



The United States Peace Corps/Madagascar is recruiting for:

ONE (1) MEDICAL ASSISTANT (MA)

The Medical Assistant (MA) is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to: working as the health unit receptionist, actively assisting the Peace Corps Medical Officers (PCMOs) in clinical care*, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMOs. The MA coordinates responsibilities directly with the PCMOs. The MA must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills. Preference will be given to applicants who are citizens or permanent residents of Madagascar.

**Clinical duties* will be performed with clinical oversight by the PCMOs and only as approved by the Medical Director through the Credentialing Committee/Office of Health Services (OHS).

The selected applicant will be offered a personal services contract (PSC) for a base period (including a probationary period), with up to four one-year option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds. This is a full-time position, requiring a minimum working schedule of 40 hours per week.

QUALIFICATIONS AND SKILLS:

Required:

1. Successful completion of a nursing school (technical/university degree), general medical school, or medical assistant program, and valid registered clinical license/diploma **or** applicable knowledge and experience obtained through on-the-job training under the direct guidance of a provider (supporting documentation must be submitted).
2. Two years progressively responsible related experience with knowledge of administrative medical duties related to health services.
3. English fluency.
4. Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
5. Use of standard office technology (computer) to complete daily tasks and long-term projects. Working knowledge of Microsoft Windows and Office programs (Outlook, Word, Excel, Power Point).

Strongly Desired:

- a- Availability to travel out of Tana, including but not limited to the Mantasoa Peace Corps training site.
- b- Availability to perform other assignments considered as necessary by the PCMOs in consultation with the Country Director, as indicated.

Interested applicants should go to <https://www.peacecorps.gov/madagascar/contracts> for additional information.

Applications must be received by October 13, 2023, by 4:00 PM, local time.

Applicants must submit their application packets (in PDF format) by email to MG-Jobs@peacecorps.gov

All attachments must be in **PDF format** and **must not exceed 4 MB** for one email.

Please include “**Ref: MA**” in the subject line of the e-mail.

To be considered, all applications must include the following:

- A letter of interest (in English) and a CV (in English and with contact information of 3 professional references) addressing the **required** qualifications.
- A photocopy of the ID card;
- Copies of all degrees and certificates **related** to the qualifications needed for this position.

- Copies of valid Nurse license for 2023.

Applicants with high potential will be asked to come for an interview at the Peace Corps office. Interviews will be conducted in English. Incomplete applications will **not** be eligible for consideration.

Informational notes to the applicants:

- The contract is contingent on availability of funds, reference checks, and background check.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member.
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- Selected applicant will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.
- The selected applicant may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another United States Government Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.