

Vacancies and Job Descriptions

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Mission Support Department	Medical Unit	PR, all over Kosovo	EKLST 0001	LST0001	Medical Doctor, Temporary Job Opening	1
Mission Support Department	Medical Unit	PR, all over Kosovo	EKLST 0002	LST0002	Emergency Medical Technician (EMT), Temporary Job Opening	1
Mission Support Department	Medical Unit	PR, all over Kosovo	EKLST 0003	LST0003	Nurse/General Practice, Temporary Job Opening	1
Mission Support Department	Medical Unit	PR, all over Kosovo	EKLST 0004	LST0004	Laboratory Technician, Temporary Job Opening	1
Security and Safety Department	Mission Security/Close Protection Unit, Mission Security Officer Team	PR, all over Kosovo	EKLST 0005	LST0005	Auxiliary Security Guard, Temporary Job Opening	10

Title: **Medical Doctor, Temporary Job Opening**
General Practitioner

Ref. no: **LST 0001**

Region: **Pristina**

Grade: **1**

Due to the ongoing COVID-19 pandemic the EULEX Mission is increasing its medical team to meet the demands placed on its health services.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

The contract is for a period of six (6) months. A possibility of extension will be assessed close to the end of the initial contract based on the development of the COVID-19 situation.

Incumbent of this position will be allowed to have additional part-time work provided that the required 38.5 hours per week is dedicated to EULEX Kosovo and a combine working week time of 60 hours is not exceeded.

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

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 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, in-patient clinic;
- To ensure the emergency medical care, advanced life support and stabilization of the critical patients.
- 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 maintain patient's records and exercises confidentiality;
- To accord for the patients fair and equal treatment regardless of ethnic background;
- 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 in Emergency Medicine or Intensive Care, or with professional competencies in emergency medicine and intensive care.

- A minimum of two (2) years of progressive clinical experience, after he/she finished the specialization. Candidates with recent professional experience will be preferred;
- Proficiency in English language including Albanian or Serbian languages;
- 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.

Mission Support Department

Medical Unit

Title: **Emergency Medical Technician (EMT), Temporary Job Opening** Ref. no: **LST 0002**

Region: **Pristina**

Grade: **4**

Due to the ongoing COVID-19 pandemic the EULEX Mission is increasing its medical team to meet the demands placed on its health services.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

The contract is for a period of six (6) months. A possibility of extension will be assessed close to the end of the initial contract based on the development of the COVID-19 situation.

Incumbent of this position will be allowed to have additional part-time work provided that the required 38.5 hours per week is dedicated to EULEX Kosovo and a combine working week time of 60 hours is not exceeded.

He/She reports to the Chief of Medical Unit and to the International Nurse.

Main Tasks and Responsibilities:

- To work in the Emergency Medical Services as ambulance driver;
- To work in Out-patient Clinic, the Emergency Room and the nursing facility, as well as part of the Emergency Medical Services;
- To respond to emergency calls and assist doctors and nurses in providing adequate care;
- To provide initial non-invasive emergency care and basic life support under;
- To maintain/assure that ambulances/medical equipment are in good mechanical condition;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To support duties in consultation rooms;
- To check and keep available unit's oxygen cylinders, emergency equipment and trauma bags;
- To treat patients fair and equal regardless of ethnical background;
- To understand and respect patient confidentiality;
- To perform on-call duties including nights and weekends;
- To undertake any other work-related task as requested.

Job requirements:

- Trained Ambulance Driver/EMT with a minimum of Basic Life Support training
- A minimum of three (3) years of experience in emergency medical services and pre-hospital care; Candidates with recent professional experience will be preferred;
- Knowledge and hands-on experience of in-hospital patient care;
- In-depth knowledge in how to operate ambulance and equipment;
- Punctuality; commitment to quality, ability to perform under stress; attention to detail; solid work ethics;



- Willingness to work flexible working hour's essential;
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;
- Absolute discretion and trustworthiness;
- Possession of a valid driving licence and blue lights driving training;
- Proficiency in English language including Albanian or Serbian languages;
- Good interpersonal and communication skills;



Mission Support Department

Medical Unit

Title: **Nurse/General Practice, Temporary Job Opening**

Ref. no: **LST 0003**

Region: **Pristina**

Grade: **3**

Due to the ongoing COVID-19 pandemic the EULEX Mission is increasing its medical team to meet the demands placed on its health services.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

The contract is for a period of six (6) months. A possibility of extension will be assessed close to the end of the initial contract based on the development of the COVID-19 situation.

Incumbent of this position will be allowed to have additional part-time work provided that the required 38.5 hours per week is dedicated to EULEX Kosovo and a combine working week time of 60 hours is not exceeded.

He/She reports to the Doctor in the medical facility and to the International Nurse in Pristina.

Job Description

- To work in the out-patient clinic & the nursing facility, Emergency Room and Ambulance Emergency Medical Service;
- To respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient;
- To perform ECG, and other medical exam such as blood tests, glucose and urine test as required;
- To prepare patient for different intervention and escort patient to other medical facilities as required;
- To perform shift duties and on-call including nights and week-ends;
- To perform nursing care and generally all activities related to her professional capacity;
- To be responsible for Emergency Room and doctor's consultation rooms, insure that all equipment are ready for use and functional e.g. Defibrillator, ECG machine, glucometer, etc;
- To receive patients and to record the necessary data for effective treatment;
- To ensure safety of the patients in performance of duty;
- To communicate with patients and update the doctors in the clinic;
- To maintain patient records and exercise confidentiality;
- To accord to the patients fair and equal treatment regardless of ethnic background;
- To undertake any other work-related task as requested.

Job Requirements

- Registered Nurse who is graduated with an accredited Nursing School Diploma or a Bachelor Nursing Degree. Certificates in CPR – Advanced/Basic Life Support would be an asset.
- A minimum of four (4) years of experience in the application of nursing skills; Candidates with recent professional experience will be preferred;
- Fluency in oral and written English, Albanian or Serbian language;
- Knowledge and hands on experience in clinical (Intensive Care & Emergency) nursing;
- 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 nursing field;
- General computer skills and working knowledge of MS Office applications.

Mission Support Department

Medical Unit

Title: **Laboratory Technician, Temporary Job Opening**

Ref. no: **LST 0004**

Region: **Pristina**

Group: **3**

Due to the ongoing COVID-19 pandemic the EULEX Mission is increasing its medical team to meet the demands placed on its health services.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

The contract is for a period of six (6) months. A possibility of extension will be assessed close to the end of the initial contract based on the development of the COVID-19 situation.

Incumbent of this position will be allowed to have additional part-time work provided that the required 38.5 hours per week is dedicated to EULEX Kosovo and a combine working week time of 60 hours is not exceeded.

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;
- Collect and prepare the biological samples, according to the instructions and standard safety procedures;
- Ensure safety of patients in performance of duties;
- Refer to outside laboratories as required;
- Maintain, perform and implement internal & external quality control;
- Maintain technical condition of laboratory 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 two (2) years of experience in clinical laboratory work; Candidates with recent professional experience will be preferred;
- Spoken and written command of the English language, as well as Albanian and/or Serbian;
- Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;



- Willingness to learn and keep abreast of new developments;
- Good maths and solid computer skills in MS Office applications and other relevant software;
- Commitment to quality, punctuality, ability to perform and attention to detail;
- Absolute discretion, reliability and trustworthiness.



Security and Safety Department (SSD)

Mission Security/Close Protection Unit, Mission Security Officer Team

Title: **Auxiliary Security Guard, Temporary Job Opening**

Ref. no: **LST 0005**

Region: **Pristina**

Grade: **4**

Due to the ongoing COVID-19 pandemic the EULEX Mission is increasing its security team to ensure its security and safety standards.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

The employment contract is for a period of up to three (3). A possibility of extension of the contract will be assessed close to the end of the initial contract based on the development of the COVID-19 situation.

He/she reports to the Mission Security Officer (MSO) Team Leader and the MSO.

Main Tasks and Responsibilities:

- To act as first point of contact and respond to any emergency situation involving EULEX Staff and Assets;
- To coordinate with the MSO to ensure safe and secure working environment for Mission personnel;
- To supervise and direct the locally contracted guard force;
- To ensure compliance and report breaches of conduct of the locally contracted guard force to the Mission Security Officers;
- To perform reception and security duties EULEX Mission-wide facilities;
- To welcome and check authorized personnel, visitors, delegations and vehicles for entrance into EULEX facilities;
- To complete all documents or forms necessary for non-EULEX visitors;
- To accurately receive and record documents, goods and supplies;
- To be able to work in Incidents Reporting with responsibilities for the monitoring and passage of information via VHF radio and IT systems when needed;
- To implement Security Guards Post Orders (SGPO) concerning: Fire Plan, Bomb Incident Procedures, Building Evacuation, Emergency Response Procedures, Rules and Regulations for Accessing EULEX facilities;
- To attend Security incidents within the area of operations and liaise with local emergency services, assisting EULEX staff;
- To assist the MSO in the continued development and maintenance of SGPO;
- To undertake mobile patrols and other guard and control duties as required;
- To undertake any other work-related task as requested.

Job Requirements

- Completed secondary education attested by a Diploma.
- A minimum of three (3) years of relevant work experience. Prior relevant professional experience in an international organisation in Kosovo would be an advantage;

- Good spoken and written command of the English and Serbian or Albanian languages; Knowledge of the other Kosovo official language would be an asset;
- Relevant work experience in the security/guarding-sector; Previous experience in an international environment would be an advantage;
- Previous experience in radio operations and procedures together with knowledge of communication systems and equipment;
- Demonstrable understanding of security procedures and requirements. Ability to maintain a customer-oriented approach while strictly following all security guidelines. Ability to make quick and sound decisions on safety issues;
- Driving licence B category;
- Must be prepared to operate throughout the mission area;
- Basic computer skills in MS Office applications;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Punctuality; sense of responsibility; ability to perform under stress; willingness to work flexible working hours and shifts;
- Good interpersonal and communication skills;
- Ability to prioritize and manage high workload.