











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

Location:

Application Deadline:

Type of Contract:

Post Level:

Languages Required:

Languages Desired:

Starting Date:

(date when the selected candidate is expected to start)

Duration of Initial Contract:

Athens/ GREECE

19- Jun- 2013

N/A

N/A

English Greek

French Arabic Spanish

02-Sept-2013

1 year with possibility of extension

Background

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.













Duties and Responsibilities

- The medical examinations should be carried out by the designated United Nations examining
 physicians in Athens and cannot be delegated to other medical staff in the country;
- UN follows the United Nations established policies and procedures regarding medical clearances;
- Based on the results of medical examination, the UNEP shall provide the recruiting office with the candidate's or staff member's medical clearance and any observations which may be appropriate.
- Refers staff to outside specialists as necessary.

Main tasks:

- Ensures passing of entry and periodic medical examination of UN employees upon request, by providing of necessary assistance and guidance to that employee;
- Schedules all tests and the examinations and facilitates passing of examination within 5 working days; screens the test and examination results presented by UN employees, given their validity is not more than one month;
- Collects and summarizes the results of medical tests and specialist's practice consultation;
- Completes Entry Medical Examination form (MS.2), Periodic Medical Examination Form (MS.6), Medical Clearance certificate (for Consultancy contract holders), and/or any other supplementary report;
- Signs and stamps the results of medical examinations and forwards corresponding documents to the requesting UN Agency's HR Associate or to the focal point of UN Agency;
- Keeps records on medical clearance issuance for UN staff for at least three years;
- Maintains and submits on a quarterly basis the record of medical clearance completion for certification of the corresponding UN agency's focal point;
- Handles medical examination and clearance with strict confidentiality;
- · Acts based on the instructions of UN Agency's HR Associate or UN Agency focal point;
- Advises staff on health epidemics and health advisories, as applicable to staff travelling within Greece;
- Assists staff in maintaining up-to-date vaccination records;
- Facilitates when medical evacuation is required for staff from Greece abroad, completing relevant reports.

Competencies

- Knowledge and hands on experience in clinical medicine;
- Planning and organizing;
- Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good interpersonal, oral and written communication skills;
- Willingness to learn to keep abreast of new developments in the medical field.

Required Skills and Experience

Education:

 University Degree in Medicine, specialization medical general practitioner. MsC is considered an asset.















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

 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

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 and 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, 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 <u>GRC01RFP@unhcr.org</u> 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.
