



Programme Representative – occupied Palestinian territories

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:

- **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

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| Role: | Programme Representative – occupied Palestinian territories |
| Hours: | Full time, with some weekend and evening working required to support the humanitarian programme delivery |
| Remuneration: | £4,000-£4,500 per month |
| Duration: | 4 months initially with extension subject to funding |
| Location: | Ramallah, West Bank with frequent travel to East Jerusalem |

Are you capable of providing exceptional programmatic and strategic guidance for the scaling up and development of our humanitarian health programme in the occupied Palestinian territories?

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 looking for a Programme Representative to lead the strategic development of UK-Med's programme in the occupied Palestinian territories (expected to be 80% focused on Gaza and 20% on the West Bank following registration of UK-Med). The incumbent will be responsible for strategy and business development, as well as supporting monitoring, evaluation, accountability, and learning activities and ensuring donor compliance across the programme, in line with UK Med's processes and partner guidelines.

You will play a pivotal part in collaboratively developing and updating the country strategy, as well as supporting its implementation, review, and monitoring. Your responsibility extends to forging robust strategic partnerships, crucial for ensuring comprehensive, integrated, high-quality and sustainable programmes. This involves nurturing relationships with ministries, both local and international organisations, and donors. You will be instrumental in initiating innovative partnerships and enhancing fundraising capabilities.

You will have significant experience working with humanitarian organisations, ideally within emergency health programming. You will be highly skilled at external representation and expected to position UK-Med optimally with external stakeholders including donors, UN and NGO agencies. You will be a self-starter, accustomed to building networks, establishing contacts and able to hit the ground running, with a proven track record in networking and forging relationships in challenging environments.

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 **Thursday 18 April 2024**. However, this is rolling recruitment, so applicants are encouraged to apply as soon as possible.

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

Programme Representative – oPt

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| Job Title | Programme Representative – occupied Palestinian territories |
| Reports to | Operations Director – OPT Response (based in Cairo, Egypt) |
| Duration | 4 months initially with extension subject to funding |
| Place of work | Ramallah, West Bank, with frequent travel to East Jerusalem |

Purpose of role

The Programme Representative is the senior representative of UK-Med in the West Bank, responsible for the strategic development, monitoring and reporting of the programme.

Given the geographical spread and complexity of the programme, the Programme Representative will need to be flexible and expected to work closely with the Operations Director. S/he might also be expected to interchange with that position as needed for the strategic success of the overall programme.

Key responsibilities

Programme Management

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| 1 | Coordinate the development of the programme strategy and subsequently identify business development opportunities to resource the strategy. |
| 2 | Rotate with and deputise for the Operations Director as required. |

Coordination and Representation

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| 3 | Represent UK-Med with key stakeholders, including but not limited to, national and local authorities including the Ministry of Health, local partners, NGOs, UN agencies, relevant clusters and donors. |
| 4 | Support UK-Med’s registration in oPt and ensure the organisation’s compliance with relevant laws and procedures. |
| 5 | Stay up to date on socio-economic and political changes which could have an impact on the programme and advise on timely responses to a rapidly changing environment. |

Business Development and Grant Management

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| 6 | Keep abreast of funding opportunities and partnerships relevant to the programme. |
| 7 | Contribute to the design of concept notes, proposals, response objectives and budgets. |
| 8 | Coordinate with the Operations Manager at HQ on the oversight, management and reporting against existing grants. |
| 9 | Ensure donor compliance and timely reporting against existing grants. |

MEAL and Reporting

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| 10 | In collaboration with HQ and the programme management team implement and maintain a regular system of progress monitoring and evaluation against programme objectives and regular communication with HQ on progress challenges. |
| 11 | Coordinate regular programme reviews and collation of lessons learnt and best practice. |
| 12 | Ensure monitoring, evaluation, accountability, and learning activities are completed and reporting meets requirements internally and externally. |
| 13 | Continuously contribute to organisational learning by sharing knowledge, experiences, best practices and supporting colleagues. |
| 14 | Lead the preparation of reporting to HQ. |
| 15 | Establish regular check ins with HQ focal point(s). |

Safeguarding

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| 16 | Lead a strong safeguarding and protection culture and be accountable for overall safeguarding standards in the programme. |
| 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. |

General Duties

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| 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 programme. |
| 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 programmes of work. |

Person Specification

Head of Strategy – Gaza

| Qualifications / Professional Memberships | | |
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| Q1 | Relevant higher qualifications in health/health programming or humanitarianism. | Desirable |
| 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 | Highly developed strategic planning skills with ability to build impactful programmes and influence coordination and response mechanisms. | Essential |
| S4 | Experience in leading project cycle management including proposal development, budgeting and reporting, monitoring and evaluation. | Essential |
| S5 | 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 |
| S6 | Proven influencing and negotiating skills with internal and external audiences. | Essential |
| S7 | Excellent planning, coordination and prioritisation skills and proven capacity to undertake varied tasks to tight deadlines. | Essential |
| S8 | Strong critical thinking and analytic skills. | Essential |
| S9 | Strong verbal and written communication. | Essential |
| S10 | Experience in developing concept notes and donor proposals. | Essential |
| S11 | Strong budget management experience. | Essential |
| S12 | 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 |

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| 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

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| Salary: | £4,500-£5,000 per month |
| 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 right to work in the West Bank and Jerusalem, Israel |
| Term of contract: | 4 months initially with extension subject to funding |

UK-MED

Building a world
prepared to help