



**European Union Advisory Mission for Civilian Security Sector Reform in Ukraine**

<b>Organisation:</b>	<b>European Union Advisory Mission in Ukraine</b>			
<b>Job Location:</b>	<b>Kyiv</b>			
<b>Availability:</b>	<b>see below</b>			
<b>Staff Regime:</b>	<b>Locally Contracted</b>			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (1)</u></b>			
	UALD 12	Local Medical Expert (Doctor)	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Monday, 1 February 2021 at 17:00 hours (Kyiv time) Late applications will not be accepted</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu"><u>vacancies@euam-ukraine.eu</u></a>			

**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

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b>Monday, 1 February 2021 at 17:00 hours (Kyiv time) – Late applications will not be accepted</b>
<b>Process:</b>	<p><b>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: <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></b></p> <p>Applications will be considered <b>only, when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.</b></p> <p><b><u>Only one application per person will be accepted.</u></b></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 the 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) and senior management on all medical/health matters;
- Assist the MA in co-ordinating and drafting plans (such as SOPs and/or Contingency Plans) and policies on all medical and/or health matters;
- In close co-operation with the MA, monitor the epidemiological and overall medical situation in the area of operations (AoO, Ukraine);
- Assess medical treatment facilities (MTF) and regularly issue an updated list of available/recommendable MTF in the AoO;
- Provide guidance to mission members on all medical matters such as those related to medical facilities, health emergencies, communicable diseases (incl. COVID-19) and psychological support etc.;
- Promote and implement preventive medical and occupational health measures including hygiene recommendations and recommendations for immunisations;
- Co-ordinate and perform Medical Briefings, as well as other medical trainings under the supervision of the MA;
- Assess and process sick leave certificates, fitness certificates, vaccination certificates and other relevant medical documents in liaison with the Human Resources Management Unit;
- Establish and maintain effective working relationship with medical providers from national health facilities and conclude/draft medical service contract(s);
- Liaise with international civilian and non-governmental humanitarian and support agencies in the (AoO) when required;
- Co-ordinate and monitor all elements related to MEDEVAC (air and /or ground, inside/outside the area of operation, AoO) in case of illness or an emergency, as per applicable contingency plan and in close cooperation with all involved, namely health care providers and the Mission's insurance company;
- Act as focal point for the Mission Critical Incident Staff Assistance (CISA) /Peer support programme in the absence of the MA;
- Assist the MA in preparing budget of the medical unit, assist in conducting market research on medical services/goods, participate in the evaluation of medical related tenders and act as a contract manager in medical related contracts;
- Develop, maintain and organise mission medical and Basic Life Support assets;

- Support with the interpretation/translation of the medical information written in English, Ukrainian and Russian languages and vice-versa upon request;
- Deal with information with confidentiality and discretion;
- Undertake work-related travels and 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 practice medicine in Ukraine;
- 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 policies, procedures and recommendations in English;
- 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;
- Experience in public health or epidemiology;
- Experience in administration, procurement and management of financial resources.

#### **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.