



## MEDICAL FACILITIES & DIAGNOSTIC LABORATORIES FOR THE UN IN GREECE - TENDER #02/2013

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<b>Location :</b>	Athens/ GREECE
<b>Application Deadline :</b>	19- Jun- 2013
<b>Type of Contract :</b>	N/A
<b>Post Level :</b>	N/A
<b>Languages Required :</b>	English Greek
<b>Languages Desired:</b>	N/A
<b>Starting Date :</b> (date when the selected candidate is expected to start)	02-Sept-2013
<b>Duration of Initial Contract :</b>	1 year with possibility of extension

### Background

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The United Nations Medical Service in New York is responsible for appointing United Nations Examining Physicians worldwide, based on the recommendations made by UN Designated Official. The services of United Nations Examining Physicians are used not only by the United Nations, its Funds and Programs, but also by all its Specialized Agencies.

UN Examining Physicians are appointed for the purpose of performing pre-employment and periodic medical examinations when requested. They can advise heads of agencies on the availability of medical facilities and the need for medical evacuation.

As of this year, the UN system in Greece would like to update the list for registered UN Physicians in Greece (reference: TENDER #1/2013) but also for **medical facilities and diagnostic laboratories** where UN staff could undertake medical tests in the context of medical screening required by agencies for staff upon recruitment, periodic medical tests undertaken once per year and regular medical checkups, as required by their attending Physicians.

By evaluating the clinics offering competitive prices to UN staff in Greece and their eligible dependents, the UN will be advising all staff and their dependents to undertake any tests at these clinics and then advise the UN Medical Service in New York to officially nominate the respective clinics.

Clinics offering competitive prices to the United Nations are not given any formal contract. The fees they charge for their services are expected to be customary and reasonable. Fees, which are considered excessive compared with the standard established by the United Nations, will be queried prior to any reimbursement by the United Nations or one of its Specialized Agencies.

NOTE: Tests ordered by the UN Medical Units (recruitment & periodic medical exams) are invoiced directly to the respective UN Agencies. Exams and tests ordered by the staff attending physicians or required as part of routine checkup (private) are settled by the staff themselves directly.



## Duties and Responsibilities

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- The medical examinations should be carried out in the clinics themselves in Athens and cannot be delegated to other medical establishments/ laboratories in the country;
- All test results and data of UN staff undertaking medical tests, are treated with utmost responsibility and confidentiality.
- No test results are released to any third party with the exception of the designated UN Physician.

### **Main tasks:**

- Schedules all tests and the examinations and facilitates passing of examination within 5 working days;
- Handles medical examination with strict confidentiality;
- Acts based on the instructions of UN Agency's HR Associate or UN Agency focal point or UN Physician;
- Facilitates when a medical condition requires hospitalization, acting on the request by the UN Physician or staff member's employing UN Agency.
- Assists in medical evacuation abroad, in liaison with the UN Physician and the employing UN Agency.

## Competencies (as applicable)

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- Certified laboratories in- house;
- Emergency Department;
- Intensive Care Unit;
- Hospitalization rooms;
- Multilingual staff with certified professional & training records.

## Required Skills and Experience

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### **Education:**

- N/A

### **Work Experience**

- At least 5 years of establishment in Greece.
- Affiliation with clinics abroad, an asset.
- Multilingual/ multinational personnel, an asset.
- CSR activities, an asset.

### **Languages**

- Fluency in spoken and written English, as well as Greek;
- Working level of French and/or other official UN languages an asset

## Other Requirements

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- Designate a focal point for liaising with the appointed UN Physician and Agency Human Resources, Medical Units, UN Insurance & Compensation Units.



## How to Apply

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**Interested medical facilities & laboratories, must submit the following documents/information to demonstrate their qualifications, in English by the closing date (19.06.2013).**

1. A cover letter explaining why they are the most suitable for the work.
2. Financial proposal – please fill in Annex I (Financial Proposal).
3. Completed Vendor Registration Form- Annex II.
4. Clinic Brochures incl. proof of Certification.
5. Affiliated Clinics or presence throughout Greece.

Proposals for tender # 02/2013 should be submitted via e-mail to [GRC01RFP@unhcr.org](mailto:GRC01RFP@unhcr.org) & [SPENTZOU@unhcr.org](mailto:SPENTZOU@unhcr.org) (E. Spentzou, Country Security Focal Point), or via mail to 12, Tagiapiera str., GR-11525 c/o E. Spentzou, CSFP. The e-mail or mail **should clearly indicate in the subject line the name of applicant and the tender number i.a. Subject: <NAME OF CLINIC>, UN Tender #2/2013**

**Notes:**

- a. No applications sent/ received after the closing date shall be retained.
- b. Only short- listed clinics & laboratories shall be invited to an assessment review.
- c. Any request for clarifications in respect of this tender should be sent in writing to [GRC01RFP@unhcr.org](mailto:GRC01RFP@unhcr.org) by e-mail. The deadline for receipt of queries is 23:59 p.m. CET on **12/06/2013**. Responses to questions shall be sent on 13/06/2013.

**ANNEXES:**

- ANNEX I – Financial Proposal**  
**ANNEX II- Vendor Registration Form**

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