

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

UNIÃO AFRICANA

UNIÓN AFRICANA

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 RADIOLOGIST

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

- i. Take responsibility for Radiology Unit, supervising other Unit staff to ensure that all work is performed efficiently and in accordance with international radiology standards and best practices.

In collaboration with Head of Medical Support Services Division, institute measures for planned, preventive maintenance, early troubleshooting and repair of radiological equipment such as the IMR machine, Mammograms, X-ray machines, Ultrasound machines, etc.

Put in place SOP's and guidelines on Occupational Safety and Health for staff and patients exposed to radiation and other hazardous substances.

- ii. Receive patients referred for different radio-imaging examinations prescribed by MHSD Physicians including ultrasound scans and other specialized tests. Explain to the patients in detail about the procedures requested and answer all their questions.
- iii. Explain in detail to the patients/ clients the findings of the radiology procedure performed and respond to their questions/queries.
- iv. Interpret all radio-imaging data and strive for self-sufficiency by minimizing outsourcing of certain studies.
- v. Decide on the dosing amount and type of exposure tailored to patients and ensure safety of the patients, staff and the public from scattered radiation, report any incidents or constraints and make recommendations for their prevention to the immediate supervisor.
- vi. Approve and transmit high quality images and necessary clinical information through PACS to the managing Physicians.

- vii. Provide copies of images/ reports to the patients when requested by the managing Physician at AU Medical and Health Services.
- viii. Prepare SOPs, information leaflets for various radiology examinations and ensure that patients and clients are provided with updated and accurate information and instructions for the examinations.
- ix. Give directives to the Radiology Technicians on preparation of the patients for various procedures.
- x. Maintain a register of specialized radiology services (locally and internationally) for referral for further radiologic assessment/ procedures, including emergency services for adults and children.
- xi. Arrange referral/ transfer of all such cases to the radiology facilities, when necessary, follow up on the referral and report back to the Head of Division, Medical Support Services.
- xii. Ensure that appropriate infection control procedures are utilized, and work areas are maintained in a tidy and safe way, free from hazards.
- xiii. Lead the quality assurance activities of the Radiology Unit.
- xiv. Arrange and participate in the 24-hour Radiology Unit coverage on a shift basis for daytime, nighttime, weekend and public holidays. Prepare and present on daily basis, the shift's report to the Director, MHSD and immediate supervisor.
- xv. Provide the required attention and care to the equipment, regularly check their functions, perform regular equipment calibration and ensure that preventative maintenance is carried out on schedule.
- xvi. Provide timely administrative and operational support to the immediate supervisor if needed.
- xvii. Provide accurate data and information for preparation, implementation and monitoring of budget and other departmental activities etc.
- xviii. Ensure that inventory and supply check for reagent, consumables, equipment and supplies for the Unit are performed on schedule and requests are made on time the procurement process is followed up.
- xix. Ensure proper management and regulate the use of reagents, consumables and materials.
- xx. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices, if needed.
- xxi. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.

- xxii. 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.
- xxiii. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.
- xxiv. Keep abreast with developments/ innovations in Radiology and share such information periodically with Medical staff.
- xxv. Participate in continuing medical education programs for Medical Staff, training and mentoring of clinical attachés and Interns.
- xxvi. Performing any other duties that may be assigned by the Director, MHSD or the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

MD/MBBS/ BMBS with Diploma in Radiology or MMed or Masters in Radiology (Four years program) or Fellowship in Radiology (Specialization).

6. WORK EXPERIENCE:

At least 8 years of work experience in clinical radiology practice in a secondary / tertiary level healthcare facility.

Must currently be practicing in a clinical radiology role.

Must be a registered as a specialist Radiologist 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 computer literate, familiar with hospital Information Systems and able to use various radiology software like the PACS system, continuous medical education tools including internet-based ones like telemedicine.
- ii. Must be conscientious in paying attention to detail, observing deadlines and achieving results.
- iii. Must have good planning, organizational, time management skills and must be familiar with conducting clinical audits.
- iv. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- v. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multiethnic environment to achieve Unit goals.
- vi. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.

- vii. Should also have excellent hand-eye coordination, problem solving skills, and critical thinking.
- viii. Must be able to work effectively under pressure and maintain confidentiality at all times.
- ix. 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 USD30/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.