

MEDAIR

each life matters



Senior Management

Country Director Ukraine

Role & Responsibilities

The Country Director oversees all programme and support activities in-country in Ukraine and Poland. Representing Medair in all issues relating to the programme, the Country Director plays a key role in donor relations and grant management, external representation, legal compliance, they manage the country strategy, project implementation and evaluation in conjunction with senior field managers.

Project Overview

The purpose of Medair's integrated, multi-sector relief programme in Ukraine is to save lives and alleviate human suffering by working in rehabilitation and emergency response locations, with vulnerable populations and providing essential life-saving health, WASH, shelter/infrastructure, NFI/CVA, protection and mental health and psychosocial services.

Workplace

This position is currently based in Kyiv, Ukraine with frequent travel to the project locations in the West, North and East of Ukraine.

Starting Date / Initial Contract Details

October 2024. Full time, from 12 to 24 months.

Key Activity Areas

Leadership and Management

- To Implement the country strategy; design, review and evaluate in collaboration with senior managers in Ukraine and GSO staff. Consider the political and security context, community needs, donor criteria and strategies and possible exit strategies in order to facilitate the long-term planning and development of projects.
- Ensure the implementation, monitoring, evaluation and reporting of the planned activities in accordance with the project proposals and logical frameworks and institutional donor policies and guidelines.
- Manage the overall programme and support functions related to reviews, management structures, the development and maintenance of operational procedures for individual projects and support functions.
- Analyse humanitarian needs, trends and political developments in the country of operation and the surrounding region in order to anticipate new projects and initiatives, ensure needs driven, life-saving focus. Ensure that the project proposals, project implementation and project reporting are of high quality that meet and exceed donor expectations and relevant national and international standards.
- Maintain strong relationships with donors so that Medair is a partner of choice.
- Ensure that activities and support functions comply with the national and international laws and regulations.

Operations Management

- Oversee programme implementations in consultation with the relevant senior field manager of the programme. Ensure objectives are met on time and within the budgets while preventing corrective actions.
- Ensure good communications with all country teams implementing and supporting the programme plans.
- Ensure that the structures are in place to support managers to comply with operational systems, donor requirements while meeting the country programme strategy. Development of activity plans & resource analysis.
- Prepare and implement policies, procedures and guidelines, as appropriate and with the relevant field manager and GSO staffs through standardised procedures and improvement supports.
- Represent Medair at relevant national and local meetings with government officials, contractors, donors, UN and other NGOs, etc., reporting back as applicable to staff, field managers and GSO.

Financial Management

- Supervise the budget management and expenditures, in collaboration with the finance manager, the Deputy Country Director, Project Coordinators, managers and GSO staffs, ensuring portfolio management and that budgets are spent according to approved grants and regulations. Ensure the management of spending within the programme is in-line with the approved budgets.

- Ensure sufficient and appropriate controls are in place to prevent fraud and that relevant staff receive the required information and training to minimise the risk of occurrence within the country programme.

Security Management

- Overall responsibility for the safety and security of Medair staff and assets.
- Oversee the updating and implementation of country location security plans, guidelines and manuals.
- Ensure appropriate security procedures and awareness are maintained throughout the country programme.
- Leading decision makings and contingency plans. Chair the local Crisis Management Team if/when required.

Staff Management

- Line manage designated staff, including direct supervision and development.
- Hold regular team meetings and through a consultative leadership style and a transparent, honest and supportive communication structure, develop and build an effective team.
- Ensure effective HR functions of all national and international staffs and refer issues to the appropriate HR lead. Ensure compliance and safeguarding policies and practices are in place in all locations.
- Reflect the vision and values of Medair while providing good leadership, support and appropriate communication.

Quality Management

- Review, develop and implement systems to detect and improve transparency in order to prevent loss or fraud. Ensure that the country programmes are implemented in line with donor proposals and requirements and in accordance with Medair and stakeholder international standards and others.

Team Spiritual Life

- Reflect the values of Medair with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.

Qualifications

- University degree in a relevant subject such as Management / Development Studies / Business Administration or in a relevant technical subject.
- Strong working knowledge of English (spoken and written). Ukrainian will be an advantage.

Experience / Competencies

- 5-years post-qualification experience in a management position.
- 3-years post-qualification experience in a complex humanitarian emergency.
- Experience in dealing with donors and government officials.
- Knowledge of Humanitarian Essentials, Sphere, CHS and other international humanitarian guidelines.
- Advanced planning, assessment and analytical skills. Experience in training/mentoring staff.
- Advanced leadership and management skills; ability to build trust and enforce procedures.
- Team-player with good inter-personal skills; committed to team-building.
- Capacity to work under pressure and manage personal stress levels.

Before you apply

Please ensure you are fully aware of the:

- a) Medair organisational [values](#)
- b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, [Medair's accountability policies and best practices](#).
- c) Medair Relief & Recovery Orientation Course ([ROC](#)) (which forms part of the recruitment selection process for field positions)

Application Process

To apply, go to this vacancy on our [Medair page](#). *Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.*