



Country Director – Ukraine

Candidate Information Pack

January 2024

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 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:

- **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 and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Country Director - Ukraine
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Remuneration:	£4,300 –£5,500 gross per month (dependent on experience)
Duration:	Initial 6-12 month contract (funding pipeline dependent) with potential extension.
Location:	Dnipro (potentially Kiev), Ukraine

Can you provide excellent leadership and strategic direction to our humanitarian health programming in Ukraine?

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 a Country Director to lead and ensure both operational effectiveness and strategic growth of our work in Ukraine.

The Country Director will be responsible for the leadership and management of a complex health programme, with multiple streams of activity including direct secondary and primary health care delivery, multi-million-dollar budgets and a staff complement expected to grow to over 100 people. All of this will be done while adapting to and working within a changing and insecure context.

Our ideal candidate will have demonstrable understanding of humanitarian relief work as well as health sector specific experience and capacity building, including relevant experience in a field-based humanitarian context.

You will have proven experience of managing and coordinating emergency programmes in complex and insecure environments, including experience of security management in insecure environments.

You will be highly skilled at external representation and expected to position UK-Med optimally with external stakeholders including donor, UN and INGO agencies.

You will be able to demonstrate how you have led people and teams to successful delivery in demanding environments and applied your skill in strategic planning to build impactful programmes.

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 **Monday 22nd of January 2024**

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 deploys teams around the world, recently including our Ukraine operation, Libya following storm Daniel, Turkey following the devastating earthquake in 2023, over 20 countries supported during COVID, and a burns specialist team which supported the MoH in Armenia to provide urgently needed specialist care to burns survivors following a fuel depot explosion in September 2023. Our teams have undertaken a range of work on deployment including primary health care, trauma and surgical care, outbreak response and building capacity of local healthcare staff and systems.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks, conflicts, displacement 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

Country Director – Ukraine

Job Title	Country Director
Reports to	UK-Med Director of International Operations
Duration	Initial Contract 6 to 12 months with likely extension depending on funding pipeline
Place of work	Dnipro / Kyiv, Ukraine (with additional regular travel to field sites)
Purpose of role	
<p>The Country Director is the senior representative of UK-Med in the field, accountable for all operational aspects of the programme.</p> <p>With proven experience of delivering programmes in insecure environments, provides day-to-day management, coordination and leadership to the field team, ensuring all team members are able to fulfil their objectives in a complex, dynamic and uncertain context.</p>	
Key responsibilities	
Security Management	
1	To oversee security management of UK-Med operations in Ukraine and responsible for implementation of agreed security protocols together with the in-country security manager.
2	To be accountable for day-to-day security related decision-making.
3	To coordinate with HQ on maintaining up-to-date situational analysis.
4	To lead on security assessments for new programming locations and coordinate with HQ in risk analysis and mitigation planning.
Human Resources	
5	Responsible for identifying staffing needs and working with HR on resourcing them.
6	Responsible for ensuring the correct organisational structure is in place and resourced.
7	Overall responsible for the line management of all personnel deployed, providing oversight and guidance to enable staff to successfully perform in their positions.
8	Lead and manage the decision making on any international staff health issues while on deployment.
9	Make recommendations on disciplinary and grievance matters.
Programme Management	
10	Lead the implementation and maintenance of project activities by coordinating the optimal use of medical, logistical, financial and human resources.

11	Collaborate with the medical coordinator and HQ team on developing our overall strategy and subsequently identify business development opportunities to resource the strategy.
12	Implement and maintain a regular system of progress monitoring and evaluation against programme objectives and regular communication with HQ on progress challenges.
13	Ensure administration processes are in place in order for the field team to carry out and maintain operations (field budget and cash, staff compliance to procedures etc).
14	Establish clear and regular team briefings and effective internal communication.
15	Oversight of SMT and key support service functions including finance, grant management, logistics and HR.
Coordination and representation	
16	Represent UK-Med with key stakeholders, including but not limited to, the Ministry of Health, local partners, NGOs, UN agencies, local authorities, government authorities and donors.
17	Stay up to date on socio-economic and political changes in country which could have an impact on the program and undertake timely responses to a rapidly changing environment.
18	Explore and develop UK-Med's longer-term presence in Ukraine, identifying funding opportunities and partnerships.
Communications and report to HQ	
19	Lead the preparation of quarterly report to HQ.
20	To establish regular check in with HQ focal point(s).
Safeguarding	
21	Lead a strong safeguarding and protection culture and be accountable for overall safeguarding standards in the Programme.
22	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.
23	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
24	To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
25	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
26	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
27	Undertake training and comply with vetting requirements (including CRB/police checks, referencing) appropriate to the role as specified by UK-Med.

28	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context.
29	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.
30	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work.

Person Specification

Country Director – Ukraine

Qualifications / Professional Memberships		
Q1	Relevant higher qualifications in management, humanitarian sector or health programming.	Essential
Knowledge, Skills, and Experience		
S1	Proven experience of managing and coordinating emergency programmes in complex and insecure environments.	Essential
S2	Substantial and demonstrable understanding of humanitarian relief work and capacity building with relevant experience in a field-based humanitarian context.	Essential
S3	Significant experience of security management and leading teams in demanding environments.	Essential
S4	Highly developed strategic planning skills with ability to build impactful programmes and influence coordination and response mechanisms.	Essential
S5	Experience in project cycle management including proposal development, budgeting and reporting, monitoring and evaluation.	Essential
S6	Advanced skills in leadership: and the management of an interdisciplinary international and national staff team, including challenging, motivating and developing a team.	Essential
S7	Ability to scan the environment, anticipate changes, be comfortable with ambiguity and deal with a large number of elements interacting in diverse and unpredictable ways.	Essential
S8	Proven influencing and negotiating skills with internal and external audiences	Essential
S9	Excellent planning, coordination and prioritisation skills and proven capacity to undertake varied tasks to tight deadlines.	Essential
S10	Strong critical thinking and analytic skills.	Essential
S11	Strong verbal and written communication.	Essential
S12	Experience in developing concept notes and donor proposals.	Essential
S13	Strong budget management experience.	Essential
S14	Fluency in English (oral and written) is required.	Essential
S15	Additional languages, especially Ukrainian and/or Russian.	Desirable

Personal Attributes		
1	Highest standards of integrity and professional conduct.	Essential
2	Strong organisational and leadership skills, complemented by sound management abilities.	Essential
3	Excellent interpersonal skills and 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, 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 compliance standards.	Essential
8	Ability to work independently.	Essential
Practical requirements		
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

Salary:	£4,300 to £5,500 per month (dependent on experience)
Working hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery.
Annual Leave:	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken). An additional RnR package to be discussed during the interview process.
Safeguarding:	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.
Health and medical	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.
Professional Requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Right to work	Requires right to work in Ukraine and travel through Poland to enter and leave Ukraine (UK-Med will support visa processes where required).
Term of contract:	Initial contract to December 2024 with extension dependent on funding.

UK-MED

Building a world
prepared to help