

AFRICAN UNION

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UMOJA WA AFRIKA



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Addis Ababa, Ethiopia P. O. Box 3243 Telephone: +251 115 517 700 Fax: +251 115 517 844 Website: www.au.int

CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

NURSING PRACTITIONER I - 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: Nursing Practitioner I - 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 Nursing Practitioner I, will be responsible for the day to day clinical and related duties at the AU Medical and Health Services as follows:

- i. Provide safe and accurate daily routine general clinical and specialized nursing care to the MHSD Clients and Patients (inpatient and outpatient). Plan and implement nursing care using good judgment and critical thinking skills based on scientific knowledge.
- ii. Provide emergency nursing care for the Clients and Patients in the above category and monitor their care.
- iii. Receive patients for different consultations using excellent customer care services approach, facilitate consultations and carry out physician orders.
- iv. Perform all nursing procedures in accordance to MHSD/ WHO/ other international guidelines or protocols: Give injections, medications and vaccinations, draw blood samples for laboratory investigations, suture and dress wounds using sterile techniques, sterilize medical equipment and instruments.
- v. Maintain highest possible standards of infection prevention and control, provide a safe environment for clients and a conducive working environment for Clinical staff.
- vi. Perform voluntary counseling and testing for HIV and other STIs with absolute confidentiality.
- vii. Maintain an up-to-date registry hospitals or clinics and their contact numbers for referral of patients/ clients. Arrange for the transfer of such patients and proper hand over to the appropriate staff.

- viii. Perform hospital/ home visits as needed to follow up on patient's health condition or on their management and report back to the PNO.
- ix. Accompany the Physicians on ward rounds for all admitted patients and provide input into their nursing management.
- x. Prepare and present on daily basis, the shift's report to the PNO and participate in the Nursing lunch time duty roster.
- xi. Must be able to work on day or night shifts, weekends and Public Holidays at very short notice.**
- xii. Continuously evaluate nursing service provision for clients and make recommendations for improvement where necessary.
- xiii. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate
- xiv. Play an active role in the medical evacuation of patients and facilitate their return.
- xv. Participate in medical coverage for AU Summits as needed.
- xvi. Participate in continuing medical education programs for Medical Staff.
- xvii. Train, Teach and supervise medical staff, clinical attachés or students undergoing training at the MHSD when needed.
- xviii. Provide supportive supervision for the Medical Attendants.
- xix. Perform any other duties that may be assigned the Director MHSD or the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

Ordinary Diploma in Nursing. Documented training or specialization in any nursing specialty will be an advantage.

6. WORK EXPERIENCE:

At least 8 years of work experience in a clinical Nursing role in a healthcare facility. She or He should currently be practicing in a clinical Nursing role.

Must be a registered Nurse practitioner 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 be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Must have excellent interpersonal skills, able to work as part of a Team in a multicultural, multi ethnic work environment.
- iii. Must have good communication skills with clients, patients and their families and colleagues. She/ He should be able to get along well with people and instill confidence in the Clients.
- iv. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, have excellent hand-eye coordination, problem solving, and critical thinking abilities.
- v. Should exhibit patience and empathy in his/her work.
- vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- vii. Must have good negotiation, planning and organizational skills.
- viii. Must have good drafting and report writing skills.
- 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 USD 60/shift 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