

Vacancy and Job Description

Division, Department, Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Office of the Head of Mission	Pristina	EKLS 40001	LS0009	Political Officer	1
Mission Support Department, Medical Unit	Pristine	EKLS 40348	LS0162	Emergency Medical Technician /Medical Instructor	1

Title: **Political Officer**

Ref. no: **LS0009**

Region: **Pristina**

Grade: **2**

The Political Officer reports to the Senior Political Advisor.

Main Tasks and Responsibilities:

- To advise, support and assist the Senior Political Advisor 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 possible political influence on Rule of Law institutions in Kosovo;
- To prepare briefings and reports on political issues as requested;
- Maintain contact with and monitor actions by governmental officials, representatives of local and international organisations and other actors regarding issues of concern to the Mission;
- To undertake any other tasks as required on behalf of the Senior Political Advisor.

Job Requirements:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
- The qualification should be in any of the fields of Political Science, International Relations, Diplomacy, Law, Social Sciences or other related university studies;
- A minimum of 3 years of relevant professional experience;
- Fluency in written and spoken English essential;
- Knowledge of Albanian or Serbian 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 drafting and analytical skills;
- Ability to present information in a clear and concise manner and provide innovative ideas about relevant subjects;
- Ability to perform under stress; willingness to work flexible working hours; good multi-tasking and organisational skills;
- Strong 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.

Mission Support Department

Medical Unit

Emergency Medical Technician/Medical Instructor

Ref. no: LS 0162

Location: **Pristina/Mitrovica**

Grade: **3**

The Emergency Medical Technician/Medical Instructor reports to the EULEX Head of Medical Services.

Main Tasks and Responsibilities:

- To work in the Emergency Medical Services as ambulance driver and member of the Emergency Medical Team;
- To provide medical care under supervision in Out-patient Clinic, the Emergency Room, the nursing facility and the Ambulance Services;
- To respond to emergency calls and assist doctors and nurses in providing adequate care;
- To provide non-invasive and invasive emergency care and life support maneuvers (i.e. IV peripheral access, IM injection, advance airways support) under supervision, according to the level of competencies;
- To maintain/assure that ambulances/medical equipment are in good technical condition;
- To check and keep available unit's oxygen cylinders, emergency equipment and trauma bags;
- To prepare patients for interventions and escort patients to other medical facilities as required;
- To support duties in consultation rooms;
- To maintain patient records;
- To actively contribute in providing health education and address occupational health issues;
- To actively contribute in planning and organizing preventive and promoting medical fairs;
- To actively contribute to the in-service education related to the emergency medicine services;
- To provide medical training for EULEX staff at the level of Basic Life Support, First Aid and Tactical Trauma Life Support;
- To treat patients fair and equal regardless of ethnical background;
- To understand and respect patient confidentiality;
- To participate in shift duties including nights and weekends and on-call duties;
- To perform the above mentioned duties in all regions of Kosovo as required;
- To perform other duties as required.

Job requirements:

- Professional education at the level of Advanced EMT /Paramedic or Nurse, with valid license to practice. Basic Life Support, Advanced Life Support and preferably PHTLS (Pre Hospital Trauma Life Support) certificates;
- Formal education as medical/First Aid instructors certified by recognized international/national professional organizations is desirable;
- Experience as medical instructor for lay persons in the field of BLS/AED, First Aid and/or Tactical Trauma Life Support;
- At least 5 years of experience in emergency medical services and pre-hospital care;
- Knowledge and hands-on experience of in-hospital patient care desired;
- 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 hours essential.
- Willingness to work in all regions of Kosovo essential.
- Ability to prioritize and manage an occasional exceptionally high workload.
- 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 license.
- Proficiency in English language and the two commonly spoken local languages.
- Good interpersonal, oral and written communication skills.
- General computer skills and working knowledge of MS Office applications.