

JOB VACANCY ANNOUNCEMENT

PEACE CORPS - ACCRA

June 28, 2012

Number: **PC 12 001**
Position: **Peace Corps Medical Officer (PCMO)**
Office: **U.S. Peace Corps**
Open to: **All Interested Candidates**
Work hours: **Full-time with benefits: 40 + hours/week**
Salary: **39,409USD - 59,109USD Equivalent in GHC p.a**
Closing Date: **July 11, 2012 – 5:00 p.m.**

PERSONAL SERVICES CONTRACTOR (PSC)

The United States Peace Corps is seeking a Medical Doctor, Nurse Practitioner or Physician Assistant to serve as a contracted Peace Corps Medical Officer (PCMO) based in Ghana. The PCMO will provide health care to U.S. Peace Corps Volunteers in Ghana and will work under the supervision of the Peace Corps Country Director in Ghana and the Peace Corps Office of Medical Services in Washington, D.C.

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 Peace Corps Ghana senior staff
- Design and presentation of health training sessions
- Site visits to Peace Corps Volunteers throughout Ghana
- 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

Desired Qualifications and Statement of Work:

- Please see below the Qualifications and Requirements, and Statement of Work for the vacancy announcement.

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 – Physician, Physician's Assistant or Nurses Practitioner.
2. A résumé 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.
3. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (See attached form. 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.
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. 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.

Write the job number on the back of the envelope and deliver to either of the addresses:

Post Delivery:

The Director of Management and Operations
US Peace Corps
P.O. Box 5796,
Accra –North

Hand Delivery:

The Director of Management and Operations
Peace Corps Ghana
14 Dade Link,
Cantonments, Accra

Alternatively Email the application with job number as the subject heading to

Email: jobs@gh.peacecorps.gov

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
- At least 3 years experience in a professional practice, hospital or clinic setting
- 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
- 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 Ghana
- Ability to work with minimal supervision

An equal opportunity employer