

Division/1st Level Department	Department	Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Office of the Chief of Staff	Office of the Chief of Staff	Political/Reporting Office	Pristina	EKLS 20036	LS0009	Political Officer	1
Mission Support Department	Medical Unit	Medical Unit	Pristina	EKLS 20115	LS0073	Medical Doctor General Practitioner	1
Executive Division	EULEX Judges	EULEX Judges	Pristina	EKLS 20313	LS0124	Court Recorder (English)	1

Title: <b>Political Officer</b>	Ref. no: <b>LS 0009</b>
Region: <b>Pristina</b>	Grade: <b>2</b>

The Political Officer reports to the Head of Political/Reporting Office.

### Job Description

- To advise, support and assist the Head of Political/Reporting Office (and other international staff members of the Political/Reporting Office as required) with political activities relevant to the Mission;
- To monitor political developments in Kosovo and in the region that may impact on the work of the Mission and provide analysis;
- To monitor and advise on improper political influence on Rule of Law institutions;
- To prepare summaries and reports on political issues as requested;
- Maintain contact with and monitor actions by governmental officials, representatives of local and international organisations regarding issues of concern to the Mission;
- To assist with organising official visits according to established protocol;
- To undertake any other tasks required on behalf of the Head of Political/Reporting Office.

### Job Requirements

- A University degree (three years) in Political Science, International Relations, Diplomacy, Law, Social Sciences or in any other relevant field;
- A minimum of three (3) years of relevant work experience;
- Fluency in written and spoken English essential;
- Knowledge of Albanian or Serbian is essential. Knowledge of an additional Kosovo local language would be an advantage;
- Excellent knowledge of Kosovo institutions and thorough understanding of the social and political context;
- Strong analytical skills;
- Ability to present information in a clear and relevant manner and provide innovative ideas about a relevant subject (e.g. ability to write clear, concise reports and summaries of meetings);
- Ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills;
- Outstanding interpersonal and communications skills, as well as respect for national and cultural diversity;
- Ability to deal with sensitive information discreetly and confidentially;
- Valid driving licence of B category.

Title: **Medical Doctor**  
General Practitioner

Ref. no: **LS 0073**

Region: **Pristina**

Grade: **1**

He/She reports to Chief of Medical Unit and EULEX International doctors in the EULEX Clinic in Pristina.

### **Job Description**

- To perform basic medical examinations and routine check-ups of EULEX staff/mission members, to establish diagnoses and to decide on the method of treatment (preventive or curative) of patients;
- To inform and discuss complex cases with the Chief of Medical Unit and assist the supervisor in collecting information to substantiate/justify medical evacuations;
- To co-operate closely with medical staff of other international organizations working in the EULEX mission area to exchange information on health threats, on the local medical infrastructure, on options for joint procurement and warehousing of medical instruments and supplies;
- To assist the supervisor in research and surveys if additional information on identified medical topics is required;
- To work in the out-patient clinic/dispensary, in the in-patient facility, Emergency Room and the Ambulance Emergency Medical Services
- To undertake day-to-day clinical duties, e.g. out-patient clinic, as a General Practitioner respond to emergency calls, immunization, etc;
- To refer patients to outside specialists as necessary;
- To follow-up with outside specialists;
- To be on call during week-ends and outside working hours;
- To ensure safety of the patients in performance of duty;
- To communicate with patients and update the Chief of Medical Unit/ International doctors in the EULEX Clinic in Pristina;
- To maintain patient's records and exercise confidentiality;
- To accord for the patients fair and equal treatment regardless of ethnic background;
- To provide health education;
- To participate in addressing work environment and occupational health issues;
- To actively contribute in planning and organizing preventive and promotional medical fairs;
- To liaise with local facilities and other hospitals in Pristina and the region;
- To keep clinic detailed statistics and report the updates to the Chief of Medical Unit/International doctors in the EULEX Clinic in Pristina;
- To translate medical documents as required;
- To supervise the medical team during the night shift and weekends (nurse and paramedic);
- To undertake any other work-related task as requested.

### **Job requirements**

- University degree in medicine. Specialized as General Practitioner and sufficient Emergency Medical Skills.
- A minimum of five (5) years of progressive clinical experience in the field of General Practitioner.
- Fluency in oral and written in English, Albanian or Serbian language;
- Ability to establish priorities and plan, co-ordinate and monitor own work plan;
- Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect diversity;
- Good interpersonal and communication skills;
- Willingness to learn and keep abreast of new developments in the medical field;
- Solid computer skills and good knowledge of relevant medical databases.

Title: **Court Recorder** (English)

Ref. no: **LS0124**

Region: **Pristina**

Grade: **3**

He/she will report to the designated supervisor.

### **Tasks and Responsibilities**

- To ensure the smooth operation of the court by preparing a template for the court minutes, familiarizing oneself before the trial/hearing with the court documents including the indictment, making notes of names and spellings of the accused, witnesses, lawyers, towns and places noted in the court documentation;
- To type verbatim minutes during the trial/hearing, in English;
- To correct and edit the minutes after the trial/hearing, adding the changes of the presiding judge once he/she has read them;
- To be accountable to judges and prosecutors regarding his/her work;
- To submit the final version of the minutes to the Judges and/or Legal Officers, and to sign them as required;
- To ensure adequate filing of all documents;
- To perform any other job-related tasks as requested by the designated supervisor.

### **Job Requirements**

- Completed secondary education attested by a diploma. Ongoing or completed higher education would be an advantage, especially in the field of language or law;
- Excellent English language skills as well as proficient command of local languages would be an asset;
- A minimum of two (2) years of relevant professional experience with regards to recording or administrative support or fields related to legal matters. Experience in working in an international environment would be an additional advantage;
- Demonstrable proficiency in typing. Fifty (50) words per minute would be considered a minimum;
- Knowledge of the legal and the judiciary system and structures of Kosovo;
- Thorough knowledge of legal terminology in English;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills;
- Neutrality, objectivity and impartiality, as well as confidentiality and trustworthiness;
- Ability to perform under stress, careful attention to details, willingness to work flexible hours;
- Competent use of MS Word;
- Driving licence of B category.