



# Human Resources Manager – Gaza

Candidate Information Pack

2026

Click or tap here to enter text.

## 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



UK-Med is the most deployed Emergency Medical Team globally, responding to complex humanitarian healthcare emergencies at speed and scale. 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.

Since late February 2022, we have been responding to calls for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 30,000 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 crises and can also respond to any crisis, anywhere in the world, under our own banner.

In February 2023, UK-Med deployed the UK Emergency Medical Team field hospital to Turkey in response to the earthquakes there. Since launching our response in Gaza in late 2024, we have created two field hospitals within the Gaza strip and supported surgical departments in several locations. Over 1,000,000 patient consultations benefiting from UK-Med's treatment so far.

### UK-Med Chief Executive Officer

David Wightwick

## Advert

Role:	Human Resources Manager - Gaza
Remuneration:	£4,500 - £5,175 GBP per month (dependant on assignment and experience)
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery.
Duration:	Up to 31 <sup>st</sup> of August 2026 (funding pipeline dependent) with opportunity for extension.
Location:	Gaza (occupied Palestinian territory) – field-based with potential regional travel to Amman, Jordan.

*Candidates must be able to travel quickly through Jordan, securing visas on arrival with eligible documentation. If you do not meet this requirement, you can join our register of humanitarian and health professionals for other opportunities.*

### **Can you provide strategic HR leadership to support emergency health operations in a complex conflict setting?**

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 currently expanding our emergency health response in Gaza, where communities are facing a prolonged and highly complex humanitarian crisis. We are seeking an experienced HR Manager to lead and deliver high-quality, field-based human resources support to enable safe, effective, and responsive programme delivery.

As HR Manager, you will play a critical role in supporting the Gaza response by ensuring workforce planning, recruitment, staff wellbeing, safeguarding, and HR compliance systems are effectively implemented. You will work closely with field leadership and HQ teams to maintain a capable, supported, and resilient workforce, while ensuring duty of care and staff welfare remain central in a high-risk operating environment.

Our ideal candidate will be an experienced humanitarian HR professional with strong operational expertise in emergency settings, proven ability to support international teams in complex and insecure contexts, and the judgement and resilience required to manage workforce challenges in a rapidly evolving crisis.

## 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 23<sup>rd</sup> of March 2026**. However, this is rolling recruitment, so applicants are encouraged to apply as soon as possible.

*Please note that this is a rolling recruitment process. 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](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 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

## HR Manager

<b>Job Title</b>	HR Manager – Gaza
<b>Reporting to</b>	Reports to: Head of Mission – Gaza Works closely with: Team Lead – Gaza Response Technical oversight: Head of HR Partnering (HQ)
<b>Duration</b>	Up to 31 <sup>st</sup> of August 2026 (funding pipeline dependent) with opportunity for extension.
<b>Hours</b>	Full time
<b>Place of work</b>	Gaza
<b>Purpose of role</b>	
The HR Manager will lead and deliver high-quality, field-based human resources support for UK-Med’s Gaza response, ensuring that workforce planning, recruitment, staff wellbeing, safeguarding, and HR compliance systems are effectively implemented to support safe and efficient emergency response, and providing efficient and high-quality support to international team members.	
<b>Key responsibilities</b>	
<b>Strategic workforce planning</b>	
1	Partner with the Head of Mission (HoM) and Medical Coordinator to align HR planning with evolving operational needs and the Gaza response's strategy.
2	Develop and maintain emergency workforce plans for international surge staff.
3	Anticipate international staffing gaps and coordinate closely with HQ HR to ensure a consistent pipeline to fill the roles, rapid mobilisation and deployment.
4	Develop, maintain and ensure compliance to HR policies and procedures and share best practices with managers.
5	Monitor and support staff wellbeing, morale and engagement. Partner with the Head of Mission/ Team Lead to promote an engaged and motivated workforce.
6	Participate in wider HR working groups and donor meetings and communicate with external agencies.
<b>Emergency HR Operations</b>	
7	Implement a robust process for objective setting, performance management and end of deployment / rotation feedback.
8	Lead rapid recruitment, onboarding, rotation, and demobilisation processes in a conflict setting.

9	Oversee the onboarding process of international staff. Lead the joiners and leavers procedures; ensure end of deployments, debrief and handover processes are well established and implemented.
10	Work closely with Hom / TL and Medco to oversee contract extensions and workforce continuity planning.
11	Support international payroll, per diem administration, and staff records in compliance with donor and organisational requirements.
<b>Employee Relations &amp; Case Management</b>	
12	Manage employee relations casework in coordination with HQ HR, including disciplinary, grievance, and dignity at work matters.
13	Provide timely guidance to managers on performance management and conduct issues.
<b>Communication</b>	
14	Collaborate with HQ departments and attend meetings, as required.
<b>Staff wellbeing and duty of care</b>	
15	Maintain and support health and safety systems and processes for compliance.
16	Lead staff wellbeing initiatives appropriate to a high-risk conflict environment.
17	Monitor morale, fatigue, and burnout risk in high-pressure emergency operations.
18	Act as a key duty-of-care focal point, ensuring staff safety, welfare, and psychological support mechanisms are in place.
<b>Safeguarding</b>	
19	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.
20	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>Other</b>	
21	Other duties as assigned by Head of Mission/Team Lead or HQ HR
<b>General duties</b>	
22	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
23	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
24	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
25	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.

26	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.
27	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

# Person Specification

## HR Manager – Gaza

<b>Qualifications / Professional Memberships</b>		
Q1	Relevant academic qualifications e.g. in Human Resource Management, international development, emergency response or humanitarian aid.	Essential
Q2	HR professional qualification	Essential
<b>Knowledge, Skills and Experience</b>		
S1	Significant HR experience in humanitarian emergency response settings.	Essential
S2	Demonstrated field experience in conflict or high-risk environments.	Essential
S3	Demonstrated field experience in conflict or high-risk environments.	Essential
S4	Proven ability to operate both strategically and operationally in fast-paced deployments.	Essential
S5	Experience managing rapid recruitment and staff rotations in emergency contexts.	Essential
S6	Strong employee relations and case management experience in international NGOs.	Essential
S7	Experience implementing safeguarding and PSEAH frameworks in the humanitarian sector.	Essential
S8	Familiarity with donor compliance requirements and humanitarian HR systems.	Desirable
S9	Experience supporting staff wellbeing and duty-of-care mechanisms in crisis settings.	Essential
S10	Familiarity with daily staff management task in a multi-cultural environment.	Essential
S11	Ability to quickly build trusted working relationships, deploy influence diplomatically and successfully problem-solve, provide guidance and support to staff.	Essential
S12	Strong understanding of humanitarian principles and operational realities in conflict settings.	Essential
S13	Ability to make sound decisions under pressure.	Desirable

S14	High emotional intelligence and resilience in volatile environments.	Desirable
S15	Able to handle sensitive information with confidentiality and tact.	Essential
S16	Excellent interpersonal and team working skills.	Essential
S17	Excellent verbal and written communication skills. Arabic speaking (highly desirable)	Essential
S18	A basic understanding of the WHO Emergency Medical Team Initiative.	Desirable
S19	Knowledge of GDPR regulation and its implications.	Desirable
<b>Personal Attributes</b>		
A1	Personal integrity and the highest standards of personal conduct	Essential
A2	Commitment to high performance, striving for excellence in all aspects of work	Essential
A3	Determined; working hard to get the job done and finding solutions to problems	Essential
A4	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential
A5	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
A6	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
A7	Able to work independently with limited supervision	Essential
<b>Practical requirements</b>		
P1	Will be practically available frequently enough, for long enough periods to deploy to diverse contexts	Essential
P2	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities	Essential
<b>UK-Med Core Humanitarian Competencies</b>		
C1	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
C2	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
C3	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential

C4	Operates safely and securely in pressured environments	Essential
C5	Adapts to pressure and change to operate effectively within humanitarian context	Essential
C6	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority	Essential

# Key terms and benefits

<b>Salary:</b>	£4,500 - £5,175 GBP per month (dependant on assignment and experience)
<b>Working hours:</b>	Full time, with some weekend and evening working required to support the humanitarian programme delivery
<b>Annual Leave:</b>	Pro rata of 33 days per year inclusive of entitlement to public holidays.
<b>Health:</b>	<p>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</p> <p>You must complete course of all required vaccinations to be cleared for deployment.</p>
<b>Safeguarding:</b>	<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 a comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
<b>Right to work</b>	Candidates must be able to travel quickly through Jordan, securing visas on arrival with eligible documentation.
<b>Term of contract:</b>	Up to 31 <sup>st</sup> of August 2026 (funding pipeline dependent) with opportunity for extension.

# UK-MED

Building a world  
prepared to help