



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN Nurse on a Roster Basis.

TERMS OF REFERENCE REPLACEMENT UN NURSE

I. Consultant Information	
Application type:	External recruitment
Consultant Title:	REPLACEMENT OF UN Nurse
Category	MEDICAL Consultant
Duty station	Kigali, Rwanda
Estimated Payment (daily)	53,127 Rwf Gross Per day
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC Nurse
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Medical Nurses. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement the UN Clinic Nurse during his leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Nurse must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives,

communication procedures and enable staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

III. Objective

Under the guidance and the direct supervision of the UN Physician, **the replacement UN Nurse must accept short contracts and be available at short notice to replace the UN Nurse whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must assist in providing healthcare services as well as clinical services to UN Staff and provide a report at the end of the assignment. Insure that quality nursing services that contribute to the good physical and mental health of Staff are provided, strengthen the capacity of the UN clinic at the duty station.

IV. Functions

1. Attend the UN Clinic on a full time basis and assist
2. Assist the UN Physician in the performance of his/her duties
3. Responds to emergency calls during outside office hours and give first aid services and advices to the Staff and their recognized dependants.
4. Ease effective liaison between Staff and private doctors
5. Performs diagnostic and screening tests such as : ECG,
6. Visiting hospitalized Staff
7. Facilitate referral to an outside physician, as required
8. Assist in providing health education and health promotion programmes;
9. Assist in providing medical support during evacuation and repatriation
10. Assist in arrangements for the deceased
11. Administor minnor surgery, immunazation requirements, treatment of in patient and outpatient follow up.
12. Filing of medical documents for adminitrative exams and insure they are sent to UN medical department in charge.
13. Perform medication, injection, wound dressing, stitching, IV line insertion and serum administration
14. Keep the periodic inventory of medical supplies, drugs and medical equipments;
15. Ensure that required equipments are kept in ambulance and verify that they are in good condition.
16. Enter medical data of patients in electronic database;
17. Ensure a proper and safe disposal of hazardous materials and medical waste.
18. Raise requisition of medical supplies, equipments and drugs.
19. Administer drugs and medecines as prescribed by the UN Physician and make sure related movements are recorded daily.
20. Liaise with RBC for obtaining ARVs and distribute them to HIV/AIDs patients.

V. Competencies

- ❑ Demonstrates commitment to UN Clinic values.
- ❑ Knowledge and experience in clinical/occupational nursing

- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- ❑ Demonstrates initiative and willingness to keep abreast with new developments in medicine and computer skills.
- ❑ Ability to use computer and office software packages (Ms Word, Excel, Etc) is required

- ❑ Demonstrates excellent knowledge of UN regulations and skills in finding solutions to medical issues

- ❑ Ability to work under pressure and in emergencies or when rapid response is required

- ❑ Responds positively to critical feedback and differing views.

- ❑ **Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- ❑ **Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- ❑ **Communication:** Proven and efficient communication skills in English and French (Oral and written). And ability to write in clear and concise manner.
- ❑ **Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Registered Professional Nurse and first level degree from an accredited baccalaureate Nursing program(University) or equivalent such as an accredited Diploma Program
- Certificate in ECG, CPR or Basic Life Support and ACLS or equivalent medical care is an asset.
- Recognized additional training in primary health care and midwifery is desirable
- HIV/AIDS Management training is desirable
- National Registration and license is a requirement
- Minimum 5 years of continuous clinical experience in nursing.
- Experience in Trauma and emergency care is desirable
- Experience in intensive care and health administration.

VII. Duration of the contract

The assignment is expected to take on call basis.

VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

IX. Duty station

The assignment is both home and field (Kigali) based.

X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

XII. Selection criteria

Selection criteria. Candidates who score above 70 points will qualify to be on the roster.

No	Requirements	Max Scores
1	University degree OR A DIPLOMA in Nursing	20
2	Copy of a Valid License to work as the nurse in Rwanda	20
3	At least five years progressive experience and practice in general nursing.	20
4	A valid certificate of ACLS/PHTLS training or equivalent	20
5	Availability on call	20
	1-8 hours (20 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN Clinic Driver on a Roster Basis.

TERMS OF REFERENCE REPLACEMENT UN Clinic Driver

I. Consultant Information	
Application type:	External recruitment
Consultant Title:	REPLACEMENT OF UN Clinic Driver
Category	Driver
Duty station	Kigali, Rwanda
Estimated Payment (daily)	28,349 Rwf Gross Per day
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC Driver
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Drivers. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Replacement the UN Clinic Driver during his leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Driver must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must be familiar with the UN Standard Operating Procedures, directives, communication procedures and enable

staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

///. Objective

Under the guidance and the direct supervision of the UN Physician, the replacement UN Driver must accept short contracts and be available at short notice to replace the UN Clinic Driver whenever required. Replacing UN Clinic Driver will assist the UN Clinic vehicles in Rwanda and handling various clerical tasks within the UN Clinic. The Driver will work very closely with staff to provide efficient support to them and UN Clinic activities.

IV. Functions

- Drives UN CLINIC Vehicles for the transport of authorized personnel and delivery and collection of mail, documents, and other items.
- Drives ambulance in event of transportation of a patient or medical evacuation to the hospital of reference or Airport.
- Responsible for the day- to -day maintenance of the assigned UN Dispensary pool Vehicles, checks oil, battery, brakes, tires, etc. Performs minor repairs and arranges for other repairs and ensures that the Vehicles are kept clean.
- Logs official trips, daily mileages, gas consumption, oil changes, etc....
- Ensures that the steps required by rules and regulations are taken in case of involvement in accident.
- In collaboration with UNDP Logistics Assistant ensures that UN Dispensary Generator is refueled in timely, and it also maintained on regular basis.
- Performs other duties as assigned by UN Doctor or his delegate.

V. Competencies

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda.
- Valid driver's license.
- At least 5 years of experience required in similar positions with a safe driving record.
- Knowledge of driving rules and regulations.
- Basic knowledge of car mechanics and ability to attend to minor repairs and maintenance of the vehicle in case of breakdown will be an advantage.
- Computer literate and conversant with the MS Office.
- Ability to adapt to different work situations and work in a team.
- Experience in driving 4x4 vehicles over long distances and on rough terrain.
- Willingness to spend considerable time working under field conditions in rural areas.
- Good written and oral communication skills with good command of English and Kinyarwanda language.
- Possess excellent interpersonal and communication skills, and a high level of respect for confidentiality.
- Strong ability to co-ordinate, prioritize and organize workload; take initiative and work under pressure.
- Highly effective planning, organizational and multi-tasking skills with a positive attitude.

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VI. Duration of the contract

The assignment is expected to take on call basis.

VII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

VIII. Duty station

The assignment is both home and field (Kigali) based.

IX. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

X. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to

be called upon and report on duty in number of days) on how they will approach and complete the assignment.

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN PHYSICIAN on a Roster Basis.

**REPLACEMENT UN Physician
TERMS OF REFERENCE**

I. Consultant Information	
Application type:	External recruitment
Consultant Title:	REPLACEMENT OF UN PHYSICIAN
Category	MEDICAL Consultant
Duty station	Kigali, Rwanda
Estimated Payment (HOURLY)	25,000 Rwf Per Hour
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC PHYSICIAN
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Medical Physicians. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement Physicians.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Physician must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives, communication procedures and enable staff compliance with risk management measures,

ensure the Clinic is functional according to his/her terms of reference.

///. Objective

Under the guidance and the direct supervision of the Chair of the LIACMC, **the replacement UN Physician must accept short contracts and be available at short notice to replace the UN Physician whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He will be responsible for medical examinations of Staff, he/she will provide clinical services including medical consultations and emergency care.

IV. Functions

1. Attend the UN Clinic on time specified in the contract
2. He must be able to do triage and primary stabilization
3. Undertake day to day clinical duties such as administrative examinations(EME and PME)and immunization.
4. Provide health education.
5. Participate in addressing occupational health issues.
6. Undertake medical examinations for UN staff and dependants
7. Diagnose and recommend treatment to all staff visiting the Clinic on a daily basis
8. Be on call during and outside office hours to observe and treat emergencies in the Clinic. Undertake house call when required.
9. Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations
10. Recommend medical evacuations when required and collect appropriate documentations and reporting procedures in line with UN Rules and procedures.
11. Ensure that appropriate medical records are kept in a strictly confidential manner
12. Recommend procurement of vaccines, medical supplies and equipment whenever necessary
13. Prepare periodic reports of functions, visits, medical evacuations and treatments at the UN Clinic
14. Advise on health precautionary steps to be undertaken at the duty station and perform any other duties considered necessary by the LIACMC chair.
15. Supervise and distribute duties to the nurse

V. Competencies

- ❑ Demonstrates commitment to UN Clinic values.
- ❑ Knowledge and experience in clinical/occupational and tropical medicine. Formal training in CPR, preferably in BCLS and ACLS or equivalent emergency medical care.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Demonstrates initiative and willingness to keep abreast with new developments in medicine and computer skills.
- ❑ Ability to use computer and office software packages (Ms Word, Excel, Etc) is required
- ❑ Demonstrates excellent knowledge of UN regulations and skills in finding solutions to medical issues
- ❑ Ability to work under pressure and in emergencies or when rapid response is required
- ❑ Responds positively to critical feedback and differing views.
- ❑ **Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan. Ability to develop clear goals that are consistent with agreed strategies. To foresee risks and use time efficiently
- ❑ **Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- ❑ **Communication:** Proven and efficient communication skills in English and French (Oral and written). And ability to write in clear and concise manner. Ability to speak and write clearly and effectively, listens to others, correctly and interpret messages from others and respond appropriately and demonstrate openness in sharing information and keeping people informed.
- ❑ **Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender. To place team agenda before personal agenda, support and act in accordance with final group decision.
- ❑ **Accountability :** Ability to take ownership of all responsibilities and honors commitments, to support subordinates, to provide oversight and takes responsibility for delegated assignments.
- ❑ **Client orientation :** To consider all those to whom services are provided to be clients and seek to see things from clients' point of view, identifies clients' needs and matches them to appropriate solutions. To meet timelines for delivery services to clients.

VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Advanced University Degree in Medicine from and accredited University and currently licensed to practice within home country or another national jurisdiction.
- To be registered in the association of doctors of his country of origin
- Valid certification in advanced trauma life support, advanced cardiac life support or pre- hospital trauma life support.
- Certification in HIV care or VCCT is desirable.
- At least five years progressive experience and practice in general medicines, of which at least one year in trauma and emergency care and two years in internal medicines.
- Surgical , ICU, aeromedical or anesthetic experience is an advantage
- Experience in tropical medicines.
- Previous international medical experience is desirable.

VII. Duration of the contract

The assignment is expected to take on call basis.

VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the Chair of the LIACMC, and the UN Clinic Physician.

IX. Duty station

The assignment is both home and field (Kigali) based.

X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references; P
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment; B

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

XII. Selection criteria

Selection criteria. Candidates who score above 70 points will qualify to be on the roster.

No	Requirements	Max Scores
1	Advanced university degree in medicine from an accredited university	20
2	Copy of a Valid License to work as the Doctor in Rwanda or practicing with a copy of license certificate from country of origin with authorization to work in Rwanda as the doctor	20
3	At least five years progressive experience and practice in general medicine, and internal medicine.	20
4	A valid certificate of ACLS/PHTLS training or equivalent	20
4	Availability on call	20
	1-8 hours (20 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN CLINIC Laboratory Technician on a Roster Basis.

TERMS OF REFERENCE REPLACEMENT UN CLINIC Laboratory Technician

I. Consultant Information	
Application type:	External recruitment
Consultant Title:	REPLACEMENT OF UN Laboratory Technician
Category	MEDICAL Consultant
Duty station	Kigali, Rwanda
Estimated Payment (daily)	43,876 Rwf Gross Per day
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC Laboratory Technician
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Laboratory Technicians. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement the UN Clinic Laboratory Technician during his/her leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Laboratory Technician must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must

be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives, communication procedures and enable staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

III. Objective

Under the guidance and the direct supervision of the UN Physician, **the replacement Laboratory Technician must accept short contracts and be available at short notice to replace the Laboratory Technician whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must perform Laboratory tests for UN Staff and fill the corresponding documentation. He must also analyse and produces laboratory results with maximum precision leading to reliable results.

IV. Functions

1. Attend the UN Clinic on a full time basis
2. Management of the UN Clinic Laboratory to insure smooth operations of day to day functions
3. Regular maintenance of all laboratory equipments following the technical specifications of the manufacturers of the equipment.
4. Fast and efficient resolution of all problems related to laboratory performance
5. Proper reporting of problems to the manufacturers customer service
6. Ensure safe handling of biohazardous materials in compliance with the international standards and practices.
7. Draw blood samples applying international sterilization and bio safety standards
8. Collects and label urine, stool and sputum samples for different tests following international bio safety standards.
9. Autoclave and sterilize the instruments and containers following international standard of bio safety
10. Assist in organization and implementation of health promotion /monitoring programmes
11. Perform diagnostic and screening laboratory tests using the available equipments and instruments.
12. Report in a timely manner results of tests to the UN Physician
13. Ensure that results are managed in promptly and confidential manner
14. Ensure that the results for the patients using the services of CVT are managed in confidential and timely manner
15. Ensure proper management of reagents stock, keep an inventory of laboratory supplies and ensures that the supplies are replenished on time
16. Make arrangement for outside laboratory tests for UN Staff when required
17. Keep records of all work done in the laboratory and provide statistical report in regard to laboratory activities.

V. Competencies

- ❑ Demonstrates competence in laboratory testing and modern laboratory technology.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Demonstrates initiative and willingness to keep abreast with new developments in laboratory technology
- ❑ Good communications skills in English and French, both oral and written. Good interpersonal skills.
- ❑ Demonstrates excellent knowledge of UN regulations and skills in finding solutions to arising laboratory issues
- ❑ Ability to work under pressure and in emergencies or when rapid response is required
- ❑ Responds positively to critical feedback and differing views.
- ❑ **Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- ❑ **Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- ❑ **Communication:** Proven and efficient communication skills in English and French (verbal and written).
- ❑ **Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Medical laboratory technician diploma required
- Registration and license to exercise as a laboratory technician are required
- 5 years of experience as a laboratory technician is required
- Experience in the usage of computer and office software package (Ms Word, Excel,etc) is desirable.

VII. Duration of the contract

The assignment is expected to take on call basis.

VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

IX. Duty station

The assignment is both home and field (Kigali) based.

X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

XII. Selection criteria

Selection criteria. Candidates who score above 70 points will qualify to be on the roster.

No	Requirements	Max Scores
1	Medical laboratory technician diploma required	20
2	Copy of a Valid License to work as the laboratory technician in Rwanda	20
3	At least five years progressive experience and practice in medical laboratories.	20
4	Availability on call	40
	1-8 hours (25 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN Nurse Assistant on a Roster Basis.

TERMS OF REFERENCE REPLACEMENT UN Assistant NURSE

I. Consultant Information	
Application type:	External recruitment
Consultant Title:	REPLACEMENT OF UN Nurse Assistant
Category	MEDICAL Consultant
Duty station	Kigali, Rwanda
Estimated Payment (daily)	28,349 Rwf Gross Per day
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC Nurse Assistant
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to establish a roster of qualified Medical Nurses assistants. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement the UN Clinic Nurse Assistant during his leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Nurse must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives,

communication procedures and enable staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

III. Objective

Under the guidance and the direct supervision of the UN Physician, **the replacement Nurse Assistant must accept short contracts and be available at short notice to replace the Nurse Assistant whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must assist in providing healthcare services as well as clinical services to UN Staff and provide a report at the end of the assignment. Insure that quality nursing services that contribute to the good physical and mental health of Staff are provided, strengthen the capacity of the UN clinic at the duty station.

IV. Functions

Nursing assistant help patients of all ages. He / She works under a licensed nurse's supervision, and since they have extensive daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurse up to date on vital information about the patients' conditions. Nurse assistant acts as a liaison between the nurse and the patient.

Nursing assistants provide assistance with such tasks as:

1. Attend the UN Clinic on a full time basis
2. Assist the UN Nurse and the UN Physician in the performance of their duties
3. To perform wound dressing, injection and other basic medical care
4. To receive patients and register them in medgate system and orient them
5. To sterilize surgical materials and materials for wound dressing
6. Assist patient in Bathing and skin care, Mouth and hair care , Making beds, Toileting assistance and catheter care, Bowel and bladder care.
7. Helping patients walk with gait belts, walker, cane and other devices
8. Assisting with range-of-motion exercises
9. Transfer wheelchair-bound patients using safe patient handling devices
10. Turning and positioning bedridden patients regularly
11. Reporting all changes to the nurse
12. To supervise cleaning activities and make sure that medical waste are disposed in an appropriate way.
13. To take vital parameters for patients and rank them to be consulted by the Doctor, according to emergency of their situation.
14. Make sure that clinic visit forms are completd at regular basis
15. Maintain strict confidentiality according to patients medical records and treatment.
16. Make request on time for medical items to be used in his/her everyday work.
17. Assist the UN Nurse in ensuring that the equipemnt for the ambulance is up to date, safe and in a good condition.
18. Receive medical correspondences for the UN Physician
19. Give orientation to patients going in different units of the Clinic.
20. Ensuring that needed materials are available in the UN physician room, the treatment room and the observation room.

V. Competencies

- Demonstrates commitment to UN Clinic values.
- Knowledge and experience in clinical/occupational nursing

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- Demonstrates initiative and willingness to keep abreast with new developments in nursing/medicine and computer skills.
- Ability to use computer and office software packages (Ms Word, Excel, outlook Etc) is required

- Demonstrates excellent knowledge of UN regulations and skills in finding solutions to medical issues

- Ability to work under pressure and in emergencies or when rapid response is required

- Responds positively to critical feedback and differing views.

- Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- Communication:** Proven and efficient communication skills in English and French (Oral and written). And ability to write in clear and concise manner.
- Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Nursing assistants must complete a state-approved education program in which they learn the basic principles of nursing and complete supervised clinical practice. These programs are found in high schools, community colleges, vocational and technical schools, hospitals and nursing homes.
- In addition, nursing assistants typically complete a brief period of supervised on-the-job training to learn about their specific employer's policies and procedures.
- A registered nurse generally teaches the classes. The length of training depends on the program. The classes offer the basics of what to expect with the job; however, this is a career in which skill levels and confidence dramatically improve once the nursing assistant becomes involved in the daily routine of actual caregiving. Recognized additional training in primary health care and midwifery is desirable
- National Registration and license is an added value
- Minimum 5 years of continuous clinical experience in nursing or nursing assistance.

VII. Duration of the contract

The assignment is expected to take on call basis.

VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

IX. Duty station

The assignment is both home and field (Kigali) based.

X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

XII. Selection criteria

Selection criteria. Candidates who score above 70 points will qualify to be on the roster.

No	Requirements	Max Scores
1	A DIPLOMA in Nursing	20
2	Copy of a Valid License to work as the nurse in Rwanda	20
3	At least five years progressive experience and practice in general nursing.	20
4	A valid training certificate in ACLS/PHTLS training or equivalent	20
5	Availability on call	20
	1-8 hours (20 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.

