

AFRICAN UNION

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CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

Reference No: AUC/MHSD/C/009

TOR FOR ASSISTANT MENTAL HEALTH

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 worldwide 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 Bureau of the Deputy Chairperson. It provides medical care to AUC staff members and their Dependents; the AU Member State diplomatic Corps and their Dependents; AU Consultants and Contractors; and Delegates and Partners attending official AU missions, Conferences, meetings and Summit. The Directorate also oversees medical plans and insurances for the AUC, AU Organs and Regional and Representational Offices.

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

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 or his designate.

Job Title: Assistant Mental Health - Consultant
Department: Medical and Health Services Directorate
Supervisor: Specialist Psychologist
Duty Station: African Union Commission, Addis Ababa, Ethiopia.

4. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Specialist Psychologist, the Assistant Mental Health Consultant will be responsible for the duties as follows:

- i. Support the Specialist Psychologist with day-to-day running of the mental health clinic and in implementing the mental health scale up strategy of the Medical Directorate
- ii. Register new patients and update existing patient data with personal and financial information, while maintaining highest degree of confidentiality
- iii. Support the Specialist Psychologist in organizing physical and virtual sessions with individuals of couple that require mental health consultations
- iv. Facilitate and organize workshops, webinars, clinical presentations and other similar events for the mental health unit
- v. With support and direction from the Specialist Psychologist, participate in initial screening of patients with mental health conditions, submit reports to the Psychologist for appropriate further action.
- vi. Assist the Specialist Psychologist in preparation of weekly, monthly and annual reports on the activities of the mental health unit.
- vii. Assist the Specialist Psychologist in addressing patients with acute mental health situation and liaise with African Union Security Department to manage agitated patients in a timely manner.

- viii. Protect patient confidentiality, making sure client records or notes are not in sight and securing electronic information on the computer before leaving it unattended.
- ix. Answer phone calls with politeness and proper etiquette
- x. Perform any other duties that may be assigned by the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

Bachelor's Degree in Public Health (BSc Public Health) or Nursing (BSc Nursing) with documented training in any area of Mental Health.

6. WORK EXPERIENCE:

At least 3 years of work experience in addressing mental health issues at public or community levels.

Experience in organization workshops, conferences, and meetings

Experience of work/internship/volunteer in an International Organization will be an advantage.

7. OTHER RELEVANT SKILLS:

- i. Must be computer literate and conversant with MS Office, including MS Outlook; must be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Must have excellent interpersonal skills, ability to work as part of a Team, motivate colleagues and work in a multicultural environment.
- iii. Must have good communication and e-mail etiquette skills with clients, patients and their families and colleagues. She/ He should be able to get along well with people and instill confidence.
- iv. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail and problem-solving 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 stressful conditions.

8. EVALUATION AND QUALIFICATION CRITERIA:

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

- a) Academic Qualification and relevant professional training (30 points);

- b) Strength of relevant experience related to the Assignment (60 points)
- c) Experience in International Organizations (5)
- d) 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.