



**REPLACEMENT UN Physician  
TERMS OF REFERENCE**

**I. Position Information**

Job Title:	<b>Replacement UN Physician (On Retainer Basis)</b>
Duty Station:	<b>Kigali/ Rwanda</b>
Level:	<b>Individual Contactor</b>
Duration of Employment:	<b>To be précised in the Contract</b>
Payment:	<b>A sum of RWF 25,000 per hour worked during the agreed working hour and RWF 37,000 per hour worked during the weekend and holydays.</b>
Transport	<b>PROVIDED</b>

**II. 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 will provide clinical services including medical consultations and emergency care.

**III. 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 clinicall duties such as administrative examinations( EME and PME)and immunazation.
4. Provide health education.
5. Participate in addressing occupational health issues.
6. Undertake medical examinations for UN staff and dependants
7. Diagnose and recomment 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 clearences, 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

#### IV. 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 honour 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.



**V. 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.

**VI. Selection criteria**

1. Advanced university degree in medicine from an accredited university	
2. To be registered in the association of doctors in his country of origin	
3. At least five years progressive experience and practice in general medicine, and internal medicine.	
4. Possession of a valid license to exercise as a doctor.	