

AFRICAN UNION

الاتحاد الأفريقي

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UNION AFRICAINE

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CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

ToR FOR OCCUPATIONAL SAFETY AND HEALTH / TRAVEL MEDICINE

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 worldwide 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 insurance for the AUC, AU Organs, AU Regional and Representational Offices.

In achieving its mandate, the Directorate invites expressions of interest from the following categories 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: Occupational and Travel Medicine Consultant
Department: Medical and Health Services Directorate
Supervisor: Director, Medical and Health
Duty Station: African Union Commission, Addis Ababa, Ethiopia.

4. MAJOR DUTIES AND RESPONSIBILITIES

The Occupational Safety and Health Specialist shall advise the Director of Medical and Health Services and take a leading role in areas of Occupational Safety and Health for staff of the African Union. This includes but is not limited to:

- 1- Conduct comprehensive occupational risk assessment at workplace and propose measures for addressing those risks
- 2- Design interventions for prevention, early detection and management of Occupational risks and hazards to ensure internationally recognized ergonomic standards at workplace
- 3- Support Director of Medical and Health Services in designing Policies and Guidelines for implementation of Occupational Safety and Health interventions across the African Union Offices.
- 4- Work with relevant units of the African Union Commission to raise awareness on work-related illness and ways to prevent them and strike a work-life balance
- 5- Institute systems for appropriate reporting and recording of Occupational Health incidents, accidents and near-misses for appropriate decision making
- 6- Support the Travel Medicine Unit and ensure prevention of travel-related illness
- 7- Facilitate pre-travel consultations and appropriate preparations for AU staff and dependents embarking on travel
- 8- Keep up to date records for the Travel Clinic
- 9- Perform any other duty as assigned by Director Medical and Health Services or his designate

I. Vaccination and Immunization Services

- Administer travel vaccines in accordance with approved clinical protocols and guidelines
- Support Yellow Fever vaccination services and certification where applicable
- Ensure proper vaccine storage, cold chain maintenance, and stock management (FEFO principle)
- Monitor and manage adverse events following immunization (AEFI)

II. Health Education and Counseling

- Provide tailored counseling on malaria prevention, food and water hygiene, vector control, and injury prevention
- Promote mental health awareness during travel
- Develop and disseminate Information, Education, and Communication (IEC) materials

III. Clinical Support and Post-Travel Care

- Triage and provide initial management for returning travelers with suspected travel-related illnesses
- Assist in diagnostic procedures, specimen collection, and referrals
- Provide follow-up care and monitoring

IV. Infection Prevention and Control (IPC)

- Implement IPC standards in clinical and vaccination settings
- Ensure safe waste disposal and proper use of PPE
- Support outbreak preparedness and response activities

V. Documentation and Reporting

- Maintain accurate, confidential, and up-to-date patient records
- Document consultations, vaccinations, and interventions
- Contribute to surveillance, reporting, and program data management

VI. Program Support and Coordination

- Support the operationalization of the Travel Medicine Clinic
- Collaborate with internal and external stakeholders (e.g., Africa CDC, national health authorities)
- Assist in organizing CME sessions, awareness campaigns, and webinars

VII. **Emergency and Mission Support**

- Participate in medical coverage for AU missions and high-level events
- Provide emergency nursing care and first aid support
- Contribute to emergency preparedness and simulation exercises

5. EDUCATIONAL QUALIFICATIONS

Educational Qualifications

- MD, MBBS or equivalent degree in Medicine or Bachelor's degree in Nursing (BSc Nursing) from a recognized institution
- Master's Degree in Public Health (MPH) is an added advantage
- Training in Occupational and/or Travel medicine from a recognized center is a plus
- Valid professional Medical/Nursing license

6. Work Experience

- Minimum of **5 years of Clinical Experience for Doctors or 8 clinical nursing experience for Nurses**
- Proven experience in:
 - Occupational Safety and Health
 - Immunization and vaccination programs
 - Public health or infectious disease management
 - Travel medicine or Occupational Medicine services (desirable)
- Experience in international or multicultural healthcare settings is an added advantage

7. OTHER RELEVANT SKILLS

- I. Strong skills in conducting Occupational Risk Assessments
- II. Strong clinical and vaccination administration skills
- III. Knowledge of global travel health risks and disease epidemiology
- IV. Competence in cold chain and vaccine management systems
- V. Excellent communication and interpersonal skills
- VI. Ability to provide effective health education and counseling
- VII. Strong documentation, reporting, and data management skills

- VIII. Computer literacy (MS Office and electronic medical records systems)
- IX. Ability to work in a multidisciplinary and multicultural environment
- X. High level of professionalism, confidentiality, and ethical practice
- XI. Strong organizational and time management skills
- XII. Ability to respond effectively in emergency situations

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 60/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.