Vacancies and Job Descriptions

Division/1st Level Department	Department/Unit	Region	Position Reference	Position Title	Vacancies
Office of the Chief of Staff	Press and Public Information Office	Pristina	IEKLS 003	Intern within the Press and Public Information Office	1
Security and Health Department	Medical Unit	Pristina	IEKLS 006	Intern within the Medical Unit	1

Title: **Intern within the Press and Public Information Office Ref. no: IEKLS 003**

Region: **Pristina**

Reporting Line:

The intern reports to the Head of Press and Public Information Office/Spokesperson.

Main Tasks and Responsibilities:

- To facilitate and assist the Press and Public Information Office in creating and promoting a positive and transparent public image of EULEX KOSOVO through various channels and outreach activities.
- To contribute to the design and execution of outreach activities and public information campaigns for the Mission.
- To disseminate internal information and materials to Mission members.
- To assist in preparation of press conferences and media events.
- To assist in developing and maintaining the EULEX KOSOVO website and social media channels.
- To perform any other related tasks as requested by the Head of the Press and Public Information Office/Spokesperson.

Education and experience:

Essential

- Completion of minimum three years of studies corresponding to a bachelor's degree in journalism, communications, political sciences, law, social sciences or in any other relevant field.
- Maximum two (2) years of relevant professional experience, after completion of minimum educational requirements.
- Excellent drafting, interpersonal and communication skills.
- Very good oral and written command of English.
- Excellent oral and written command of Albanian and/or Serbian.
- Computer literacy.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation.
- Proficient in Microsoft Office applications and social media platforms.
- Good knowledge of the functioning of the EU and in particular CSDP Missions.
- High degree of trustworthiness and confidentiality.
- Attention to detail.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural environment.

Desirable

- Knowledge of graphic design software.

Title: **Intern within the Medical Unit**	**Ref. no: IEKLS 006**
Region: **Pristina**	

Reporting Line:
The intern reports to the Head of Medical Unit.

Main Tasks and Responsibilities:

- To assist the medical staff in performing the routine work in the out-patient clinic, emergency room and mobile medical services, according to her/his level of education and professional experience.
- To provide medical care under supervision, according to her/his level of competencies.
- To support duties in the reception area, assist in collection of medical data and prepare medical statistic and reports.
- To assist and contribute to the medical training programs delivered by the EULEX medical staff.
- To treat patients fair and equal regardless of ethnical background.
- To understand and respect the patient confidentiality.
- To undertake any other task requested by the Head of Medial Unit.

Education and Experience:

Essential

- Completion of minimum three years of university studies corresponding to a bachelor's degree in medical sciences, or other relevant degree.
- Maximum of two (2) years of relevant work experience, after completion of educational requirements.
- Very good oral and written command of English.
- Excellent oral and written command of Albanian and/or Serbian.
- Proficient in Microsoft Office Applications.
- Be able to work in a sometimes stressful and demanding environment.
- High motivation.

Desirable

- Knowledge of emergency medicine and general medicine practice.
- Enrolment in further studies in the above-mentioned areas.
- Previous experience or knowledge in collection and statistic interpretation of medical data.
- Experience in working in a diverse working environment.
- Knowledge of the functioning of the EU and in particular CSDP Missions.