



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (1)</u>			
	UALD 12	Local Medical Expert (Doctor)	Kyiv	ASAP
Deadline for applications:	Thursday, 9 July 2020 at 17:00 hours (Kyiv time) Late applications will not be accepted			
E-mail to send the App. Form:	<u>vacancies@euam-ukraine.eu</u>			

Eligibility and essential criteria for all posts (candidates must meet the following conditions by the deadline of the applications):

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc.);
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).

Other specific post-requirements criteria (e.g. knowledge, skills, etc.) will be assessed during the selection process. **Applications will be considered only when using the standard Application Form to be returned in Word-format, and indicating which position(s) the candidate is applying for. Only one application per person will be accepted.**



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Thursday, 9 July 2020 at 17:00 hours (Kyiv time) – Late applications will not be accepted
Process:	<p>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Management Unit by e-mail to the following e-mail address: vacancies@euam-ukraine.eu</p> <p>Applications will be considered only, when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.</p> <p><u>Only one application per person will be accepted.</u></p> <p>Eligibility criteria is of outmost importance. At this stage, it is not necessary to send copies of qualifications, previous employment contracts, etc. The candidates will be shortlisted based on their relevant qualifications and experience and only those considered eligible will be invited for tests and/or interviews. At the end of the selection process, only those short-listed applicants will be notified on the outcome of the selection process. The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore, EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 12	Local Medical Expert (Doctor)	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Medical Unit	Kyiv	I

The Local Medical Expert (Doctor) will report to the International Medical Adviser (MA). As part of the Medical Unit, s/he will contribute to the efficient and effective completion of relevant tasks.

Duties and Responsibilities

The Local Medical Expert (Doctor) will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Support and assist MA in the execution of his/her tasks, maintaining a close working relationship, coordination and cooperation;
- Assist and advise the SMSO (Senior Mission Security Officer) on all medical/welfare matters;
- Assist in co-ordinating the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical contingency plan;
- Provide the necessary medical information for all Mission elements especially with regards to operational planning, decision making processes and resulting orders and documents upon request of the MA;
- Provide guidance to mission members with regard to medical facilities and physicians;
- Liaise with Human Resources Management Unit on staff sick leaves;
- Establish and maintain effective working relationship with medical providers from national health facilities concluding the medical services contracts when required by duty of care;
- Liaise with international civilian and non-governmental humanitarian and support agencies in the area of operation (AoO) when required;
- Upon request to assess the requirements for further treatment in theatre and/or medical evacuation (by ground and/or by air) if EUAM mission members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- Co-ordinate and monitor all elements of the medical evacuation chain in case of illness or an emergency of the Mission member, as per applicable contingency plan and in close cooperation with all involved, namely health care providers and the Mission's insurance company;
- Assist and support the MA organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the area of operation (AoO);
- Develop, organise and monitor the provision of Primary Care and Basic Life Support (BLS) Care to the Mission;
- Co-ordinate and perform Medical Briefings, as well as carry out and coordinate other medical training as required for all mission members under the supervision of the MA;
- In close co-operation with MA to monitor the epidemiological and overall medical situation in the AoO, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- Assist MA in gathering all information related to medical support for the mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Refer mission members to the approved outside specialists for appropriate medical assessment and care and ensure any follow up is conducted;

- Upon request by the MA conduct market research on medical services/goods and participate in the evaluation of medical related tenders;
- Undertake work-related travels within the AoO;
- Support with the interpretation/translation of the medical information written in English, Ukrainian and Russian languages and vice-versa upon request;
- Maintain, develop and file documents and recorded data in medical filling appropriate database;
- Deal with information with confidentiality and discretion;
- Assess on a regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the AoO;
- Responsible to develop, maintain and organise mission medical and Basic Life Support assets;
- Act as focal point of contact for the Mission Critical Incident Staff Assistance (CISA) /Peer support programme in the absence of the MA;
- Coordination with MSD to ensure timely procurement of equipment and implementation of training or resource's upon request of the MA;
- Support and advise the EUAM Field Security Instructor on all medical and BLS training upon request of the MA;
- Act as a contract manager in medical related contracts, upon the request of the MA;
- Undertake any other related task as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and not have a criminal record;
- Be in possession of Ukrainian citizenship and/or valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of university studies of at least 5 years attested by a diploma in medicine from a recognised medical school (MD) and licensed to practise medicine;
- After having obtained the medical diploma, at least five (5) years of relevant and proven full-time professional experience in the private and/or public health sector;
- Provide a "Certificate of Good Standing / Current Professional Status" issued by a competent national authority.

Essential criteria

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in compiling reports;
- Extensive knowledge of emergency medicine;
- Presentation skills in a wider audience;
- Experience in assessing medical facilities, including under difficult conditions.

Additional advantageous assets:

- Professional experience in conducting medical research;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Flight medicine and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS), Successful completion of Major Incident Medical Management and Support (MIMMS), Advanced Cardiac Life Support (ACLS) and Advanced Medical Life Support (AMLS). Instructor in Basic Life Support.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritise tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.