

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Peace Corps Medical Officer
OPENING DATE: Friday, November 6, 2015
CLOSING DATE: Monday, November 23, 2015
WORK HOURS: 40 hours per week

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

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

Qualifications and 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
<http://www.faimer.org/resources/imed.html>
- Current license to practice
- Relevant clinical experience in primary care
- 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
- Willing to travel to sites in (name country)
- Ability to work with minimal supervision
- Must be able to obtain an American visa

Interested applicants for this position must submit the following or the application will not be considered:

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 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
 - Level of knowledge of English and Albanian
3. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
4. Photocopies of:
 - Academic diplomas.** Please note, in addition to a copy of the academic diploma, the applicant must submit an official academic transcript and curriculum.
 - Professional licenses.** 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.
 - Certificates** of all post graduate training, internships, residencies, fellowships
 - Professional registrations**
5. A cover letter which demonstrates the candidate's meeting of the required skills and qualifications.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
7. Professional proficiency in English and Albanian is required.
8. 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.

This position has a salary range equivalent to **FSN Grade 9 and 10** (2,132,207.00 – 2,595,797.00 Leke) plus benefits.

SUBMIT APPLICATION TO

Attention: Director of Management & Operations
Peace Corps Albania
Rr. Besnik Sykja , Ndertesa Nr. 2
Tirane
Albania

OR ELECTRONICALLY TO

information@al.peacecorps.gov with the subject line of “PCMO”

Closing date: applications must be received *no later than midnight November 23, 2015 to be considered*. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The United States Peace Corps is an Equal Opportunity Employer.