

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](http://www.au.int)

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

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

### **ToR FOR DIETICIAN-NUTRITIONIST**

#### **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.

**Job Title:** Dietician – Nutritionist 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 Dietician – Nutritionist Consultant will be responsible for the day-to-day duties at the Medical and Health Services Directorate as follows:

- i. Work closely with AU Doctors and other medical professionals to determine the health and diet needs of patients and calculate their nutritional requirements.
- ii. Based on the above, establish proper meal plans for patients in accordance with their preference, health, and financial capabilities.
- iii. Provide daily report at the end of each working day to the immediate supervisor.
- iv. Regularly conduct education classes, focus group discussions and workshops to raise awareness on food and nutritional issues and promote healthy nutrition among the AU Community.
- v. Work closely with stakeholder Departments to ensure that all catering activities and food served on AU premises are healthy.
- vi. Keep up with and share latest research in nutritional and food sciences and share same with colleagues and AU Community.
- vii. Analyze or provide information/ regular updates on the nutritional content of varieties of African food and promote healthy African cuisine and healthy lifestyle.
- viii. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- ix. Participate in continuing medical education programs for Medical Staff.
- x. Train and teach Interns and clinical attachés at the MHSD.

- xi. Perform any other duties that may be assigned by the Director MHSD or the immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

Bachelor of Science in Nursing, Public Health with a certificated training in Dietetics or Nutrition.

BSc in Dietetics or Human Nutrition.

## **6. WORK EXPERIENCE:**

At least 8 years' relevant work experience with at least 3 years in Dietetics or Human Nutrition.

She or He should currently be practicing (or practiced in the recent past) in a clinical Dietician or Nutritionist role in a health care facility.

Must be a registered Dietician or Nutritionist in his/her home country as at the time of application. Experience in managing Nutrition Clinics is desirable.

Experience working in an International Organization will be an advantage.

## **7. OTHER RELEVANT SKILLS:**

- i. Must be computer literate and be familiar with the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multiethnic environment to achieve Unit goals.
- iii. Must have a friendly demeanor, exhibit patience and empathy in his/her work, and be able to communicate well with medical staff, clients and care givers politely.
- iv. Must have active listening, effective writing, speaking and presentation skills.
- v. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, good decision making and judgment, problem solving skills, effective reasoning and critical thinking abilities.
- vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- vii. 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 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.