



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

**REPLACEMENT UN Physician  
TERMS OF REFERENCE**

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

**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 an 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;
- ✓ 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	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	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.