

AFRICAN UNION

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

**Reference No: AUC/MHSD/C/009**

### **ToR FOR CLINICAL PHARMACY TECHNICIAN**

#### **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 or his designate.

**Job Title:** Clinical Pharmacy Technician - 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 Pharmacy Technician, will be responsible for the day to day Pharmaceutical and related duties at the AU Medical and Health Services as follows:

- i. Welcome all patients / caregivers coming to the AU Pharmacy and assist them throughout their visit to the Pharmacy.
- ii. Review prescriptions to ensure accuracy, to ascertain the needed ingredients, and to evaluate their suitability in consultation with the prescribers.
- iii. Advise physicians and other approved prescribers on the selection, dosage, interactions, and side effects of medications.
- iv. Dispense drugs prescribed by physicians and other approved prescribers.
- v. Provide information to patients and caregivers regarding drug interactions, side effects, dosage, and proper medication storage.
- vi. Maintain records and databases of pharmacy files, patient profiles, charge system files, inventories, control records for controlled drugs and disposal of hazardous waste drugs.
- vii. Maintain accurate records of all dispensing transactions.
- viii. Maintain stock control, ordering and re-stocking of the Pharmacy Unit for operation of efficient stock control appropriate to the needs of the directorate with the objective of ensuring continuity of supply for patients and minimizing wastage.
- ix. Receive stocks and store drugs appropriately. Ensure that refrigerated items are stored at the appropriate temperature and maintaining the temperature control record/log book.

- x. Ensure that all equipment in the unit are kept clean and in good working condition.
- xi. Using appropriate infection control procedures, maintain work areas in a tidy and safe way free from hazards.
- xii. Actively participate in the Pharmacy quality assurance scheme.
- xiii. Provide support for the compilation and maintenance of data and information for preparation, implementation and monitoring of budget and other departmental activities etc.
- xiv. Perform inventory and supply check for consumables, equipment and supplies for the Unit. Make requests for these and follow the procurement process. Properly manage and regulate efficient use of reagents, consumables and materials.
- xv. Prepare and present on daily basis, the shift's report to the Head of Laboratory.
- xvi. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- xvii. Participate in medical coverage for AU Summits as needed.
- xviii. Participate in the continuing medical education programs for Medical Staff.
- xix. Train, Teach and Supervise Laboratory staff, Clinical Attachés and Interns at the MHSD.
- xx. Perform any other duties that may be assigned by the Director MHSD or immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

Must have a Diploma in Clinical Pharmacy from a recognized University or Medical College.

Documented training in Pharmacy Quality Assurance, Infection Prevention and Control or Supply Chain management will be an advantage.

Must be registered as a Clinical Pharmacy Technician in his/her home country as at the time of application.

## **6. WORK EXPERIENCE:**

At least 8 years of work experience as a Clinical Pharmacy Technician in a healthcare facility.

She/He should currently be practicing in a Clinical Pharmacy Technician role.

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

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

- i. Must be able to efficiently operate all Pharmacy equipment and ensure that preventative maintenance is performed on schedule on the equipment.
- ii. Must be familiar with Pharmacy Quality Assurance and Infection Prevention and Control procedures and processes.
- iii. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS) and various pharmacy inventory soft wares.
- iv. Must be able to communicate with and work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- v. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, problem solving, and critical thinking abilities.
- vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- vii. Must be able to maintain confidentiality at all times, have good negotiation, planning and organizational skills.
- viii. Must have good drafting and report writing skills.
- ix. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- 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) 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-year 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.