



**Employment Opportunity
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Medical Secretary

Minimum Starting Salary: \$8,896/year (FSN-6 equivalent)

Anticipated Start Date: January 2016

**starting salary dependent on experience*

The Medical Secretary performs administrative duties in support of the health unit. The Medical Secretary (MS) reports to the Country Director (CD) for administrative issues and works under the guidance of the Peace Corps Medical Officer (PCMO).

He/she is responsible for providing administrative support, including but not limited to; working as the health unit receptionist, screening all phone calls, taking messages, maintaining records of all international phone calls and faxes, coordinating requests, medical appointments, and other clerical and administrative functions in support of the PCMO(s).

MAJOR DUTIES AND RESPONSIBILITIES

SUPPORT TO THE HEALTH UNIT

The Medical Secretary coordinates responsibilities directly with the PCMO. Must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills.

I. Administrative Support

- ◆ Screens all phone calls and takes messages when PCMO is unavailable.
- ◆ Places and returns telephone calls in the health unit, including scheduling, modifying and canceling appointments in coordination with PCVs, PCMO and other personnel, such as clinicians and laboratories.
- ◆ Drafts correspondence such as letters, memos, fax covers, etc. at the request of the clinical staff to PCVs, laboratories, hospitals, etc.
- ◆ Routes incoming correspondence to PCMO, stamps and files routine correspondence.
- ◆ Prepares envelopes and packages, including laboratory samples and medical supplies to be sent to PCVs, training sites and other destinations and forwards them to the appropriate administrative staff for mailing by courier or ground transportation.
- ◆ Responsible for photocopying health forms, medical presentation materials and other related documents.
- ◆ Responsible for requesting office supplies and materials for use at the health unit.
- ◆ Updates regularly the list of medical facilities and medical service providers under the instruction and oversight by PCMO.
- ◆ Assists PCMO in reviewing the PCV handbook in the areas corresponding to medical information 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 medical library in the health unit. Keeps a detailed list of all books and media materials such as CDs, DVDs, etc.

- ◆ Responsible for the reception and registration of 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.

II. 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.
 - Provides documentation to the Medical Supply Inventory Control Clerk (MSICC) on receiving, dispensing, and disposing of required inventory items
 - Keeps an accurate control of the expiration dates of all medicines.
 - Responsible for organization and re-shelving.
- ◆ Drafts and prepares orders for medical supplies based on PCMO guidance on needs, historical data, and inventory availability. Works with the PCMO to order medical supplies from PC/HQ.
- ◆ Prints completed form and files with all completed PL 2006 forms according to fiscal year. Assists medical staff in the monitoring of the medical supplies budget. Files a copy of each transfer form from APC to the health unit in accordance with the corresponding order.

III. Other Duties

- ◆ Attends staff meetings, in-service trainings, and retreats when indicated.
- ◆ Understands and complies with Peace Corps safety and security policies and procedures.
- ◆ Complies with Peace Corps code of ethics, privacy and confidentiality policies
- ◆ Files all documents produced by the position in accordance with the Peace Corps rules and regulations.
- ◆ Performs other assignments considered as necessary by the supervisor.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Two years related experience with clerical and/or secretarial knowledge of administrative medical duties.
- b. English fluency required.
- c. Knowledge of Microsoft Office programs (Word, Power Point, Access, and Excel).
- d. Knowledge of medical terminology desirable.

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Applications are due by November 6, 2015. Applications and questions (including requests for the complete Statement of Work) should be sent to myanmarjobs@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.