



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time, administrative position:

MEDICAL SECRETARY

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. 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.

The **Medical Secretary** will work as a member of the Executive Unit supporting the entire Peace Corps Kosovo Program. The Medical Secretary will:

- Coordinate responsibilities directly with the Peace Corps Medical Officer (PCMO)
- Adhere to confidentiality regarding Peace Corps Volunteers' (PCV) medical issues
- At the direction of the PCMO, accompany PCVs to medical providers
- Provide administrative support, including phone reception duties, scheduling medical appointments for PCVs, draft correspondences, prepare mailings, request office supplies, update the list of medical facilities and medical service providers, assist in the updating the PCV handbook, and manage the medical library.
- Be responsible for the reception, registration, and filing 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.
- Process payments in Peace Corps' financial management system as directed by the Director of Management & Operations (DMO) and Financial Specialist (FS)
- Be responsible for medical supply management and associated duties, including drafting and preparing of orders under the direction of the PCMO
- Write reports as needed
- Travel to the Peace Corps Macedonia office in Skopje as required

Mandatory Qualifications

Education:

(1) Bachelor's degree in Business Administration. A certificate in office management may be accepted in lieu of a relevant bachelor's degree if combined with appropriate work experience.

(2) Applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).

Professional Work Experience:

Minimum two years related experience with clerical and/or secretarial knowledge, preferably with experience and knowledge of administrative medical duties related to health services.

Language: Fluent oral and written Albanian and fluent oral and written English are required. Knowledge of Macedonian highly desirable. Serbian and other languages are also desired.

Skills and requirements:

- Knowledge and experience in the administration of an office and/or health units/facilities, including procurement of supplies and inventory control
- Excellent interpersonal communication and organizational/time management skills
- Proactive attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team
- Strong knowledge of Microsoft Office programs (Word, Excel, Outlook)
- Knowledge of medical health care system of Kosovo a plus
- Strictly adheres to all USG and PC medical policies and regulations

This position begins as an FSN Grade equivalent 6 with an annual salary of €12,961 + benefits. Benefits include health insurance for self and family and participation into the local pension system.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications as well as the relevant skills and requirements by submitting TWO REQUIRED DOCUMENTS. **Qualified and interested candidates should send the following by e-mail to kosovopc@peacecorps.gov:**

1. Current resume/CV
2. Cover Letter

Incomplete applications WILL NOT be considered.

The **SUBJECT LINE** of this email **MUST** state: **MEDICAL SECRETARY**. Hard copies of applications will not be accepted.

Closing date: applications must be received no later than midnight Sunday June 5, 2016 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.