

**VACANCIES AND JOB DESCRIPTIONS**

---

<b>Division/1st Level Department</b>	<b>Department/Unit</b>	<b>Region</b>	<b>Generic Pos. Ref.</b>	<b>Position Title</b>	<b>Vacancies</b>
Mission Support Department	Medical Unit	Pristina/ Mitrovica	<b>EKLS 50304</b>	Medical Doctor/ General Practitioner	1

Title: **Medical Doctor**  
General Practitioner

Ref. no: **EKLS 50304**

Region: **Pristina/Mitrovica**

Grade: **1**

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

**Main Tasks and Responsibilities:**

- 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 assists 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 weekends and outside working hours;
- To ensure safety of the patients in performance of duty;
- To discuss treatment options with patients, provide preventive health advice and update the Chief of Medical Unit/ International doctors in the EULEX Clinic in Pristina and Mitrovica;
- To maintain patient's records and exercises confidentiality;
- To accord for the patients fair and equal treatment regardless of ethnic background;
- To participate in addressing work environment and occupational health issues;
- To actively contribute to 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 and Mitrovica;
- 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 and valid licence to practice as a medical doctor. Specialization

in General Practice/Family Medicine or other related fields (i.e. Internal Medicine, Emergency Medicine) and sufficient Emergency Medical Skills;

- A minimum of 5 years of progressive clinical experience after he/she finished the university medical studies and he/she obtained the diploma of medical doctor.
- Professional fluency in the English language, both oral and written;
- Knowledge of Albanian and/or Serbian essential. Knowledge of an additional Kosovo local language would be an advantage;
- 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;
- Excellent 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.

**Remuneration and Benefits:**

- The position is classified in Grade 1 which according to the current salary grid starts from 2,575.00 €, depending on the incumbent's relevant work experience, the amount may increase.
- 13th salary.
- Health insurance paid by the Mission.
- The aforementioned remuneration is subject to taxes and pension fund contribution.
- Other conditions are detailed in the General Service Conditions ([link](#))