



## UN EXAMINING PHYSICIAN IN GREECE- TENDER #01/2013 - 2 POSITIONS

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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>	French Arabic Spanish
<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 by evaluating the potential candidates and then advise the UN Medical Service in New York to officially nominate the candidates. We would also like to nominate Physicians in such a way that they are nearer to all UN hubs and officials working all over the country. The exercise would be carried out by the Country Security Focal Point who would conduct an evaluation and recommended Physicians would be shared with the UN Designated Official in Greece for nomination by UN HQ.

United Nations Examining Physicians 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.





## Work Experience

- At least 5 years of practical experience in occupational health and; general knowledge of worldwide health conditions, health requirements and precautions;
- Residency in one of the medical specialties/clinics.

## 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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- UN Physician office: The UN in Greece does not avail of medical facilities, hence the applicant should be either affiliated with a medical facility/ center or avail of an appropriate private medical Office to receive UN staff for medical consultations. Kindly include such info in your cover letter.

## How to Apply

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**Interested individual candidates 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. UN History Form (P11)- Annex II, including past experience and at least 2 references (or contact information of at least 2 people who could provide a reference upon request).
4. Copies of degrees and training certificates should also be included, with translation if available.
5. Copy of license to practice and operate a private medical Office, should be attached.
6. Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Proposals for tender # 01/2013 should be submitted via e-mail to [GRC01RFP@unhcr.org](mailto:GRC01RFP@unhcr.org) and [spenzou@unhcr.org](mailto:spenzou@unhcr.org) (E. Spenzou, Country Security Focal Point) or via mail to 12, Tagiapiera str., GR-11525 c/o E. Spenzou, CSFP. The e-mail, e-mails or mail **should clearly indicate in the subject line the name of applicant and the tender number i.a. Subject: J. SMITH, UN Physician Tender #1/2013**

### **Notes:**

- a. No applications sent/ received after the closing date shall be retained.
- b. Only short- listed candidates shall be invited to an assessment interview.
- 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- Personal UN History Form (P11)**

**The UN is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**Applicants should be either of Greek nationality or hold a valid residence and work permit for EU/ Greece, and be registered with the resident medical association.**

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