

AFRICAN UNION

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## CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

Reference No: AUC/MHSD/C/009

### ToR FOR INFECTION PREVENTION AND CONTROL (IPC)

#### 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; AU Consultants and Contractors; 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. **Job Title:** Infection Prevention and Control (IPC)  
**Department:** Medical and Health Services Directorate  
**Supervisor:** Head of Division, Clinical Services  
**Duty Station:** African Union Commission, Addis Ababa, Ethiopia.

#### 3. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of Division, Clinical Services, the Infection Prevention and Control will be responsible for the day-to-day Infection Prevention and Control activities of the Medical and Health Services Directorate, in the Isolation Center,

Vaccination Center, in the AUC compound and in other areas as directed by the immediate supervisor.

His or Her duties are as follows:

- i. Under the guidance of the Head of Clinical Services Division and Director of Medical and Health Services, the IPC oversees the implementation of infection prevention and control practices in all units of the Medical and Health Services Directorate (MHSD). Ensures compliance with globally acceptable IPC practices.
- ii. Conducts training needs assessment and determine the capacities and understanding of health workers at MHSD on infection prevention and control practices. Proposes IPC trainings and takes lead in building the capacity of staff accordingly.
- iii. Makes procurement plan for IPC materials, PPE's, disinfectants, antiseptics, detergents and other commodities for the MHSD.
- iv. Systematically collects and analyses data on pattern of Infectious diseases at MHSD, interprets data and proposes appropriate actions to prevent disease outbreaks.
- v. Maintains accurate and up to date record and provides periodic summary and alerts the Director, MHSD on any potential disease outbreak.
- vi. Collaborates with reputable institutions such as WHO, Africa CDC, Ethiopian Public Health Institute etc on disease surveillance and notification. Remains up to date on global and local outbreaks of diseases.
- vii. Takes lead in ensuring compliance with infection prevention and control practices during meetings, conferences and summits of the African Union, Organs and Humanitarian and Peace Support Missions. Provides comprehensive feedback on coverage of such events.
- viii. Participates in local and internal conferences on IPC, disease notification and control and steps down knowledge gained from such events.
- ix. Be ready to be deployed at short notice to any place or facility for decontamination and cleaning.
- x. Be ready to participate in the 24-hour, weekend, public holiday MHSD duty roster.
- xi. Perform any other duty assigned by the immediate supervisor or Director, MHSD.

#### **4. EDUCATIONAL QUALIFICATIONS:**

- i. Must have a Diploma or Degree in Public Health or Epidemiology or Nursing or Medical Laboratory Technology or Environmental Health.
- ii. Master in Public Health will be an added advantage.

iii. Must be practicing or undergoing further studies in pursuit of a higher degree.

**5. WORK EXPERIENCE:**

At least three (3) years of experience in relevant field and should be practicing in a clinical setting or undergoing further studies in pursuit of a higher degree.

Experience in conducting assessments, supportive supervision and leading workshops and trainings is required.

Must have experience in data collection, analysis and interpretation as well as usage of common data collection tools such as KoboCollect.

**6. OTHER RELEVANT SKILLS:**

- i. Must be computer literate and be familiar with the Integrated Medical Records System software (IMRS) or Hospital Information System (HIS).
- ii. Must have ability to communicate scientific information to patients/clients and medical staff using appropriate language and medium.
- iii. Must have excellent interpersonal skills, ability to organize and motivate others, and work in a multicultural, multiethnic environment,
- iv. Must have good communication skills with patients, colleagues and clients. She/ He should be able to get along well with people and instill confidence (Customer care).
- v. Should display high level of attention to detail, have excellent hand-eye coordination, problem solving skills, and critical thinking.
- vi. Should exhibit patience and empathy in the course of his/her work.
- vii. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and should be able to work well under pressure.

**7. 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)

**8. LANGUAGE REQUIREMENT:**

Must be proficient in one of the AU working languages. Knowledge of other working languages would be an added advantage.

**9. GENDER MAINSTREAMING:**

The AU Commission is an equal opportunity employer and qualified less represented gender are encouraged to apply.

**10. 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.

**11. REMUNERATION: Non-negotiable Fixed Rate of USD 60\$/shift**

**12. 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, week-ends and public holidays if the assignment so require.