

**Peace Corps Morocco**

# VACANCY ANNOUNCEMENT

# Regional Health Coordinator

OPEN TO: Current Full-Time Staff of PC Morocco

POSITION: **Regional Health Coordinator**

DUTY STATION: Rabat, Morocco TARGET START DATE: As soon Possible

SALARY LEVEL: An annual gross salary of 367,066 MAD ((negotiable within a pre-determined range based on selected candidate’s verifiable salary history and experience) based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable deductions will be made from the personal services contractor’s gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

## DEADLINE FOR APPLICATIONS: Friday, May 23, 2025

The United States Peace Corps seeks a qualified individual to serve as a contracted Regional Health Coordinator. The RHC position is within the Office of Medical Services (OMS) in the Office of Health Services (OHS) and is located at the Regional Health Unit. The RHC in collaboration with the regional medical officers (RMOs) and OHS, organizes and coordinates care for PCVs who are medically evacuated to Morocco. Broadly, the RHC’s duties include administrative, logistic, clinical assistance and volunteer support. The RHC is under the direct supervision of the RMOs and is based in the Regional Health Office. The RHC is backed up by the administrative assistant of the post’s medical unit for non-clinical duties. The RHC works under the direction and guidance of the Regional Medical Officers and assumes responsibility for the financial and organizational aspects of the provision of medical care to Volunteers Medevac’d to Morocco from West-African and other countries.

**MAJOR DUTIES AND RESPONSIBILITITES**

• Places the highest priority on providing friendly, prompt, and efficient service and support to Peace Corps Volunteers.

• Functions successfully as a team member and completes all tasks within a timely manner.

• Maintains strict medical confidentiality when dealing with all oral or written medical information related to volunteers and trainees.

**Volunteer Information, Appointments and Medically Related Correspondence (approximately 40% of time)**

▪ Organizes and coordinates appropriate and timely care for Peace Corps Volunteers/Trainees (PCVs/PCTs) who are medically evacuated to Rabat. This includes receiving/sending information from/to the referring Peace Corps Medical Officer (PCMO), sending clinical information to the RMOs and OHS, communicating with the consultants and obtaining their medical reports and recommendations.

▪ Follows the clinical course of hospitalized patients, and transmit clinical status information to RMOs.

▪ Provides nursing care for outpatient Volunteers, including taking vital signs, vision and hearing testing, dressing changes, treatments including injections as ordered, and other nursing duties as required.

▪ Accompanies medevac’d PCVs to medical appointments: consultants’ visits, laboratory, radiology clinic, special evaluations.

▪ Visits daily hospitalized PCVs to ensure appropriate nursing care

▪ Follows and adhere to Regional Health Unit SOPs (Standard Operating Procedures) as designed by the RMOs

▪ Observes principles of strict confidentiality on all matters of information regarding the medical condition and/or treatment of patients consistent with the requirements of the OHS Technical Guidelines.

**Office Tracking Systems and Reports (approximately 20% of time)**

▪ Maintains a detailed and accurate log of all specimens, documents and other items sent to local laboratories or consultants

▪ Assists the RMOs in preparing monthly dashboard and quarterly reports

▪ Ensure that all Medevac’d PCVs medical records (originals and translations of labs, x-rays, specialists’ evaluations, tests’ reports etc.) have been appropriately labeled, signed, dated before they are upload into PCMEDICS.

▪ Purchases medications and supplies prescribed by consultants to medevac’d PCVs in compliance with TG 200 and 240.

▪ Ensures quarterly review of the medevac guide and sends it to the PCMOs in the sub-region.

▪ In collaboration with the RMOs, establishes and operates the medevac unit.

▪ Assist with identifying, evaluating and updating the consultants and facilities directory.

▪ Maintain a medical network of qualified consultants, in-patient and out-patient medical facilities, and support services (emergency transport, laboratory, imaging services, physical therapy, etc.) in Rabat and Casablanca.

**Financial Tasks (approximately 20% of time)**

▪ Keeps the records of medications/supplies and related expenditures for medevac’d PCVs

▪ Coordinates payments and purchasing for the medical office, i.e. arranges the payments of medical services (with specialists and dentists), laboratory services and occasional purchases of local supplies.

▪ Keeps accurate records of all payments on a daily basis and reconciles advances with the Peace Corps cashier as required

▪ Provides appropriate logistical support for medically evacuated PCVs including reservation and payment for the Hotel accommodation, medical/dental appointments, Hospital registration/payment, transportation to/from the airport and to/from the clinics/consultant’s offices.

▪ Organizes payments to consultants for non-medevac field consults.

▪ Assists with appropriate allowance payments for the Volunteers and arrange return or onward travel as needed in coordination with the admin unit.

▪ Keeps and maintains files of medical expenditures and tracks the medical budget as far as orders and expenditures are concerned

**Translation/Interpreting (approximately 10% of time)**

▪ Facilitates communication between Medevac’d PCVs and specialists or medical/non-medical providers (translation form French and Arabic to English and vice versa)

▪ Translate all the medical records obtained from Hospitals, Clinics and specialist’s offices from French to English.

▪ The RHC may occasionally be called upon to translate or interpret for the RMOs on occasions such as meetings with local non-English speaking physicians, laboratory/pharmacy representatives, etc.

**Traveling**

▪ Assist the logistics for RMOs’ travels including site assessments in the sub region.

**Other duties as requested (approximately 10% of time)**

The RHC may occasionally be asked to complete special projects and assignments for the RMOs.

**Designated as sub-cashier.**

**MINIMUM QUALIFICATIONS REQUIRED AND PROVEN EXPERIENCE IN THE FOLLOWING:**

* EDUCATION: Nursing degree or equivalent
* PRIOR WORK EXPERIENCE: – Two years of relevant, related work experience
* LANGUAGE PROFICIENCY: Written and spoken English, French and Arabic required
* OTHER REQUIREMENTS:
* Must possess and demonstrate high quality composition, personal organization and time management skills.
* Ability to relate in emphatic, warm, friendly yet informative business-like manner with everyone having business with the Medevac hub.
* Computer skills with working knowledge of: word processing, spreadsheet and database programs; Microsoft Word and Excel knowledge required.
* Must be organized and able to pay attention to small details.
* Willingness to perform non-routine tasks in emergency situations.
* Moroccan Citizen or legal resident of Morocco
* Ability to work effectively as part of an intercultural team
* Hardworking, reliable and diligent with good inter-personal skills
* Ability to work Independently with minimal supervision

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address all listed minimum requirements.

Both Cover Letter and Resume (CV) must be typewritten in English and emailed by closing deadline to:

**Moroccojobs@peacecorps.gov**

**Please include the title of the position for which you are applying in the subject line of your email.**

*We will only contact applicants who are being considered. All experience, skills and qualifications will be verified. Award of a contract is contingent on a favorable security background check.*

*The United States Peace Corps is an Equal Opportunity Employer.*