

Vacancy and Job Description

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Mission Support Department	Medical Unit	Pristina	EKLS 40312	LS0074	Laboratory Technician	1
Mission Support Department	Technical Services, Communications and Information Systems Unit	Pristina	EKLS 40344	LS0153	Telecommunications Technician	1

Mission Support Department

Medical Unit

Title: **Laboratory Technician**

Ref. no: **LS 0074**

Region: **Pristina**

Group: **3**

Under the general supervision of the EULEX Chief of Medical Unit the Laboratory Technician will report to the International Nurse.

**Main tasks and responsibilities:**

- Perform laboratory tests as required;
- Ensure safety of patients in performance of duties;
- Provide in-house training for staff on how to perform point-of-care tests;
- Refer to outside laboratories as required;
- Maintain, perform and implement internal & external quality control;
- Maintain technical condition of laboratory equipment and coordinate servicing;
- Evaluate, identify and recommend purchase of laboratory supplies and equipment;
- Keep records and update statistics regularly;
- Insert test results to the documentation system, report to doctors and follow-up as required;
- Accords patients fair and equal treatment regardless of ethnic background;
- Understand and secure patient confidentiality;
- Actively contribute in preventive and promotional medical fairs;
- Participate in shift work and on-calls as required;
- Performs other duties as required.

**Job Requirements:**

- High School Diploma in Technical/Laboratory Science;
- Minimum of three (3) years of experience in clinical laboratory work;
- Formal training and experience in microbiology testing would be an asset;
- Excellent spoken and written command of the English language, as well as a high standard of spoken and written Albanian and/or Serbian;
- 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 oral and written communication skills;
- Willingness to learn and keep abreast of new developments;
- Good maths and solid computer skills in MS Office applications and other relevant software;
- Good drafting and reporting skills;
- Commitment to quality, punctuality, ability to perform and attention to detail;
- Absolute discretion, reliability and trustworthiness.

Mission Support Department

Technical Services, Communications and Information Systems Unit

Title: **Telecommunications Technician**

Ref. no: **LS0153**

Region: **Pristina**

Grade: **3**

He/she reports to the Chief Communications and Information Systems Unit.

### Job description

- To be responsible for the installation, maintenance and repair of PABX systems;
- To be responsible for the installation, maintenance and repair of Radio repeater systems for large networks;
- To be responsible for the installation, maintenance and repair of Microwave linking systems;
- To be responsible for the installation, maintenance and repair of Video Conference systems;
- To be responsible for the installation, maintenance and repair of CCTV Systems;
- To be responsible for the installation, maintenance and repair of Access Control Systems;
- To be responsible for the installation, maintenance and repair power systems and backup power systems;
- To be responsible for the installation, maintenance and repair of VHF, UHF handheld, base station and mobile radio equipment, associated antenna systems and ancillaries;
- To be responsible for the installation, maintenance and repair of telecommunications towers;
- Performing preventative maintenance checks on all equipment;
- Providing advice and training to all end users;
- Provides initial diagnostics, maintains and evaluates the technical status of the telecommunications terminal and switching equipment including GSM phones;
- Carry out initial repair assessment and works of telecommunications equipment and all associated peripherals;
- Perform installation of equipment and perform preventive maintenance of any other equipment as detailed by the Chief Communications and Information Systems Unit.;
- Perform any other duties related to his/her assignment.

### Job requirements

- Secondary education attested by a Diploma;
- At least 5 years relevant work experience in the field of telecommunications;
- Have very good communication skills in the working language of the Mission (English); Knowledge of one of the Kosovo official languages would be an asset;
- Knowledge about installing and maintaining PABX systems;
- Knowledge about installing and maintaining Radio repeater systems;
- Knowledge about installing and maintaining Microwave linking systems;
- Knowledge about installing and maintaining Video Conference systems;
- Knowledge about installing and maintaining CCTV Systems;
- Knowledge about installing and maintaining Access Control Systems;
- Experience in working within an international environment would be an advantage;
- Ability to drive and be in possession of a valid driver's license;
- Good computer skills in MS Office applications (Excel, Word, Power Point);
- Punctuality; ability to perform under stress; willingness to work flexible working hours;
- Good interpersonal and communication skills;
- Ability to prioritize and manage a high workload.