



## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### INDIVIDUAL CONSULTANT – HR MEDICAL SUPPORT

Reference No. PAP-0042-CS-INDV

#### 1. Purpose of the Assignment

The purpose of this assignment is to provide temporary HR and administrative support in relation to Members' medical, welfare, and related logistical needs during the meeting, in order to ensure timely coordination, proper follow-up, and effective support to Members requiring medical attention.

#### 2. Objectives of the Consultancy

The objectives of the consultancy are to:

- Support the timely coordination of medical and welfare-related assistance for Members of Parliament during the meeting
- Assist Members with the scheduling and confirmation of medical consultations, hospital visits, and related appointments
- Facilitate liaison with medical facilities, service providers, and relevant offices in order to ensure prompt access to medical attention
- Support transport and related logistical arrangements connected to medical visits where necessary
- Ensure that Members requiring medical attention are assisted in a timely, dignified, and coordinated manner, while maintaining appropriate discretion and confidentiality

#### 3. Scope of Work

Under the supervision of the Administration and Human Resources Division, the Consultant shall undertake the following tasks:

- Coordinate medical support arrangements for Members of Parliament as and when required during the meeting period



- Assist Members with the scheduling and confirmation of medical consultations, including doctors' appointments and hospital visits
- Liaise with relevant medical facilities, service providers, and concerned offices to facilitate timely access to medical attention
- Accompany Members to hospitals, clinics, or doctors' appointments where necessary, particularly in cases requiring administrative support and coordination
- Assist with transport and logistical arrangements connected to medical visits, where applicable
- Provide general welfare-related administrative support to Members in respect of urgent medical and health related matters arising during the meeting
- Support the Secretariat and Administration in ensuring that Members requiring medical attention are attended to promptly and in an organized manner
- Maintain appropriate discretion and confidentiality in the handling of Members' medical and personal welfare matters.

#### 4. Expected Deliverables

The Consultant shall be expected to deliver the following:

- Timely coordination of medical and welfare-related support for Members of Parliament during the meeting.
- Scheduled and confirmed medical consultations, hospital visits, and related appointments as required
- Effective liaison with medical facilities, service providers, and concerned offices to facilitate access to medical attention
- Administrative and logistical support for medical visits, including accompaniment where necessary
- Prompt follow-up on urgent medical and welfare-related matters affecting Members during the meeting
- Proper handling of Members' welfare matters with due discretion, confidentiality, and professionalism.

#### 5. Consultancy Cost

The consultant will receive a daily remuneration of **USD 100.00**.



## 6. Reporting

The Consultant shall report to the Ag. Head of Administration and Human Resources, or any other officer designated by the Division, and shall work closely with the relevant Secretariat staff and concerned service providers in the discharge of assigned responsibilities.

## 7. Required Qualifications and Experience

The Consultant should possess the following qualifications and experience:

- A diploma or degree in Human Resources Management, Public Administration, Social Work, Health Administration, or a related field
- Proven experience in administrative support, staff welfare coordination, or similar support functions
- Experience in coordinating appointments, logistics, and support services in a professional environment
- Good interpersonal and communication skills, with the ability to interact effectively and respectfully with senior officials and service providers
- Ability to handle sensitive matters with discretion, confidentiality, and professionalism
- Good organisational skills and ability to respond promptly to urgent situations
- Ability to work under pressure and outside normal working hours where necessary during the meeting period
- Prior experience in supporting welfare or medical coordination services in an institutional, parliamentary, diplomatic, or similar environment will be an added advantage.

## 8. Languages:

- Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage.

## 9. DEADLINE AND SUBMISSION ADDRESS



- Expressions of interest must be delivered in a written form to <http://www.papsupport.org> by **21 April 2026 – 10:00** (South Africa Time)

## 10. SUBMISSION OF EXPRESSIONS OF INTEREST

Interested individual consultants must submit:

- Detailed CV
- Copies of academic and professional certificates
- Cover Letter