



PEACE CORPS BOTSWANA VACANCY

Medical Officer

OPEN TO:	Qualified Botswana Nationals and Permanent Residents
DEADLINE:	24 February at 12:00PM Local Botswana Time
WORK HOURS:	Full-time – 40 hours/week
REMUNERATION:	Starting at BWP 632,902 basic salary per year; annual performance-based increases possible. Please note: Gaborone-based housing and transportation to/from Botswana is not provided.

The United States Peace Corps seeks a Medical Doctor to serve as a contracted Peace Corps Medical Officer (PCMO) based in Gaborone, Botswana. The PCMO will provide health care to U.S. Peace Corps Volunteers in Botswana and will work under the supervision of the Peace Corps Country Director in Botswana and the Peace Corps Office of Medical Services in Washington DC.

Additional roles may be filled under this announcement for similar functional assignments within Peace Corps Botswana.

Duties include:

- 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
- Response to emergency medical situations
- Member of Senior Peace Corps staff in (name country)
- Ability to conduct trainings on health related issues
- Site visits to Peace Corps Volunteers throughout (name country)
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate 24 hour on- call duty with the other PCMO

Level of Effort:

Regular work hours for Peace Corps Botswana are 07:30 – 17:00 Monday through Thursday, and 07:30 – 13:30 Fridays. Staff may be required to work longer hours, weekends, or holidays during Volunteer training periods and site visit travel throughout Botswana to accomplish the tasks

Minimum Qualifications & Requirements:

- Graduate of accredited school
MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research <https://search.wdoms.org/>
- Current license to practice.
- 5 plus years Relevant clinical experience in primary care after medical school
- Ability to communicate effectively in oral /written English.
- Experience in managing mental health issues including counseling of patients.

- Experience in training design and presentation of health-related material
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Program management, administrative experience
- Ability to work effectively as part of an intercultural team.
- Hardworking, reliable, and diligent with good inter-personal skills
- Track record for advocating for patients and providing excellent patient care
- Willing to travel to sites throughout Botswana
- Ability to work with minimal supervision
- Must be able to obtain an American visa

Additional Preferred Qualifications:

- 10 plus years relevant clinical experience in primary care after medical school
- Expert understanding of Microsoft Office (Outlook scheduling, advanced Word editing, Excel spreadsheet and PowerPoint slide development). Candidates may be tested for competency in any of the above areas during the interviewing process.
- Experience supervising junior medical professionals and administrative support staff.
- Working knowledge of medical supply procurement from domestic and international sources.
- Documented experience working with international clients.

Application Guidance:

Interested applicants for this position must submit the following:

1. A completed [PCMO Application form](#), a completed [PCMO applicant skills survey](#), a completed [Privileging form](#). The applicant must complete this request for privileges depending on their professional qualifications.
2. A cover letter
3. A resume or 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, degrees and diplomas.
 - Professional licenses, certificates, registrations
 - An accounting for periods of unemployment longer than three months
4. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. The letters must be written within the last two years and include the date. (One must also be from the current employer.)
5. Photocopies of:
 - Diploma from medical school.**
 - Professional medical license.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, 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, is required.
6. The candidate should also provide the following:
 - a. Date of birth
 - b. Place of birth
 - c. Citizenship
 - d. Passport number

- e. Passport issue date
- f. Passport expiration date

All documents must be in English. Official translation is not required.

APPLICATION BY EMAIL REQUIRED

SUBMIT ALL APPLICATION DOCUMENTS IN TO BW-RECRUITMENT@PEACECORPS.GOV. HAND DELIVERED APPLICATIONS AND PHONE INQUIRIES ARE NOT ACCEPTED. APPLICATION CONFIRMATIONS OF RECEIPT AND UPDATES ON APPLICATION STATUS ARE NOT PROVIDED.