



CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

Reference No: AUC/MHSD/C/009

ToR FOR MEDICAL LABORATORY TECHNICIAN

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: Medical Laboratory Technician - 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 Medical Laboratory Technician, will be responsible for the day to day Laboratory and related duties at the AU Medical and Health Services as follows:

- i. Perform the duties of a phlebotomist and proper specimen collection, handling and processing while ensuring high level of infection prevention and control practices and established SOPs. Provide guidance and instruction for quality specimen collection, when needed.
- ii. Perform testing procedures (Hematology, Chemistry, Immuno/Hematology, Microbiology, Parasitology and other related tests) as per approved SOPs and protocols, while ensuring highest level of confidentiality of patients' records.
- iii. Report results of investigations within the established TAT.
- iv. Perform regular instrument calibration and preventative maintenance.
- v. Perform inventory and supply management for reagent, consumables and instruments.
- vi. Properly manage and regulate efficient use of reagents, consumables and instruments.
- vii. Record any incidents or constraints and report these to the immediate supervisor or Head of Laboratory.
- viii. Monitor and evaluate laboratory activities and provide the necessary information for proper patient care; and ensure laboratory quality services.
- ix. Comply with any rules, regulation, policy and guidelines for quality services within the AU Laboratory.
- x. Prepare and present on daily basis, the shift's report to the Head of Laboratory and Director, MHSD.

- xi. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- xii. Participate in medical coverage for AU Summits as needed.
- xiii. Participate in continuing medical education programs for Medical Staff.
- xiv. Train, Teach and Supervise Laboratory staff, Clinical Attachés and Interns at the MHSD.
- xv. Perform any other duties that may be assigned by the Director MHSD or immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

Degree or equivalent in Medical Laboratory Technology.

Documented training in Laboratory Quality Assurance, Infection Prevention and Control or Supply Chain management will be an advantage.

6. WORK EXPERIENCE:

- At least 5 years of work experience as a Medical Laboratory Technician in a healthcare facility.
- She/He should currently be practicing in a Medical Laboratory Technician role.
- Must be registered as a Medical Laboratory Technician 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 be able to efficiently operate all Laboratory equipment including the automated laboratory analyzers and ensure that preventative maintenance is performed on schedule on the equipment.
- ii. Must be familiar with Laboratory Quality Assurance and Infection Prevention and Control procedures and processes.
- iii. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- iv. Must be able to communicate with and work effectively as part of a team in a complex, multi-cultural, multiethnic environment to achieve Unit goals.
- v. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, problem solving, 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. Must be able to maintain confidentiality at all times, have good negotiation, planning and organizational skills.
- viii. Must have good drafting and report writing skills.
- ix. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- x. 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.