



VACANCY ANNOUNCEMENT PEACE CORPS MEDICAL ASSISTANT

OPEN TO: All Interested, Qualified Candidates

POSITION: **PEACE CORPS MEDICAL ASSISTANT**

DUTY STATION: Rabat

TARGET START DATE: October 2026

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-hour work week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable withholdings 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: Sunday, July 17, 2026

The Peace Corps in Morocco is looking for a **Medical Assistant (PCMA)**. The target start date for the selected candidate will be October 2026 (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. This position performs **administrative duties** in support of the Health Unit. The Medical Assistant (MA) works under the guidance of the Peace Corps Medical Officer (PCMO) and reports to the Country Director (CD) for administrative issues.

This position works Mondays through Fridays, 8:00am to 5:00pm. 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.

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

Duties of a Medical Assistant include:

- **Clinical support**
 - serves as chaperone for PCMO during medical examinations and procedures.
 - performs a variety of non-invasive routine technical and clinical services under the supervision of a PCMO, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc. Even under supervision, MAs are not allowed to assist with or perform any unapproved services.
- **Administrative support**
 - working as the receptionist for the Health Unit
 - screening phone calls & taking messages
 - scheduling and following up on medical appointments
 - distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight

- scanning, translating, labeling, and uploading documents into the medical records system
- Maintains internal medical inventory for the medical unit, ensuring an adequate supply and keeping PCMOs informed
- Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers
- other clerical and administrative functions in support of the PCMO
- **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 or 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 accurate control of the expiration dates of all medicines and alerts 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 Technical Guidelines 240: Medical Supplies and Equipment.
 - Assists PCMOs in monitoring the medical supplies budget.

Qualifications required:

Education: Successful completion of a nursing school, a valid registered clinical license/diploma

Prior Work Experience: Minimum two (2) years of relevant medical/health work experience in the medical or healthcare sectors. Clerical and secretarial experience is desirable.

Language Proficiency: Fluency in French with an excellent level (high – advanced) of English proficiency to effectively support English-speaking volunteers.

Computer skills Knowledge of Microsoft Office programs (Word, Power Point, Access, and Excel).

Status: 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.

ATTENTION ALL APPLICANTS - IMPORTANT REQUIREMENTS – READ CAREFULLY

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.

Applicants who do not provide the required information on their Resume/CV will not be eligible for further consideration.

Both Cover Letter and Resume (CV) must be type written in English emailed as PDF attachment, not as a link 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.

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.