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CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

ToR FOR OBSTETRICIAN/ GYNAECOLOGIST

Reference No: AUC/MHSD/C/009

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:	**Obstetrician/ Gynecologist - 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 Obstetrician/ Gynecologist will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

i. Serve as the main reference or focal expert in Gynecology and Obstetrics, Reproductive Health and emerging health problems among women, men and Adolescents.
ii. Provide high quality, client centered, out-patient clinic consultation in both Gynecology and follow up of pregnancies and deliveries.

iii. Provide general and specialist Reproductive health services to AU staff, their dependents and members of the AU Diplomatic.

iv. Take responsibility for the Gynecology clinic, supervising the other staff and ensuring that all work is performed efficiently and in accordance to international standards and best practices in Obstetrics and Gynecology, Reproductive Health and infection prevention and control.

v. Perform complete Obstetric/Gynecological examinations and prescribe medications and/ or other assistive devices.

vi. Perform various diagnostic tests including regular screening for sexually Transmitted Infections, reproductive tract cancers using Ultrasound scans, PAP smear, Colposcopic examinations etc. Interpret the test results and prepare a treatment plan for the patient/ clients.

vii. Perform minor Gynecological/ Obstetric procedures and surgeries like contraceptive device insertion, D and C for incomplete abortion, cervical biopsy, cerclage etc within the minor theatre to minimize outsourcing these procedures/ surgeries and increase self-sufficiency.

viii. Perform ward rounds regularly on any patient admitted with a gynecological or obstetric complaint and provide specialist level input into their management.

ix. Provide initial assessment and management for gynecological or obstetric emergencies and arrange referral/ evacuation and transfer to other health facilities

(when necessary), follow up on their management and report back to the Head of Division, Clinical Services.

x. Educate patients about their Reproductive Health conditions and organize Reproductive health awareness lectures or campaigns, including prevention of reproductive system cancers.

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

xii. 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.

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

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. Train and teach clinical attachés and Interns within the MHSD in Obstetrics and Gynecology, when needed.

xvi. Ensure regular maintenance of all diagnostic and operating Obstetrics and Gynecology equipment and participate in the budgeting processes for the Unit.

xvii. Regularly evaluate women health needs in the AU Commission, and among families from African member states embassies in Ethiopia and submit periodic reports with recommendations for their improvement to the Director MHSD.

xviii. Regularly evaluate the immunization coverage and profile particularly among women of reproductive age and initiate adjustments.

xix. Provide daily report at the end of each working day/shift to the Director, MHSD and Head of Division, Clinical Services.

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

xxi. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.

xxii. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.

xxiii. Develop and implement projects/programs on disease prevention and health promotion, raise awareness on common illnesses, etc.

xxiv. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.

xxv. Keep abreast with developments/ innovations in emergency and general Obstetrics and Gynaecology and share such information periodically with Medical staff.

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

5. EDUCATIONAL QUALIFICATIONS:

MD/ MBBS/ BMBCh with MMed or Masters/ PhD in Obstetrics and Gynecology or Fellowship in Obstetrics and Gynecology (Specialization).

Documented training in diagnostic and therapeutic Gynecological endoscopy and Ultrasonography will be an advantage.

6. WORK EXPERIENCE:

At least 8 years of work experience as a specialist Obstetrician-Gynecologist in at least a secondary level healthcare facility.

Must currently be practicing in a clinical surgical Obstetrician-Gynecologist role and performing diagnostic and therapeutic gynaecological endoscopy and ultrasonography.

Must be a registered as a specialist Obstetrician-Gynaecologist 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, surgical, ultrasonography and endoscopy skills.
ii. Must be familiar with international and regional guidelines for managing emergency and general Obstetrics and Gynaecology 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 USD 30/ 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.