



Country Human Resources Manager Ukraine

Candidate Information Pack

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uk-med.org

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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, health clinics, and emergency preparedness training. More than 20,000 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:	Country Human Resources Manager
Hours:	Full Time
Duration:	12 months with possible extension.
Pay:	£3,500 GBP to £4,000 GBP gross per month (dependent on experience)
Location:	Ukraine

This role is within our Ukraine Programme and will be carried out in Ukraine.

Applicants need to 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>)

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

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 partner with the Head of Mission to ensure efficient and high-quality staff recruitment and a positive work environment, for our international and local staff.

The HR Manager will oversee contracts management, orientation, learning and development, performance management, compensation and benefits, policy and labour law compliance, employee engagement, employee relations and staff care.

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 complete the application questions and submit a **current CV and a supporting letter** (2 pages) as soon as possible. Please include 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 **Friday 11th of August 2023**

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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.

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

Job Title	Country HR Manager
Duration	12 months with possible extension
Report to	Country Director
Hours	Full Time
Place of work	Ukraine Country Office with travel to other field locations as required for the role

Purpose of role

The Country 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	Work with the SMT and the Country Director 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.
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	With the national HR coordinator, develop, maintain and ensure compliance to HR policies and procedures across the field offices and sharing of best practices between field locations.
5	With the national HR coordinator, 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 and employee relation issues.
7	Monitor and support staff wellbeing, morale and engagement. Partner with the Country Director and the SMT 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 national HR Coordinator.

National Staff support

10	Ensure proper management of 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	Ensure with the national HR coordinator 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 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 as per legal framework.
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 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	Is an active member of the UK-MED Ukraine SMT. 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. Take part and support safeguarding investigations when required.
General duties	
26	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	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
29	Comply with all health and safety policies and procedures.
30	Undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
31	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the 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

Country HR Manager | Ukraine

Qualifications / Professional Memberships		
1	HR professional qualification	Essential
2	Relevant academic qualifications e.g., in Human Resource Management, international development, emergency response or humanitarian aid.	Desirable
Knowledge, Skills and Experience		
3	Familiarity with daily staff management task in a multi-cultural environment.	Essential
4	Demonstrable skills implementing HR policies and procedures in compliance with HQ and donor regulations in international NGOs.	Essential
5	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
6	Ability to quickly build trusted working relationships, deploy influence diplomatically and successfully problem-solve, provide guidance and support to staff.	Essential
7	Understanding of safeguarding processes and safe recruitment in international NGOs	Essential
8	Able to handle sensitive information with confidentiality and tact.	Essential
9	Excellent interpersonal and team working skills.	Essential
10	Good IT skills, including use of Microsoft Word, Excel and database systems.	Essential
11	Excellent verbal and written communication skills.	Essential
12	A basic understanding of the WHO Emergency Medical Team Initiative.	Essential
13	Previous experience in the humanitarian	Essential
14	Previous experience in the health sector	Desirable

15	Knowledge of GDPR regulation and its implications.	Desirable
16	Flexible and adaptable to any situation.	Desirable
17	Excellent work habits with a willingness to work in a multi-cultural environment.	Essential
18	Ability to work independently while under pressure and during long hours.	Essential
19	Resilient individual who thrives in a fast-paced and rapidly changing environment.	Essential
20	Highest standards of integrity and professional conduct.	Essential
21	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do.	Essential
Personal Attributes		
22	Flexible, can-do attitude and good team player.	Essential
23	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
24	Energetic and resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
25	Goal-orientated, with the ability to set clear objectives and plans to be achieving them	Essential
26	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
27	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
28	Willingness to submit to medical and safeguarding checks required to ensure suitability	Essential
29	Willingness to work some weekends and evenings if required.	Essential
30	Willingness to deploy with UK-Med overseas as required.	Desirable

Key terms and benefits

Salary:	£3500 to £4000 GBP gross per month dependant on experience
Working hours:	Full – Time
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:	<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 an comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
Health and medical:	<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>
Professional requirements:	There are no required professional memberships although relevant memberships may be an advantage.
Term of contract:	12 months with possible extension.

UK-MED

Building a world
prepared to help