

AFRICAN UNION

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Addis Ababa, Ethiopia P. O. Box 3243 Telephone: +251 115 517 700 Fax: +251 115 517 844 Website: www.au.int

CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

Reference No: AUC/MHSD/C/009

ToR FOR PUBLIC HEALTH NURSING OFFICER - CONSULTANT

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.

- 4. Job Title: Public Health Nursing Officer**
Department: Medical and Health Services Directorate
Supervisor: Head of Division, Clinical Services
Duty Station: African Union Commission, Addis Ababa, Ethiopia.

5. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of Division, Clinical Services, the Public Health Nursing Officer (PHNO) will be responsible for the day to day Infection Prevention and Control activities of the Medical and Health Services Directorate, in the Baby Care Center, Vaccination Center, in the AUC compound and in other areas as directed by the immediate supervisor. The PHNO will also oversee disease surveillance and notification. 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 PHNO 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. Participate 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.

6. EDUCATIONAL QUALIFICATIONS:

- i. Must have a Degree in Public Health or Epidemiology or Nursing.
- ii. Master in Public Health will be an added advantage.
- iii. Must be practicing or undergoing further studies in pursuit of a higher degree.

7. WORK EXPERIENCE:

At least Seven (7) 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.

8. OTHER RELEVANT SKILLS:

- i. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Must have excellent interpersonal skills, able to work as part of a Team in a multicultural, multiethnic work environment.
- iii. Must have good communication skills with clients, patients and their families and colleagues. She/ He should be able to get along well with people and instill confidence in the Clients.
- iv. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, have excellent hand-eye coordination, problem solving, and critical thinking abilities.
- v. Should exhibit patience and empathy in his/her work.
- vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- vii. Must have good negotiation, planning and organizational skills.

viii. Must have good drafting and report writing skills.

ix. Proficiency in one or more of the AU working languages, fluency in another AU language is an added advantage

9. 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)

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 worked

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, weekends and public holidays if the assignment so require.