

AFRICAN UNION

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## **CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT**

### **PHYSIOTHERAPIST - 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:** Physiotherapist - 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 Physiotherapist - Consultant will be responsible for the day to day duties at the Medical and Health Services Directorate as follows:

- i. Take responsibility for the Physiotherapy Unit, supervising other physiotherapy staff to ensure that all work is performed efficiently and in accordance to international physiotherapy and infection prevention and control standards.
- ii. Work closely with AU Doctors and other medical professionals to determine the physiotherapy needs of referred patients.
- iii. Based on the above, establish proper management plans for patients in accordance with their health and other needs and capabilities.
- iv. Assess, diagnose, and manage their physical problems/conditions according to international management guidelines and protocols.
- v. In collaboration with the referring Physicians, develop and/or review the management plans that encourage exercise and movement by the use of a range of techniques to bring about the patient's recovery.
- vi. Work with patients who have a range of conditions, including neurological, neuro-musculoskeletal, cardiovascular and respiratory, sometimes over prolonged periods of time.
- vii. Involve parents and care givers, where necessary in the assessment, management and rehabilitation of patients.
- viii. Maintain an up to date register of other Physiotherapists in other hospitals or clinics (locally and internationally) for referral for further evaluation and or complex physiotherapy treatments; including emergency care for adults and children.

- ix. Arrange referral/ evacuation and transfer of all such 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 and their care givers about how to prevent progression and/or improve their conditions.
- xi. Keep abreast of new techniques and technologies available for treating patients.
- xii. Write and maintain in strict confidence, patient case notes and progress reports.
- xiii. Produce and submit shift reports to the Director, MHSD and Head of Division, Clinical Services.
- xiv. Actively participate in upgrading the AU Medical and Health Services Directorate with respect to equipment, diagnostic technologies and Continuous Medical Education for Medical Staff.
- xv. Assist in the compilation and maintenance of statistics, data and information for preparation, implementation and monitoring of budget and other departmental activities etc.
- xvi. Perform inventory and supply check for equipment, consumables, and supplies for the Unit. Make requests for these and follow the procurement process.
- xvii. Efficiently operate all equipment available at the Physiotherapy Unit and ensure that preventative maintenance is performed on schedule on all equipment.
- xviii. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- xix. Participate in medical coverage for AU Summits as needed.
- xx. Train and teach Interns and clinical attachés at the MHSD.
- xxi. Perform any other duties that may be assigned by the Director MHSD or the immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

Bachelor of Science in Physiotherapy Degree.

Must be licensed to practice as a Physiotherapist as at the time of application.

## **6. WORK EXPERIENCE:**

At least 8 years of work experience as a Physiotherapist in a healthcare facility.

S/he should currently be practicing in a clinical Physiotherapy role.

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

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

- i. Must have a firm but encouraging and empathetic disposition.
- ii. Must have genuine concern for the wellbeing and health of the patients.
- iii. Must be able to work well under pressure and manage time efficiently.
- iv. Must be familiar with Infection Prevention and Control and procurement procedures and processes for physiotherapy equipment and consumables.
- v. Must be computer literate and be familiar with the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- vi. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- vii. Must have a friendly demeanor, exhibit patience and empathy in his/her work, and be able to communicate well with medical staff, clients and care givers politely.
- viii. Must have active listening, effective writing, speaking and presentation skills.
- ix. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, good decision making and judgment, problem solving skills, effective reasoning and critical thinking abilities.
- x. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- xi. 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 45/shift worked (02 shifts per day).**

## **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