



Head of Mission – Gaza

Candidate Information Pack

April 2024

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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:

- **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:	Head of Mission - Gaza
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Remuneration:	£4250 –£5,250 GBP gross per month (dependent on experience)
Duration:	Till 31 st of December 2024 (funding pipeline dependent), with potential extension
Location:	Gaza, with some travel to Cairo, Egypt

Can you provide excellent leadership and management for our humanitarian health programming in Gaza?

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 seeking a Head of Mission to oversee the management and delivery of UK Med's programmes in Gaza. This role entails leading teams of international and national medics and operational staff to reach programme objectives, taking responsibility for security management and ensuring the prudent and efficient use of financial resources, logistics, and human resource administration, in alignment with UK Med's processes and partner guidelines. As a pivotal figure, you will be integral in collaboratively developing and updating the programme strategy, supervising its implementation, review, and monitoring. Your responsibilities include forging strong strategic partnerships, essential for delivering comprehensive, integrated, high-quality, and sustainable programmes. This involves nurturing relationships local and international organisations and initiating innovative partnerships.

Furthermore, you are tasked with cultivating and enhancing leadership skills within the Gaza response team, fostering a workplace culture that encourages staff participation and decision-making, both within the country office and across the organization.

Your experience in managing and coordinating emergency programmes in complex and insecure environments, particularly with a focus on security management, will be highly valued.

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 **Friday 17th May 2024**. Applications will be accepted on an ongoing basis and hiring manager will review applications as they are received, decisions may be made at any time if a suitable candidate is identified.

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

Head of Mission – Gaza

Job Title	Head of Mission – Gaza
Reports to	Operations Director
Duration	Until 31 Dec 2024
Place of work	Gaza with some travel to Cairo/Egypt

Purpose of role

Reporting to the Operations Director in Egypt, the Head of Mission is accountable for overseeing the delivery of programme activities including assessments, implementation, monitoring, reporting, relationship management and security. They represent UK-Med in Gaza and coordinate, manage, and develop the response in line with the defined strategic approach and applicable policies, procedures and guidelines. Together with the field coordination team, the Head of Mission ensures the safe and effective setup and delivery of the programme, external coordination, and leadership of UK-Med’s team towards meeting the objectives of the programme.

Key responsibilities

Programme Management

1	Oversee and ensure effective delivery and coordination of programme implementation in Gaza in line with the programme strategy, quality standards and guidelines and UK-Med policies.
2	Accountable for security management and risk monitoring within Gaza and ensuring compliance with UK-Med’s safety and security framework by the team.
2	Line Management of deployed coordination personnel, providing oversight and guidance to enable team members to successfully perform in their roles.
3	Lead the response team and facilitate the coordination of programme and support teams, ensuring all staff are kept up to date with programme plans, changes to the context, and security and contingency planning.
4	Oversee recruitment of national staff in compliance with UK-Med HR policy and procedures.
5	Ensure new staff receive appropriate briefings and orientation of the programme.
6	Represent UK-Med at external coordination meetings and with relevant authorities and partners.
7	Contribute to the development of new project proposals and budgets and contribute to donor reporting.

8	Ensure accountability for budget and resource management through implementation of UK-Med policies and procedures and training to staff as required.
9	Track financial expenditure and contribute to forecasting and reporting.
10	Provide oversight of UK-Med's MEAL processes in close coordination with the Deputy team Lead and Medical Coordinator.
Other roles duties and responsibilities	
12	Encourage a positive, inclusive and mutually supportive team spirit amongst the team through open communication channels and daily team meetings.
13	Ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
Safeguarding	
14	Lead a strong safeguarding and protection culture and be accountable for overall safeguarding standards in the programme.
15	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.
16	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General Duties	
18	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
19	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
20	Undertake training and comply with vetting requirements (including CRB/police checks, referencing) appropriate to the role as specified by UK-Med.
21	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context.
22	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.
23	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work.

Person Specification

Head of Mission – Gaza

Qualifications / Professional Memberships		
Q1	Qualifications in political science, social sciences, international relations, law, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree	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 leading project cycle management including proposal development, budgeting and reporting, monitoring and evaluation.	Essential
S6	Advanced skills in leadership and the management of an interdisciplinary and remote 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. (Arabic language skills a plus).	Essential
Personal Attributes		
A1	Highest standards of integrity and professional conduct.	Essential
A2	Strong organisational and leadership skills, complemented by sound management abilities.	Essential
A3	Excellent interpersonal skills and team working skills.	Essential
A4	A positive and flexible problem-solving approach.	Essential
A5	Excellent time and task management skills with the ability to balance a full and dynamic workload.	Essential
A6	Willingness and ability to pass clearance checks, undertake overseas travel and deploy to humanitarian emergencies.	Essential
A7	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and compliance standards.	Essential
A8	Self-motivated and has the ability to work independently.	Essential
Practical Requirements		
P1	Ability to travel internationally to Cairo, Gaza and or to anywhere needed for the success of the programme.	Essential
P2	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
P3	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	4250 –£5,250 GBP gross 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).
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 travel through Cairo, Egypt to enter and leave Gaza (UK-Med will support visa processes where required).
Term of contract:	Until end of 31 st of December 2024 (funding pipeline dependent), with potential extension.

UK-MED

Building a world
prepared to help