



## CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

### **CLINICAL PSYCHOLOGIST/ COUNSELLOR - CONSULTANT**

Reference No: AUC/MHSD/C/002

#### **1. BACKGROUND:**

The African Union, established as a unique Pan African continental body, is charged with the responsibility of spear-heading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the Peoples of Africa and African States; as well as developing a new world-wide partnership. Its headquarters is located in Addis Ababa, Ethiopia.

The Medical and Health Services Directorate (MHSD) is one of the Directorates of the African Union Commission (AUC), under the Cabinet of the Deputy Chairperson. It provides medical care to AUC staff members and their Dependents; the AU Member State diplomatic Corps and their Dependents; and Delegates and Partners attending official AU missions, conferences, meetings and summit. The Directorate also oversees medical coverage plans and insurances for the AUC, AU Organs, AU Regional and Representational Offices.

In achieving its mandate, the Directorate invites expression of interest from the following category of medical professionals who are citizens of AU Member States and are interested in working on a part time basis at the AU Medical and Health Services Directorate.

#### **2. OBJECTIVE OF THE ASSIGNMENT:**

As the main objective of the Medical and Health Services Directorate is to provide health care to the growing number of clients, the Directorate has expanded its services to include numerous specialized services, specialty clinics as well as a 24/7 medical coverage. Therefore, the objective of this assignment is to equip these services and clinics with the needed medical, health and related professionals.

### **3. PLACE OF ASSIGNMENT:**

The assignment will be at the African Union Medical and Health Services Directorate at the AUC HQ in Addis Ababa, Ethiopia. The assignment will be carried out under the responsibility, supervision and coordination of the Director of Medical and Health Services. The Consultant will report to the Director of Medical and Health Services.

**Job Title:** Clinical Psychologist/ Counsellor - Consultant  
**Department:** Medical and Health Services Directorate  
**Supervisor:** Director of Medical and Health Services  
**Duty Station:** African Union Commission, Addis Ababa, Ethiopia.

### **4. MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Director of Medical and Health Services, the Clinical Psychologist/ Counsellor will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Assess clients' needs, abilities or behavior using a variety of methods, including psychometric tests, interviews and direct observation of their behavior.
- ii. Devise, monitor and adapt appropriate treatment programs, including therapy, counselling or advice, in collaboration with colleagues, clients' family, coworkers or supervisor as appropriate.
- iii. Work as part of a multidisciplinary team alongside doctors, nurses, social workers, education professionals, health visitors, psychiatrists and occupational therapists to provide needed, quality care to clients.
- iv. Offer therapy and treatments for issues relating to a range of mental health conditions.
- v. Develop and implement a comprehensive program for counseling and guidance for staff and dependents on the prevention of work-related illnesses, stress prevention and management and organize periodic lectures and enlightenment campaigns to the AU Community on Mental Health.
- vi. Provide consultation to other medical professionals, encouraging a psychological debriefing and approaches that improve their mental health in their work.
- vii. Counsel and support care givers.
- viii. Confidentially maintain detailed paperwork about clients in order to monitor their treatment responses and progress.
- ix. Write legal reports and act as an expert witness when needed.
- x. Participate in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.

- xi. Train, teach and mentor medical staff, clinical attachés and Interns during the time of the training or attachment at MHSD, when needed.
- xii. Actively participate in the AU Medical Board in determining the necessity for medical evacuations or addressing staff issues, prepare all required information and present same to the Medical Board for clearance.
- xiii. Provide daily report at the end of each working day.
- xiv. Participate in continuing medical education programs for medical staff.
- xv. Perform any other duties that may be assigned by the Director MHSD or immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

BMBCh, MBBS, MD, Bachelor's degree in Social Work, Psychology with Masters/PhD in Clinical or counselling Psychology or Fellowship from a regional post graduate Medical Colleges.

## **6. WORK EXPERIENCE:**

At least 8 years of experience in Clinical or Counselling Psychology and must be Board Certified.

She/ He must be actively seeing clients and practicing as at the time of application.

Experience in implementing public/ workplace enlightenment projects/programs, health education will be an added advantage.

## **7. OTHER RELEVANT SKILLS:**

- i. Must be computer literate and be familiar with the Integrated Medical Record System software (IMRS) or Hospital Information System (HIS).
- ii. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- iii. Must have excellent communication skills and communicate effectively with patients/ clients, colleagues and the care givers politely.
- iv. She/ He should be able to get along well with people, instill confidence in the clients/patients and care givers (Customer care) and be able to organize and motivate other members of team and clients.
- v. Able to work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- vi. Must have a friendly demeanor, exhibit patience, empathy and trustworthiness in the course of his/her work.

- vii. Must display sound scientific reasoning, have excellent observation skills, strong analytical and problem-solving skills.
- viii. Must be able to work effectively under pressure and maintain strict confidentiality of patient records and information at all times.
- ix. Must display high level of attention to detail, be able to write reports and submit on time.
- x. Proficiency in one or more of the AU working languages, fluency in another AU language is an added advantage.

## **8. EVALUATION AND QUALIFICATION CRITERIA:**

For evaluation of the expressions of interest the following criteria will be applied:

- a) Certified copies of Academic Qualification and relevant professional training (35 points);
- b) Strength of relevant experience related to the Assignment (60 points)
- c) Language (5 points)

## **9. PAYMENT ARRANGEMENTS:**

All Consultants are called for duty on need basis and payment is effected at the end of every month for the days/hours worked.

## **10. REMUNERATION: Non-negotiable Fixed Rate of USD 30/ hour worked**

## **11. DURATION OF THE ASSIGNMENT:**

Successful applicants will be issued with a 2 years framework contract and will be contacted for assignment as and when a need arise. Applicants should express their readiness to work night shift, week-ends and public holidays if the assignment so require.

Application must be sent to email: [tender@africa-union.org](mailto:tender@africa-union.org) in a written form to the address to below not later than 1500 hours local time, **15 March 2024**

African Union Commission,  
Head of Procurement Travel and Store Division  
Building C, 3rd floor  
P.O.Box 3243, Roosevelt Street  
Addis Ababa, Ethiopia  
Tel: +251 (0) 11 551 7700 – Ext 4305  
Fax: +251 (0) 11 551 0442; +251 11-551-0430  
E-mail: [tender@africa-union.org](mailto:tender@africa-union.org)  
(Consultant should send the proposal to both emails)

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Addis Ababa Time.