



## **Back-up Medical Provider Statement of Work**

**Open to:** All interested candidates with a valid Guinean work permit  
**Workdays:** Intermittent up to 10 days/month  
**Compensation:** GNF 1,000,000 per day. In instances where the BUMP is not required for 8 or more hours in a day, the hourly rate shall be GNF 300,000.

### **Summary**

Peace Corps Guinea is seeking the services of a qualified medical doctor to serve as the Back-up Medical Provider in the absence of the Peace Corps Medical Officer (PCMO) and provide support at peak times. The Back-up Medical Provider will deliver health care to U.S. Peace Corps Volunteers in Guinea under the supervision of PCMOs.

The Back-up Medical Provider will deliver direct patient care, referrals to outside medical consultants or facilities, i.e., hospitals or emergency clinics depending on in-country arrangements and assist with administrative duties and health education when instructed. When on duty, the Back-up Medical Provider will be available around-the-clock by telephone or be present in the Peace Corps office Health Unit. He/she may also be required to provide consultative or prescriptive services on behalf of PCMOs.

### **Responsibilities**

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines.
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Respond to emergency medical situations
- Conduct trainings on health care issues
- Site visits to Peace Corps Volunteers throughout Guinea
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate 24 hour on-call duty with other PCMOs

### **Qualifications and Requirements**

- Graduate of accredited medical school. MDs must be a graduate of a school listed in the Foundation for Advancement of International Medical Education and Research at the following link <https://search.wdoms.org/>
- Current valid license to practice in Guinea
- Relevant clinical experience in primary care after medical school. Proficiency in the assessment and management of acute and on-going illnesses.
- Ability to communicate effectively in English and French orally and in writing.
- Experience in managing mental health issues including patience counseling.
- Experience in training design and presentation of health-related materials



- Working knowledge of Microsoft Word, Excel, Outlook, and other applications.
- Program management and administrative experience.
- Ability to work effectively as part of an intercultural team.
- Willing to travel within Guinea.
- Ability to work with minimal supervision.
- Must be able to obtain a U.S. visa for travel to the U.S. and security clearance.
- Must be able to legally work in Guinea. Peace Corps will not process work permits.

### Submission Requirements

1. A C.V. that includes:
  - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving.
  - Education and training, identifying universities attended, dates of attendance, copies of degrees and diplomas. Include all post graduate training, i.e., internships, residencies, and fellowships.
  - Copies of professional licenses and certificates.
  - An accounting for periods of unemployment longer than three months
2. Completed Applicant Skills Survey form (available at <https://www.peacecorps.gov/guinea/contracts-and-vacancies/>).
3. Three letters of professional reference. **(At least two must be from professional medical colleagues who have directly observed the applicant in a clinical setting).** Letters must be written recently with date written at the top or bottom of the letter. Letters must be in English.
4. Copies of **Academic diplomas**. If the candidate is a MD, he or she must be a graduate of a medical school listed on the following web site: <https://search.wdoms.org/> **A translated copy of the diploma in English is required. Official translation is not necessary.**
5. Photocopy of **professional licenses**. If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, some countries do not require an actual license; rather, the medical diploma is the license to practice. If this is the case, the applicant must submit written confirmation issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority, establishing that the candidate is properly credentialed for medical practice. **A translated copy of the diploma in English is required. Official translation is not necessary.**
6. Proof of legal residency in Guinea and copy of ID/passport.

The above must be submitted to [gn-recruitment@peacecorps.gov](mailto:gn-recruitment@peacecorps.gov) in English with “**Medical Back-up Provider**” in the subject line.

*No phone calls please. The United States Peace Corps is an Equal Opportunity Employer.*

*Développement avec le peuple pour le peuple*