

**Job - Medical Assistant ([Peace Corps](#))**

**Duration:** 13. 12. 2013 - 4.1.2014

Peace Corps Azerbaijan  
***Medical Assistant***

**[DOWNLOAD | Application form | \(\\*.doc file\)](#)**

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

**Position Summary:** The Medical Assistant (MA) supports and assists the Peace Corps Medical Doctors in the care of Peace Corps Volunteers. The MA will make medical appointment and escort Volunteers to medical appointments and translate at medical appointments or medical paperwork as necessary. Additionally, the MA will assist in the planning and coordination to provide health education to Volunteers. The MA will purchase medical supplies and provide accurate invoices and receipts to the finance unit. The MA will liaise with other Peace Corps staff and Volunteers on behalf of Medical Unit and provide back-up assistance to other administrative personnel as required.

1. **Qualifications Required:** Medical education and experience; excellent English and Azerbaijani, Russian (preferred, but not mandatory) language skills; excellent oral and written communication skills; knowledge of Word and Excel computer applications; diligence, patience, and a sense of humor; integrity and proven ability to maintain confidentiality; demonstrated teamwork and collegiality; ability to relate to people of diverse backgrounds.

**Desired Qualifications:** Relevant work experience, particularly with international organizations; proven ability to respond to high-stress situations; ability to perform work with urgent deadlines; confidence to enforce and abide by Peace Corps policies and regulations as they pertain to the positions responsibilities

**Application deadline is 4<sup>th</sup> January, 2014 at 6:00 PM**

**Application Process**

You can download the Applications from [www.azerweb.com](http://www.azerweb.com) or [www.azerjobs.com](http://www.azerjobs.com) .

Qualified persons should submit completed application to the Peace Corps via Email:

[AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov) or Fax: (99412) 596 17 24 Candidates must submit the Peace Corps application form (see attached). In addition to the Peace Corps application form, candidates may also submit a 1) CV or Resume, and 2) a detailed written description of how you meet the position's qualifications. **Only short listed candidates will be contacted.**

**Application deadline is 4<sup>th</sup> January, 2014 at 6:00 PM**