

AFRICAN UNION

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CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

Reference No: AUC/MHSD/C/009

ToR FOR EMERGENCY/ DUTY PHYSICIAN

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 summits. 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: Emergency/ Duty Physician - 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 Emergency/ Duty Physician will be responsible for the day-to-day clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Provide daily general and specialist medical consultations, diagnosis and treatment to the MHSD Clients and Patients (inpatient and outpatient) at night, weekends and Public Holidays.
- ii. Provide emergency care for the Clients and Patients in the above category in all medical/ surgical specialties.
- iii. Perform ward rounds and perform necessary procedures regularly on all admitted patients.
- iv. Continuously evaluate service provision for clients and make recommendations for improvement where necessary.
- v. Perform bedside procedures or minor surgeries like wound debridement, wound suturing, chest tube insertion, thoraco and abdomino centesis, lumbar puncture and pericardial fluid aspiration etc. where necessary.
- vi. Perform ward rounds on any patient admitted and provide input into their management.
- vii. Maintain an up-to-date registry of specialists in other hospitals or clinics who can help resolve the patient's specific complaint.
- viii. Arrange the referral/transfer to such specialists, when necessary, follow up on the management of the patients and report back to the Head of Clinical Services Division.

- ix. Work on a 24-hour medical coverage roster on a shift basis for daytime, night time, weekend and public holidays and submit daily report at the end of each shift to the Head of Clinical Services Division and Director, MHSD.
- x. Participate in the continuing medical education program for Medical Staff, teaching, training and mentoring of clinical attachés and Interns.
- xi. Participate in the development and delivery of health promotion, disease prevention and Occupational Health and Safety programs of the Directorate (including HIV and AIDS in the workplace).
- xii. Keep abreast with developments/ innovations in Emergency Medicine and share such information periodically with other Medical staff.
- xiii. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.
- xiv. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.
- xv. Participate and provide expertise in medical coverage for AU Summits, as needed.
- xvi. Actively participate in upgrading the AU Medical and Health Services Directorate with respect to equipment, diagnostic technologies and Continuous Medical Education for Medical Staff. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.
- xvii. Performing any other duties that may be assigned by the Director, MHSD or the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

MD or MBBS degree or equivalent, with a clinical specialization in General Medical Practice, Family Medicine, Emergency Medicine or Internal Medicine **(at Membership or Fellowship of the Regional College of Physicians level)** with 5 years' work experience

OR

MD or MBBS degree or equivalent with Clinical Masters in any of the above specialties with 8years relevant work experience.

A documented training in Emergency Medicine will be an advantage.

6. WORK EXPERIENCE:

Duration of relevant work experience as above depending on educational qualifications.

Should currently be practicing in a clinical role as an Emergency Physician or Duty Physician.

Must be licensed to practice medicine 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 have excellent and updated clinical and surgical skills and bedside manners.
- ii. Must be familiar with international and regional guidelines for managing emergencies and general medical and surgical conditions and injuries.
- 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, multiethnic 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 USD 70/ 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 arises. Applicants should express their readiness to work night shift, weekends and public holidays if the assignment so require.