



JOB ANNOUNCEMENT

POSITION: MEDICAL ASSISTANT (MA)

OPENING DATE: November 16, 2015
CLOSING DATE: November 30, 2015
POST LOCATION: COTONOU – Benin
WORK HOURS : Full Time - 40 hours/Week

The United States Peace Corps Benin is seeking an individual for the position of **MEDICAL ASSISTANT (MA)**.

The **MEDICAL ASSISTANT (MA)** provides Clinical, General services and administrative support to Peace Corps Medical Officers (PCMO), the Medical Unit, the Infirmary, laboratory, and Medical Unit administrative office. The Medical Assistant (MA) performs a variety of clinical and administrative duties in support of the Health Unit. The Medical Assistant (MA) is supervised by the Senior PCMO or designee with some work duties completed in close coordination with the General Services Manager. The MA is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to : working as the health unit receptionist, actively assisting the PCMO in clinical procedures, screening phone calls, taking messages, maintaining records of all international phone calls and faxes, coordinating requests, medical appointments, distribution of medicines to PCVs (includes Peace Corps Trainees and Response Volunteers) under PCMO oversight, and other clerical and administrative functions in support of the PCMO(s).

The MA will be responsible for tracking medical and financial information, coordinating use of Medical Unit resources, ensuring that the medical supplies inventories are up-to-date, and will assist with the upkeep and maintenance of medical records. The MA is a multi-functional position requiring a high degree of energy, flexibility and management ability. The MA must take initiative, be pro-active, efficient, organized, and possess a great attention to detail. The MA will need an inborn sense of prioritization and can reasonably expect to work some evening, holiday and weekend hours. The MA will reflect a positive and professional attitude at all times as a member of the PC Medical Unit and adhere to a strict code of confidentiality with regards to all medical information and activities within the medical office. The **MEDICAL ASSISTANT (MA)** is authorized to operate PC vehicles to perform work within the scope of outlined duties and act as an Occasional Money Handler (OMH).

BASIC FUNCTION OF THE POSITION

- **Clinical support**
- **Administrative support**
- **Medical duties**
- **Medical Records Maintenance**
- **Other Duties as Needed**
- **Safety and Security**

Complete position description listing all duties and responsibilities is available at <http://goo.gl/UYolz6> and also at the Peace Corps Office upon request.

QUALIFICATIONS REQUIRED:

Applicant must be a Beninese citizen, must not have been employed in intelligence-related activities, and must be able to submit application that clearly documents how s/he meets each of the following qualifications. Knowledge of Peace Corps practices, policies and administrative operations preferred.

Education: Successful completion of a nursing school (technical/university degree), medical assistant program, and/or a 4 year university degree in English combined with relevant medical work experience. Applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).

Work Knowledge: Two years progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experiences are desirable.

Language and Communication proficiency: Fluent English and French required.

Other skill and ability: Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control. Knowledge of Microsoft Office programs (Word, Power Point, Access, Outlook, and Excel), filing and office management procedures. Must be able to build and maintain good interpersonal relationships with colleagues, volunteers, and supervisors. Must be dynamic, innovative and be a problem solver. Have good organization and planning abilities, be a team worker with a high level of integrity and able to maintain confidentiality. Be able to work under pressure.

SECURITY REQUIREMENTS:

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

TO APPLY:

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three (03) traceable references. Applications will only be accepted in English and via electronic mail at **jobmed@bj.peacecorps.gov** by 5:00 PM on the closing date. Be sure to indicate '**PC Medical Assistant**' in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

APPLICATION MUST BE RECEIVED BY DEADLINE.
The United States Peace Corps is an Equal Opportunity Employer.