



# Application Instructions

## Medical Secretary

Minimum Base Annual Salary **Kshs. 1,726,077**. This remuneration does not include:

- 13th month bonus
- miscellaneous allowances
- 90% health insurance premium contribution
- other mandatory contributions

Starting Base Annual Salary may be increased up to a maximum range and commensurate with documented salary history (e.g. Employer's pay slip, statement of pay). Annual performance-based increases possible with satisfactory performance reviews.

**Please note: This position is based in Kisumu. Housing is not provided and relocation costs are not paid.**

Interested and qualified applicants are required to access the complete Application Instructions and Statement of Work at <https://www.peacecorps.gov/kenya/contracts/>

Failure to follow Application Instructions will result in your Application being rejected.

1. Applications accepted by email only at [KE-Recruitment@peacecorps.gov](mailto:KE-Recruitment@peacecorps.gov)
2. Your application email subject line should include the position and your full legal name, for example "**Medical Secretary – Full Legal Name**"
3. Applications that do not meet all requirements will be discarded
4. Attach 1 single file including a combined Cover Letter (describing how you meet the minimum qualifications) and your current CV only
5. Attachment size is limited to 1MB, emails with larger file sizes will be discarded.
6. Attach only Word or PDF files, ZIP/compressed not accepted.
7. Application updates and confirmations of applications received are not provided. If selected for shortlist interview, you will be contact by phone and/or email
8. Telephone inquiries are not accepted.

All hires are contingent upon funding availability.

**Deadline to Apply: 28 January 2022 at 8:00 AM local Kenya time**

## STATEMENT OF WORK

<b>Position</b>	Medical Secretary
<b>Division/ Department</b>	Executive Office
<b>Duty Station</b>	Kisumu, Kenya
<b>Reports to</b>	Peace Corps Medical Officer (PCMO)
<b>Open to</b>	Preference will be given to candidates who are citizens or permanent residents of Kenya. United States citizenship must be disclosed in the CV and Cover Letter.

### **Position Summary**

This position performs administrative duties in support of the health unit. The Medical Secretary (MS) reports to the Peace Corps Medical Officer (PCMO).

The Medical Secretary is responsible for providing administrative support, including but not limited to; working as the health unit receptionist, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of PCMOs.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **SUPPORT TO THE HEALTH UNIT**

The Medical Secretary coordinates responsibilities directly with the PCMO. The MS must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills.

#### **I. Administrative Support**

- ◆ Screens phone calls and takes messages when PCMOs are unavailable.
- ◆ Places and returns telephone calls for the Health Unit, including scheduling, modifying and canceling appointments in coordination with PCVs, PCMOs, and others (including consultants and laboratories).
- ◆ Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMOs for review.
- ◆ Drafts correspondence such as letters, memos, and fax covers, etc. at the request of the PCMOs to consultants, PCVs, laboratories, hospitals, etc.
- ◆ Routes incoming correspondence to PCMO, stamps and files correspondence.
- ◆ Utilizes PCMEDICS to assist the PCMOs and backup provider in the documentation and delivery of PCV health care, and to document clinical care given as trained.
- ◆ Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review and signature, also ensures that three PCV identifiers are on each page of each document.
- ◆ Prepares envelopes and packages, including laboratory samples and medical supplies to be sent to PCVs, training sites, and other destinations, forwarding them to the appropriate administrative staff for delivery.
- ◆ Responsible for photocopying health forms, medical presentation materials and other related documents.

- ◆ Responsible for requesting office supplies and materials for use in the Health Unit.
- ◆ Regularly updates the list of medical facilities and medical service providers under the instruction and oversight by the PCMOs.
- ◆ Assists PCMOs in reviewing the Volunteer Health Handbook given to PCVs during Pre-Service Training (PST). Updates medical facilities and medical providers' addresses, contact information and any other information required in this Handbook.
- ◆ Manages the health information materials in the Health Unit available to PCV, stocking brochures, pamphlets and books. Keeps a detailed list of any books and/or media materials loaned out.
- ◆ Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers. Submits bills to the PCMOs for approval, verifying name of PCV, date of services rendered and that all billed services were requested by the PCMOs.
- ◆ Keeps updated files of all medical bills presented by PCVs and others.
- ◆ Maintains VIDA with up-to-date information regarding PCVs out of site for medical purposes.
- ◆ Uploads PCV passport face pages and visa pages into PCMEDICS, monitoring regularly to assure accurate and current information.

## **II. Medical Supply Duties**

- ◆ Maintains internal medical inventory for the medical unit, ensuring an adequate supply of disposable materials and keeping PCMOs informed.
- ◆ Responsible for updating internal medical inventory system (as determined by the PCMOs) when medication/supplies are delivered, dispensed and destroyed.
- ◆ Assists the Acceptance Point Clerk (APC) when medical supplies are received.
- ◆ Provides documentation to the Medical Supply Inventory Control Clerk (MSICC) on receiving, dispensing, and disposing of specially designated medications and controlled substances.
- ◆ Keeps an accurate control of the expiration dates of all medicines and alerts the PCMOs of upcoming expired medications. Removes expired items from the pharmacy and logs all items scheduled for disposal.
- ◆ Responsible for organization and shelving of Health Unit supplies.
- ◆ Assist PCMOs with PCV medical supply requests.
- ◆ Prepares draft orders for medical supplies, with PCMO guidance, based on needs, historical data, and inventory availability. Assists the PCMOs in ordering medical supplies from PC/HQ and local/regional vendors.
- ◆ Maintains files, according to fiscal year, of all ordering receiving and dispensing documents in compliance with Technical Guideline 240: Medical Supplies and Equipment.
- ◆ Assists PCMO in the monitoring of the medical supplies budget.

## **III. Other Duties**

- ◆ Serves as chaperone for PCMOs during PCV medical examinations and procedures, as required.
- ◆ Attends staff meetings, in- service trainings, and retreats when indicated.
- ◆ Understands and complies with Peace Corps safety and security policies and procedures.
- ◆ Understands and complies with Peace Corps code of ethics, privacy and confidentiality policies.
- ◆ Files all documents produced by the position in accordance with the Peace Corps Records Management policies.
- ◆ Performs other assignments considered as necessary by the PCMOs, as indicated.

## **Safety and Security Duties**

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Travel outside of Country**

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Scope of Practice as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer

### **Safe Driving**

To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.

Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a) Three years related experience with clerical and/or secretarial knowledge of administrative medical duties; minimum one year previous experience with US Government agency and/or International NGO preferred
- b) Secondary school diploma required. University degree preferred.
- c) English and Kiswahili fluency required.
- d) Advanced knowledge of Microsoft Office programs (Word, Power Point, Access, and Excel)
- e) Knowledge of medical terminology preferred