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## CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

### **EAR NOSE AND THROAT SPECIALIST - 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:** Ear Nose and Throat Specialist - 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 Ear Nose and Throat Specialist will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Provide high quality Ear Nose and Throat (ENT) care to AU staff, their dependents, members of the AU Diplomatic corps and Delegates to AU Meetings.
- ii. Take responsibility for the ENT clinic, supervising the other staff and ensuring that all work is performed efficiently and in accordance to international ENT and infection prevention and control standards and best practices.
- iii. Perform complete ENT examination and prescribe medications and/ or other assistive devices. Perform employment ENT check as part of general health screening.
- iv. Manage among others, injuries to the ear, nose and throat, hearing disorders, infections, balance disorders, nerve pain, ear noise (tinnitus), cranial nerve disorders, acute and chronic sinusitis.
- v. Manage upper aero-digestive tract diseases, including swallowing and voice disorders.
- vi. Perform various diagnostic tests including endoscopic examinations. Interpret the test results and prepare a treatment plan for the patient/ clients.
- vii. Perform minor ENT procedures and surgeries like foreign body removals, ear cleaning, adenoidectomies and tonsillectomies within the minor theatre to minimize outsourcing these procedures/ surgeries and increase self-sufficiency.
- viii. Perform ward rounds regularly on any patient admitted with ENT disorder and provide specialist level input into their management.
- ix. Arrange referral/ evacuation and transfer of all ENT cases to other health facilities when necessary and follow up on their management and report back to the Head of Division, Clinical Services.

- x. Educate patients about their ENT conditions and organize ENT health awareness lectures or campaigns on the prevention of common ENT disorders.
- xi. Participate in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.
- xii. Actively participate in the AU Medical Board in determining the necessity for medical evacuations, prepare the clinical information and present same to the Medical Board for clearance.
- xiii. Play an active role in the management of the evacuation process, monitor the progress of the evacuees and follow up until their return.
- xiv. Keep abreast with developments/ innovations in ENT and share such information periodically with other Medical staff.
- xv. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.
- xvi. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices as needed.
- xvii. Actively participate in the upgrading of the AU Medical and Health Services Directorate with respect to equipment, diagnostic technologies and Continuous Medical Education for Medical Staff.
- xviii. Train and teach clinical attachés and Interns within the MHSD in ENT, when needed.
- xix. Ensure regular maintenance of all diagnostic and operating ENT equipment and participate in the budgeting processes for the Unit.
- xx. Provide daily report at the end of each working day/shift.
- xxi. Perform any other duties as assigned by the Director, MHSD or the immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

MD/ MBBS/ BMBCh with MMed or Masters/ PhD in ENT Surgery or Fellowship in ENT Surgery(Specialization).

Documented training in diagnostic and therapeutic ENT endoscopy will be an advantage.

## **6. WORK EXPERIENCE:**

At least 8 years of work experience as a specialist ENT Surgeon in a healthcare facility.

Must currently be practicing in a clinical surgical ENT Specialist role and performing diagnostic and therapeutic ENT endoscopy and surgeries.

Must be a registered as a specialist ENT Specialist in his/her home country as at the time of application.

Experience in private practice or work in an International Organization will be an advantage.

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

- i. Must have excellent and updated clinical, surgical and endoscopic skills.
- ii. Must be familiar with international and regional guidelines for managing emergency and general ENT conditions.
- iii. Must be computer literate, be familiar with the Integrated Medical Record System software (IMRS) or Hospital Information System (HIS), and able to use various continuous medical education tools including internet-based ones like telemedicine.
- iv. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- v. Able to communicate with and 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, empathy and be able to communicate well with medical staff, clients and care givers politely.
- vii. Should also have excellent hand-eye coordination, problem solving skills, and critical thinking.
- viii. Must be able to work effectively under pressure and maintain confidentiality at all times.
- ix. 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 USD30/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** 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  
(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.