



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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (1)</u>			
	UALD 011 B*	Local Medical Doctor (Expert)	Kyiv	ASAP
Deadline for applications:	Friday, 7 November 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

(*) The position is expected to be filled on a temporary basis from November 2025 through July 2026, under a fixed-term employment contract to cover a temporary replacement (temporary contract).

All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.

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

- Enjoy full civil rights and have no criminal records.
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws.
- 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.

Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 7 November 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.
Process:	Application forms are to be sent in English to EUAM Ukraine in the Word-format, to the attention of Human Resources Division by e-mail to the following e-mail address: vacancies@euam-ukraine.eu Applications will be considered only, when using the standard Application Form to be returned in Word format and indicating which position the candidate is applying for. <u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u> <u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u> 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.



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LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 011 B*	Local Medical Doctor (Expert)	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Medical Office	Kyiv	I

The Local Medical Doctor (Expert) will report to the International Medical Adviser (MA). As part of the Medical Office, the Local Medical Doctor (Expert) contribute to the efficient and effective completion of assigned tasks.

Duties and Responsibilities

The Local Medical Doctor (Expert) will be required, in accordance with the EUAM Ukraine 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 Standard Operating Procedure, Contingency Plans, etc.) 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) in Ukraine);
- Assess medical treatment facilities (MTF) and regularly issue an updated list of available/recommended MTFs (Medical Treatment Facilities) in the AoO;
- Provide guidance to mission members on all medical matters such as those related to medical facilities, health, diseases, medical emergencies and psychological first aid, etc.;
- Promote and implement preventive medical and occupational health measures including health and vaccination recommendations;
- Co-ordinate, perform and organize medical briefings and medical trainings (for example, First Aid Training) under the supervision of the MA;
- Assess and process sick leave certificates, medical fitness to work certificates and documents, vaccination certificates and other relevant medical documents in accordance to relevant Standard Operating Procedures; Use the cloud-based medical database software BCS Dossier Manager in accordance with the medical information privacy statement;
- 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 needed;
- Co-ordinate and monitor all elements related to Medical Evacuation/MEDEVAC in process (air and /or ground, inside/outside the area of operation, AoO) as per applicable contingency plan and in close cooperation with all involved, namely health care providers and the Mission's insurance company;
- Act as the medical focal point for medical incidents in the Mission as the Duty Medical Officer (DMO) (coordinating medical care, reporting and Medevac if needed) 24/7 - DMO duties are shared alternately between all medical staff;
- Be available for psychological support to Mission Members;

- Assist the MA in preparing budget of the medical unit, aid in conducting market research on medical services/goods, participate in the evaluation of medical related tenders and assist as a contract manager in medical related contracts;
- Manage Medical Office assets – medical equipment and consumables, training equipment, etc.;
- Support with the interpretation/translation of the medical information written in English and Ukrainian languages and vice-versa upon request;
- Managing and organizing incoming and outgoing emails of the Medical Office email account. Implementing and maintaining efficient email processes and workflows. Ensuring timely and accurate responses to emails and inquiries;
- Deal with information with confidentiality and discretion;
- Undertake work-related travels and any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Must be a Doctor of Medicine (MD), successful completion of a full course of university studies attested with a primary/secondary specialization degree (internship/residency) and licensed to practice medicine in Ukraine;
- After having obtained the medical diploma, at least seven (7) years of relevant and proven full-time professional experience in the private and/or public health sector;

Essential criteria

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Software 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;
- Extensive knowledge of the medical infrastructure and support capabilities in Ukraine;
- Presentation skills and public speaking to a wider audience;
- Experience in assessing medical facilities, including under difficult conditions.

Desirable Qualifications and Experience:

- Master's/ PhD diploma is an advantage;
- Qualification in psychiatry and/or psychology;
- Professional experience in an EU and/or an 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 discipline, initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information especially medical information of staff;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with Mission Members and other interlocuters;
- Ability to prioritise tasks and to deliver high quality of work promptly and, if necessary, even under pressure;
- Ability to perform on-call and irregular working schedule if required.

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