



Peace Corps Morocco

VACANCY ANNOUNCEMENT

Medical Assistant

OPEN TO: Current Full-Time Staff of PC Morocco
POSITION: **PEACE CORPS MEDICAL ASSISTANT**
DUTY STATION: Rabat, Morocco
TARGET START DATE: October 2025

SALARY LEVEL: An annual gross salary of 385,666.00 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: Thursday, July 31st, 2025

POSITION SUMMARY

The United States Peace Corps seeks a qualified individual to serve as a contracted PEACE CORPS MEDICAL ASSISTANT (PCMA or MA). The target start date for the selected candidate will be April 2020 (subject to candidate's background clearance process). The selected candidate for the PCMA position will be located at the Peace Corp Morocco Health Unit (HU) in Rabat. The (PCMA) is responsible for administrative and organizational aspects of the provision of medical care to Peace Corps Volunteers (PCVs) serving in Morocco. Duties include administrative, logistic, clinical assistance and volunteer support. The position is backed up by the administrative assistant for non-clinical duties. The PCMA must maintain strict medical confidentiality when dealing with all oral or written medical information related to volunteers and trainees. The PCMA works under the guidance of the Peace Corps Medical Officers (PCMOs) and reports to the Country Director (CD) for administrative issues. The PCMA will have a typical work schedule of 8:00 am to 5:00 pm, with a one-hour lunch period, Monday – Friday. The PCMA is also expected - or may be required - to be available on an ad hoc basis with the performance of his/her duties outside of normal office hours, or to assist the PCMOs during any emergency or other situations that require the PCMA's assistance.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

MAJOR DUTIES & RESPONSIBILITIES (*A full description of all duties will be listed in the PCMA's Statement of Work*):

SUPPORT TO THE HEALTH UNIT

The Medical Assistant coordinates responsibilities directly with the PCMOs. The MA must adhere to confidentiality regarding PCVs' medical issues and possess excellent interpersonal and administrative skills.

Clinical Support

- Serves as chaperone for PCMO during medical examinations and procedures.
- Performs clinical privileges as approved by the Medical Director/OHS, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc.
- Responsible for sterilization of equipment.

Administrative Support

- Receives phone calls and takes messages when PCMO is unavailable.
- Places and returns telephone calls for the Health Unit, including scheduling, modifying, and canceling appointments in coordination with PCVs, PCMO and others, such as consultants and laboratories.
- Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMO for review.
- Drafts correspondence such as letters, memos, fax covers, etc. at the request of the PCMO to consultants, PCVs, laboratories, hospitals, etc.
- Routes incoming correspondence to PCMO, stamps and files correspondence.
- Utilizes PCMEDICS, as trained, to document clinical care given, and to assist the PCMO and backup provider in the delivery of and documentation of PCV health care.
- Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review, ensuring three identifiers are on each document.
- Prepares envelopes and packages, including laboratory samples and medical supplies to be sent to PCVs, to the training sites and to other destinations, and forwards 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 PCMO.
- Assists PCMO 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 material in the Health Unit available to PCV, stocking brochures, pamphlets and books. Keeps a detailed list of all books and media materials loaned out.
- Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers. Submits bills to PCMO for approval, verifying name of Volunteer, date of services rendered, and that services were requested by PCMO.
- 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.
- May be designated as a Sub-cashier to support the health unit. Adheres to applicable cashier policies and procedures as a Sub-cashier.
- Travels to volunteers' sites or other locations in Morocco - as may be required – to support Peace Corps Pre-service Training and other events throughout the year.

Medical Supply Duties

- Ensures an adequate supply of disposable materials, maintains internal medical inventory, and keeps PCMO informed.
- Responsible for updating internal medical inventory system (as determined by the PCMO) 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 PCMO 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.
- Assists PCMO 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 TG 240: Medical Supplies and Equipment.
- Assists PCMOs in monitoring the medical supplies budget.

MINIMUM REQUIRED QUALIFICATIONS

Education: Required to have a minimum of a recognized Nursing degree

Prior Work Experience: Minimum two (2) years of relevant medical/health work experience - in the medical or healthcare sectors

Computer skills: Working proficiency with Microsoft Office (Word/Excel, etc.) with ability to learn and effectively utilize other Peace Corps internal systems, including PCMEDICS.

Language Proficiency: Proficiency in English, French and Arabic.

Status/Minimum Requirement: Either a citizen of Morocco or residing in Morocco at the time of application with required valid residency and work permit for Morocco. The Peace Corps may give first preference to Moroccan citizens.

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.