AFRICAN UNION

UNION AFRICAINE

الاتحاد الأفريقي

UNIÃO AFRICANA

UMOJA WA AFRIKA

UNIÓN AFRICANA

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

Reference No: AUC/MHSD/C/009

ToR FOR DENTAL SURGEON

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:	**Dental Surgeon - 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 Dental Surgeon 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, client centered, Dental and Oral health services to AU staff, their dependents, members of the AU Diplomatic corps and Delegates to AU Meetings.

ii. Work under the guidance of Head of the Dental Unit and ensure that all work is performed efficiently and in accordance with international Dental, Oral Health and infection prevention and control standards and best practices.

iii. Perform complete Dental examination and prescribe investigations, medications and/ or other devices in children and adults.

iv. Manage among others, dental, maxillo-facial injuries and disorders, acute and chronic periodontal diseases.

v. Provide preventive Oral Health services including raising awareness on common dental conditions and standard measures for their prevention. Provide health talks to patients and periodically screen staff and dependents for dental problems.

vi. Perform minor Dental procedures and surgeries like cleaning, root canal, dental extraction etc to minimize outsourcing these procedures/ surgeries and increase self-sufficiency.

vii. Perform ward rounds on any patient admitted with dental problems and provide specialist level input into their management.

viii. Arrange referral/ evacuation and transfer of all Dental and Maxillo-facial cases to other health facilities when necessary and follow up on their management and report back to the Head of Dental Unit.

ix. Maintain a register for recording of daily activities of the dental unit, provide monthly summary report, including the number of clients referred out and reasons for the referral to the Head of Clinical Services Division and Director MHSD.

x. Participate in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.

xi. 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.

xii. Play an active role in the management of the evacuation process, monitor the progress of the evacuees and follow up until their return.

xiii. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices as needed.

xiv. Train and teach clinical attachés at the MHSD when needed.

xv. 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.

xvi. Play a key role in the maintenance of dental instruments and equipment, including routine instrument processing methods using international best practices. Provide advice on pre-emptive maintenance and training of staff on troubleshooting.

xvii. Support the Head of Dental Unit in developing the annual procurement plan for the dental unit with support from the dental nurses, Pharmacy and other units of the MHSD. Ensure steady supply of basic drugs, antiseptics, disinfectants, etc.

xviii. Be fully involved in Continuous Medical Education (CME), participate in clinical meetings and audits, be prepared to share new approaches, technologies on management of dental illnesses.

xix. Performing any other duties that may be assigned by the Director, MHSD or the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

MDS/ with MMed or Masters/ PhD/Fellowship (Specialization) in Dental Surgery. Documented training in any of the Dental Surgery Specialties will be an advantage.

6. WORK EXPERIENCE:

At least 8 years of work experience as a Dental Surgeon in at least a secondary level healthcare facility.

Must currently be practicing in a clinical Dental Surgery role and actively performing clinical dental examinations and surgeries.

Must be registered as a Dental Surgeon in his/her home country as at the time of application.

Experience in working in an International Organization will be an advantage.

7. OTHER RELEVANT SKILLS:

i. Must have excellent and updated clinical and surgical skills.

ii. Must be familiar with international and regional guidelines for managing emergency and general dental and maxillo-facial injuries and 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. Must be able to work effectively under pressure and maintain confidentiality at all times.

viii. 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 USD30/hour 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 arises. Applicants should express their readiness to work night shift, weekends and public holidays if the assignment so require.