction
5. Advert
6. How to Apply
7. About UK-Med
10. Job description
12. Person Specification
14. Key terms and benefits

The UK-Med Register

UK-Med is a frontline medical aid INGO. We've been working for over 20 years towards a world where everyone has the healthcare they need when crises or disasters hit. We're on-call to get to disaster zones at 24 hours' notice and save lives.

With crises becoming more frequent and severe, we also help communities get ready for future emergencies and we make sure that what we learn is shared, so people across the world can get the best care.

UK-Med responds to sudden onset disasters, disease outbreaks and other exceptional pressure on health systems by deploying surge health teams to provide extra clinical capacity and expertise. We both directly provide healthcare and undertake capacity building of local health systems and personnel.

We maintain a small core staff team who design, and develop our response capabilities, but the majority of people who deliver our services in the field come from our Register.

Our Register includes around 1000 professionals from across the world including doctors, nurses, other health professionals and humanitarian professionals.

Our commitment

We maintain a large Register to ensure that we can fill all roles required in the event of a major disaster. This means that in most years, most members of the UK-Med Register will not be offered any opportunity to join a response.

When personnel are needed for a response, we will build our response team from our Register and core staff team – around 90% of personnel in our responses are Register members. We will take account of skills, competencies, availability and readiness (whether all vetting has been completed) in deciding who to invite to join a team – this is always defined by delivering the best possible health outcomes for our patients.

Being offered a place on the UK-Med Register is not an offer of a job. Opportunities with UK-Med are very unlikely to come up frequently enough to provide a regular income, and you will need to plan to have other work that is flexible enough to allow you to join UK-Med responses as required. This means that the UK-Med Register is not suitable for everyone.

The UK-Med Register provides personnel both for UK-Med independent responses and for responses of the UK Emergency Medical Team which deploys on behalf of the UK Government.

Our requirements

To be part of our Register you will need the following:

- Deployment - you will be ready, willing, and available to deploy internationally, potentially at short notice, and stay for 6 weeks or more. You don't have to be deployable every day of the year, but you will need to be able to be on call to support and advice in making decisions and facilitating in potentially difficult circumstances.

- Clinical and/or professional expertise – you must already be established in your profession to be able to meet the demands of the roles and contexts you will be in during our responses. The expertise and skills requirements are included in the person specification – if you do not meet these please don't apply.
- Humanitarian competencies – UK-Med has defined a set of core humanitarian competencies that are required for all Register members. If you are an experienced humanitarian, you will be expected to demonstrate these through real examples from your previous work or volunteering. If you are a skilled clinician with limited or no humanitarian experience, you will be expected to display these competencies through our selection training activities.
- Suitability – We expect all Register members to have the highest standards of personal and professional conduct, and to share our commitment to Safeguarding and Equality, Diversity and Inclusion. We undertake extensive vetting to make sure that candidates meet our high standards of conduct. We also require all Register members to complete medical assessments to ensure that they are medically fit for deployment in our responses.

Introduction



Everyone should get the healthcare they need when disasters hit. Right now, millions don't. We need your help to change that.

Born of the UK National Health Service, for 20 years UK-Med has been saving lives in emergencies. When health services are overwhelmed, we get expert health staff where they're needed fast. We help communities prepare for future crisis.

Disease outbreaks, the climate emergency and conflict are hurting millions of people each year. And that number is growing. It's a global health emergency that affects us all, but the poorest are the hardest hit. That's why we need your help to provide outstanding logistics support to our humanitarian responses and capacity building deployments.

The logisticians in our Register are vital to allow UK-Med 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.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Logistician
Hours:	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time
Salary:	If deployed, starting rate expected to be GBP695 – GBP807 per week (GBP3010 – GBP3500 per month)
Location:	Able to travel internationally at short notice

Are you an experienced humanitarian logistician looking to join a respected health INGO roster?

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 up to 40 new people to join our Register to be available to deploy in Logistician roles. You will be able to make yourself available to travel and work internationally at short notice for 4-6 weeks at a time (longer availability may be an advantage).

Our ideal candidates will be experienced humanitarian logisticians who understand what it takes to provide excellent logistics support. UK-Med surges health teams and temporary health facilities into humanitarian contexts anywhere in the world. Our logisticians may deploy either as a stand-alone logistician supporting a small team, or as a member of a larger logistics team.

You will be capable of delivering a generalist set of logistics activities (warehousing and stock management, procurement, fleet and transport management, import and exportation etc.) in contexts where we do not have existing country offices. You will be hard working and a great team player. You will be determined, high performing, compassionate and collaborative, as well as being committed to learning. Language skills will be an advantage.

We offer excellent learning opportunities and occasional opportunities to work in international humanitarian responses.

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. Please apply as soon as possible, and no later than **Friday 13th January 2023**.

The questions you will be asked to answer are:

- How many years of experience do you have in humanitarian logistics roles?
- Please describe your experience of providing logistics support in humanitarian responses? (150 words maximum)
- Outline your experience of stock and warehouse management. (150 words maximum)
- Outline your experience of fleet and transport management. (150 words maximum)
- Outline your experience of customs clearance, managing import and exportation of goods. (150 words maximum)
- Please explain how you plan to be available for deployment with UK-Med i.e. what are your commitments e.g. work, family and how can you be confident that you can leave these at short notice? (150 words maximum)

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

Logistician

Job Title	UK-Med Register – Logistician
Place of work	Work is not guaranteed, but joining the Register is an essential prerequisite for being offered roles in UK-Med response teams. Work can be commissioned anywhere in the world depending on need.
Purpose of role	
To provide excellent logistics support to our health response teams	
Key responsibilities	
Warehousing	
1	Support with erection and setup of warehousing and clinical structures during the initial stage of the deployment
2	Support with the receipt, storage, movement and tracking of stock in-line with UK-Med requirements. This will include dangerous goods, controlled goods and medicines requiring cold chain or specialist storage.
3	Ensure stock is managed by FIFO/FEFO as appropriate.
4	Oversee day-to-day management of the warehouse activities including ensuring Health and Safety, equipment maintenance and managing staff as required.
5	Support the WASH and pharmacy team with the disposal of drugs and medical items in compliance with local regulations.
6	Where required, support with the recruitment, training and management of local staff and counterparts as well as capacity building where appropriate.
7	Lead on end of operation activities with regards to stock donation, disposal etc. and closing warehousing facilities.
Procurement, supply chain and finance	
8	Complete small-scale procurement of goods and services in line with UK-Med procurement policy.
9	Support procurement in ensuring suitable approvals are received, standards are met and documentation is completed, collected, collated and provided to the relevant people as well as supporting during the receipt of goods and maintaining supplier relationships.
10	Where required, support with local market assessments.
Fleet and transport management	
12	Identify transport needs, engages transport services (in line with procurement policy) and manages deliveries and movements including overseeing loading/unloading where required and ensuring paperwork is completed correctly.

13	Oversees day-to-day management of the light fleet including fuel management, a booking system, vehicle checks and movement tracking
14	Establishes a fleet management system to ensure standards on maintenance of vehicles, driver behaviour and paperwork requirements are met and maintained.
15	Where required, recruit, test and train local drivers in line with UK-Med policy.
16	Maintain the running of generators when on deployment including fuel management, basic maintenance and repairs.
Import/export	
17	Supports with customs clearance of goods into country including ensuring correct paperwork/clearances have been established, engaging and working with a customs broker as well as coordinating the release and ongoing transport of goods.
18	Creates and maintains shipping instructions including updating on changes to customs clearance procedures or point of entry information.
19	Provides support for exportation of goods out of the country including preparing paperwork and working with the freight agent to return items to the UK.
Mobilisation and demobilisation	
20	Support with the setup of clinical and non-clinical areas of the site as required.
21	Support with building and maintenance of the site including the WASH and electrical system for the site.
22	Support with ongoing site management and assessment to ensure safety and security is maintained across the site.
23	Support with the exit and close down of the site at the end of deployment.
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.
General duties	
26	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
27	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
28	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context. Support the Security Advisor by providing information, feedback and support to ensure policies and procedures are followed and deployments are completed in a safe and secure manner.
29	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.

30	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
31	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.
32	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Register role: Logistics Coordinator

Qualifications / Professional Memberships		
1	Any relevant qualifications in humanitarian logistics, emergency/disaster response	Desirable
Knowledge, Skills and Experience		
2	Significant experience of working as a humanitarian logistician (expected to be at least 2 years)	Essential
3	Experience of working in insecure environments	Essential
4	Experienced in providing logistics support to health programmes / responses	Desirable
5	Experience in working as part of an international emergency response	Desirable
6	Excellent communication and interpersonal skills; able to communicate with a wide range of different people	Essential
7	Intermediate standard of spoken and written language (equivalent to UN Level II) in English	Essential
8	Strong report writing skills to be able to provide financial and narrative reporting on deployment activities	Essential
9	Strong IT proficiency on MS packages e.g. word, excel etc.	Essential
10	Experience of contributing to security in humanitarian contexts / insecure environments	Desirable
11	Additional languages particularly French, Spanish, or Arabic	Desirable
12	Although we would not drive during our deployments, we do ask this role to hold a full driving license.	Essential
Personal Attributes		
12	Personal integrity and the highest standards of personal conduct	Essential
13	Commitment to high performance, striving for excellence in all aspects of work	Essential
14	Determined; working hard to get the job done and finding solutions to problems	Essential
15	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential

16	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
17	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
18	Able to work independently with limited supervision	Essential
Practical requirements		
19	Will be practically available frequently enough, for long enough periods to deploy to diverse contexts	Essential
20	Willing 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		
21	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
22	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
23	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential
24	Operates safely and securely in pressured environments	Essential
25	Adapts to pressure and change to operate effectively within humanitarian context	Essential
26	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/rate of pay:	UK-Med salary scale grade 3 – skilled support roles (GBP695 – GBP807 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 the duties whilst on deployment
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:	To ensure the suitability for the role’s work with both adults and children, 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. Suitability for this work is a condition of employment.
Health and medical:	Health clearance as ‘fit to deploy’ by our occupational health provider is an essential requirement for deployment in this role. You must complete courses of all required vaccinations to be cleared for deployment.
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