

AFRICAN UNION

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

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

### **ToR FOR INTERNAL MEDICINE SPECIALIST**

#### **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:** Internal Medicine Specialist - 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 Internal Medicine Specialist will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Provide daily routine general and specialized medical consultations, diagnosis and treatment to the MHSD Clients and Patients (inpatient and outpatient).
- ii. Provide emergency care for the Clients and Patients in the above category in Internal Medicine.
- iii. Perform preventive, diagnostic and curative interventions in Internal Medicine, including immunizations, screening for communicable and non-communicable diseases, Endoscopy, Ultrasonography, liver aspiration/biopsy, thoraco and abdominocentesis, lumbar puncture etc.
- iv. Maintain an up-to-date registry of specialists in other hospitals or clinics who can help resolve the patient's specific complaint and conditions, arrange their transfer to such specialists, when necessary, follow up on their management and report back to the Head of Division, Clinical Services.
- v. Perform ward rounds regularly on all admitted adult patients and provide specialist level input into their management.
- vi. Cover shifts as assigned on the call duty roster and provide daily report at the end of each working day/shift to the Director, MHSD and Head of Division, Clinical Services.
- vii. Participating in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.
- viii. 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.

- ix. Play an active role in the management of the evacuation process, monitor the progress of the evacuees and follow up until their return.
- x. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices, if needed.
- xi. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.
- xii. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.
- xiii. Develop and implement projects/programs on disease prevention and health promotion, raise awareness on common illnesses, etc.
- xiv. 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.
- xv. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.
- xvi. Keep abreast with developments/ innovations in Internal Medicine and share such information periodically with Medical staff.
- xvii. Participate in continuing medical education programs for Medical Staff, training and mentoring of clinical attachés and Interns.
- xviii. 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 **Internal Medicine (Fellowship of the Regional College of Physicians or equivalent) OR MMED or Masters or PhD in Internal Medicine.**

## **6. WORK EXPERIENCE:**

At least 8 years of relevant work experience in government hospitals or in private practice.

S/He should currently be practicing in a clinical role as a Internal Medicine Specialist.

Must be licensed to practice medicine as an Internal Medicine Specialist in his/her home country as at the time of application.

Ability to perform Internal Medicine procedures like Ultrasonography, Endoscopy will be an added advantage.

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 skills.
- ii. Must be familiar with international and regional guidelines for managing routine and emergency medical conditions.
- iii. Must be conscientious in paying attention to detail, observing deadlines and achieving results.
- iv. Must have good planning, organizational, time management skills and must be familiar with conducting clinical audits.
- v. 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.
- vi. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- vii. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- viii. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- ix. Should also have excellent hand-eye coordination, problem solving skills, and critical thinking.
- x. Must be able to work effectively under pressure and maintain confidentiality at all times.
- 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) 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 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.