



# Subnational Health Cluster Co coordinator— Ukraine

Candidate Information Pack

April 2023

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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 medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we 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.

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, mobile health clinics, and emergency preparedness training.

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

### This position is pending donor approval.

Role:	Subnational Health Cluster Co Coordinator (Kharkiv)
Hours:	Full-time, with some weekend and evening working required to support.
Remuneration:	From <b>4500 to 5000 GBP monthly</b> (dependent on experience)
Duration :	12 months
Location:	Kharkiv, Ukraine (with travels in the eastern part of Ukraine)

**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 strong experience in leading and coordination in humanitarian projects and complex environments?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years in a world where everyone has the healthcare they need when crises or disasters hit.

The Kharkiv sub-national health cluster co-coordinator will work with the subnational cluster coordinator to provide leadership and facilitate the processes that will ensure a coordinated, strategic, adequate, coherent, and effective response in Ukraine. The co-coordinator will also be responsible for ensuring that the NGO partner voice is represented, is contributing to, and sharing cluster responsibilities and plays a lead role in developing the health cluster's active engagement and technical capacity.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference.

## How to apply

To apply, please submit a **current CV and a supporting letter** (no more than 2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **10<sup>th</sup> May, 2023**

*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 in Ukraine**

Since the onset of the current conflict, UK-Med was quick to respond, conducting health needs assessments in Poland, Romania, and Moldova border regions before entering Ukraine on 2nd March 2022. UK-Med's focus since entering Ukraine, has been on improving overall access to quality healthcare delivery at primary, secondary and tertiary healthcare levels for host populations and IDPs affected by the conflict in designated areas in Ukraine and across all patient age groups. We have worked at improving access to primary health care for IDPs and the host community, especially in remote areas, as well as working on capacity building for those who treat or are expected to treat trauma patients, at the pre-hospital and surgical hospital level.

UK-Med has from the beginning of this response created strong working relationships with the Ukrainian MoH and Hospital management teams in several Oblast regions. The individuals we work with are identified by the Oblast level and are done so in coordination with the Global Health Cluster to ensure continuity of services.

### **Role of the Health cluster**

The Ukraine Health Cluster collectively prepares for and responds to humanitarian and public health emergencies to improve the health outcomes of populations affected by the ongoing crisis through timely, predictable, appropriate, and effective coordinated health action. Working with national counterparts, the Health Cluster is responsible for facilitating and coordinating the engagement of

partners to deliver quality programs and services, responding to the affected populations based on identified needs.

## 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 organization. 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 is, 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

## Data Manager

<b>Job Title</b>	Subnational Health Cluster Co Coordinator
<b>Reports to</b>	TBD
<b>Duration</b>	12 months
<b>Place of work</b>	Ukraine, Kharkiv
<b>Purpose of role</b>	
<p>The sub-national health cluster co-coordinator will work with the subnational cluster coordinator to provide leadership and facilitate the processes that will ensure a coordinated, strategic, adequate, coherent, and effective response in Ukraine. The co-coordinator will also be responsible for ensuring that the NGO partner voice is represented, is contributing to, and sharing cluster responsibilities and plays a lead role in developing the health cluster's active engagement and technical capacity. The co-coordinator will ensure full compliance with national and international norms and standards, oversee that cross-cutting issues are mainstreamed in the health cluster response and implementation plans, taking into account the need for local adaptation.</p>	
<b>Key responsibilities</b>	
1	With the support of the subnational cluster coordinator, launches the subnational cluster for the Kharkiv Hub, setting up a dedicated list of contacts and mailing list.
2	Organizes and (co-)chairs biweekly coordination meetings with partners and authorities, recording and sharing minutes with the national coordination.
3	Attends the GCM and other coordination forums to represent the cluster, follow up issues related to health response and liaise with partners to address them.
4	In collaboration with the subnational co-coordinator, establishes a strong partnership with local health authorities, ensuring meaningful exchanges and participation to cluster meetings.
5	Represent the health cluster in inter-cluster coordination mechanisms and contribute to jointly identifying critical issues that require multi sectoral responses and plan the relevant synergistic interventions with the other concerned clusters.
6	In coordination with the health cluster members, identify the humanitarian health needs of the target populations by planning and coordinating) and (wherever possible participating) in joint, multi-sectoral assessments by using standard assessment tools of Health Cluster Ukraine.
7	Support the development of monthly health cluster bulletins, provides the hub weekly report to share with the national coordination as per standard template in collaboration with the



	subnational cluster coordinator, supports the development of other information product/reports ad hoc.
8	Encourages active participation in the health cluster coordination platforms to ensure an effective operational response.
9	Actively participates and reports to the weekly internal subnational cluster hub meeting and in the national cluster meetings to present hub updates.
10	Support partners to submit consistent data (through Activity Info) as per frequency established by the activity planning and reporting framework and provide them with necessary technical feedback with the help of the information management team of the health cluster.
11	Support the development of monthly health cluster bulletins and other situation reports.
12	Assist in providing support in the development and implementation of the health components of Humanitarian Needs Overview (HNO), Humanitarian Response Plan (HRP), and other interagency planning and funding documents that are part of the IASC Humanitarian Program Cycle as needed.
13	Work with partners to promote understanding of and adherence to humanitarian principles, minimum partnership principles and minimum standards in health according to national and international norms and standards, Coordinates with the relevant cluster Technical working groups to support cluster partners in receiving technical guidance.
14	In collaboration with the subnational cluster coordinator, develops wherever necessary emergency preparedness, response and contingency planning for potential new events and other interagency planning in accordance with the IASC emergency response preparedness (ERP) approach and other related guidance.
15	Represent the health cluster as needed in inter-cluster coordination mechanisms and contribute to jointly identifying critical issues that require multi sectoral responses and plan the relevant synergistic interventions with the other concerned clusters.
16	Oversee that cross-cutting issues are mainstreamed in the health cluster response and implementation plans, considering the need for local adaptation.
17	Coordinate at cluster and inter-cluster level for rapid health needs assessments, as well as participatory assessments (multi cluster/sector initial rapid assessments and humanitarian needs overviews, post-event risk assessment); be familiar with and ready to choose from existing tools to confirm that the health cluster covers all identified humanitarian health needs of the affected population.
<b>Safeguarding</b>	
17	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.
18	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

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

# Person Specification

## Subnational Health Cluster Co Coordinator

<b>Qualifications / Professional Memberships</b>		
Q1	A university degree (bachelor level or above, preferably master), in medicine, nursing, health related studies and public health from an accredited/recognized institute.	Essential
Q2	Post graduate studies or specialized training in public health, emergency management, international aid, humanitarian principles, health system recovery, and health cluster coordination.	Desirable
<b>Knowledge, Skills, and Experience</b>		
E1	Solid experience (at least 4 years) in delivering and coordinating humanitarian programming in health in complex settings.	Essential
E2	At least 3 years of relevant experience, at the national or international levels, in developing and promoting collaborative partnerships in emergency and humanitarian relief operations, including experience in managing and coordinating health programs in chronic and acute, sudden-onset emergencies.	Essential
E3	Relevant work experience in WHO, other UN agencies, health cluster partners, recognized humanitarian organizations, relevant non-governmental or humanitarian organizations.	Desirable
E4	Previous experience in senior humanitarian coordination and/or as a response sectorial lead/co-lead would be a strong advantage	Desirable
K1	Demonstrated knowledge of the rapid response operations and their implementation in emergencies as related to public health, complemented by demonstrated ability to identify and manage difficult situations, to lead and direct multidisciplinary and multinational staff.	Essential
K2	In-depth knowledge of emergency relief policies and practices within the UN, other UN specialized agencies, donor agencies, national and international NGOs	Essential
K3	Sound knowledge and experience about disaster prevention and preparedness programs and the incident management system	Essential
K4	Excellent negotiation skills and ability to convene stakeholders and facilitate a policy process among UN, NGOs, national health authorities and donors	Essential
S1	Building and promoting partnerships across the organization and beyond	Essential
S2	Teamwork, be a team player.	Essential
S3	Result orientation, Analytical thinking, Communication	Essential

S4	Excellent leadership, coordination, capacity building, planning and analytical skills.	Essential
S5	English fluent written/spoken.	Essential
S6	Additional languages, especially Ukrainian and/or Russian	Desirable
<b>Personal Attributes</b>		
1	Highest standards of integrity and professional conduct	Essential
2	Strong organizational, coordination and leadership skills, complemented by sound management abilities	Essential
3	Excellent interpersonal and negotiation skills coupled with team working skills	Essential
4	A positive and flexible problem-solving approach	Essential
5	Excellent time and task management skills with the ability to balance a full and dynamic workload.	Essential
6	Willingness and ability to pass clearance checks and undertake overseas travel and deploy to humanitarian emergencies.	Essential
7	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
8	Ability to work independently.	Essential
<b>Practical requirements</b>		
9	Ability to travel internationally to any of the UK-Med response including Ukraine and or to various field offices.	Essential
10	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
11	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

## Key terms and benefits

<b>Salary:</b>	From <b>GBP £4500 to £5000 monthly</b> (dependent on experience)
<b>Working hours:</b>	Full time, with some weekend and evening working required to support the sub-national cluster activities.
<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
<b>Safeguarding:</b>	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.
<b>Health and medical</b>	Suitability for this work is a condition of employment. Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.
<b>Term of contract:</b>	12 months.

# UK-MED

Building a world  
prepared to help