



**Peace Corps/Sierra Leone**  
Freetown, Sierra Leone  
Phone: +232 (0)78-200-900

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## **VACANCY ANNOUNCEMENT**

**POSITION:** MEDICAL SECRETARY/ASSISTANT

**CLOSING DATE:** March 16, 2011

**LOCATION:** Freetown, Sierra Leone

### **GENERAL DESCRIPTION/STATEMENT OF WORK (SOW)**

The Medical Secretary/Assistant is primarily responsible for the administrative management of the Health Unit and the Sick Room and for the administrative support to the PCMOs. The Medical Secretary/Assistant is a multi-functional position requiring a high degree of skill and management ability. He/she works under the supervision of the Peace Corp Medical Officer (PCMO).

### **Office Management**

- Develop and maintain a medical calendar of yearly events including deadline dates to ensure supplies, equipment, publications are in stock for PST, IST, mid-term exams, COS exams, and other events. The calendar should also assist the Health Unit on scheduling all activities including training activities, site visits, senior staff meetings, and expected leave arrangements for all personnel in Health Unit to coordinate coverage
- Maintain log system for recording specimens sent to local laboratories or the US, ensure that results are received for all specimens sent, and cross check invoices against log to ensure accurate billing
- Maintain log system for recording when PCVs are sent for outside studies or to consultants, ensure that reports are received for each event, and cross check invoices against log
- Supervise management of the exam rooms and sick room, including daily cleaning, laundry services and restocking of supplies and equipment
- Provide daily status to senior staff of PCVs on medical hold
- Assist the PCMOs in compiling monthly epidemiologic report and sending it to OMS as per the Peace Corps Technical Guidelines
- Ensure that Training Site Medical Unit is fully operational before each PST
- Have an up-to-date listing of PCV' sites and contact numbers for quick reference at all times
- Perform other duties as assigned

### **Secretarial Support**

- Greet Volunteers and visitors to the Health Unit
- Ensure that phone calls to the medical office during business hours are answered and all actions followed through
- Maintain log book of PCV contacts
- Manage scheduling of all medical appointments (routine, urgent, Mid-service, COS, dentists, consultants) and fill out any necessary forms for outside consultations and lab work
- Accompany PCV to local provider, lab or dentist as needed
- Develop and maintain a filing system in accordance with Peace Corps guidelines
- Maintain Health Records, including filing reports and keeping files in order
- Assist in downloading, printing and assembling the Trainee Health Records before PST
- Prepare PCT/PCV Immunization List and Medication List
- Assist PCMOs in tracking immunizations given to PCTs/PCVs and recording vaccinations given in WHO cards and Health Records

- Register and prepare labs for shipment to OMS in pouch
- Maintain adequate supplies of needed forms, assist in material preparation for PST and make COS packets
- Forward all Health Records to the Medical Records Department in Washington at the COS of each PCV
- Fill out travel and reimbursement vouchers for PCVs
- Maintain confidentiality of all medical information
- Perform other duties as assigned

### **Medical Inventory/Supplies**

- Assist PCMOs in maintaining an inventory system in accordance with MS 734
- Organize and maintain the pharmacy and the medical supply storage cabinets
- Keep updated records of supplies and medications received by the Health Unit and dispensed or used
- Perform inventories of medication and supplies in accordance with MS 734
- Check medication expiration dates monthly and assist PCMO with disposal of outdated medications
- Dispense supplies by filling PCV supply requests and packaging supplies to be distributed to PCVs as needed
- Assist the PCMOs with ordering medications and supplies
- Perform other duties as assigned

### **Level and Effort**

- Normal duties will be performed during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings, on weekends and on holidays.

### **Qualifications**

- Education: Minimum of a senior secondary education; medical experience preferred
- Language: Reading, writing and speaking fluency in English in addition to Krio and/or other local languages
- Experience: At least 2 years clerical, computer and administrative experience required; medical or medical office experience preferred
- Skills:
  - Computer skills, including strong working knowledge of Microsoft Word, Excel and Outlook
  - Efficient with good organizational skills
  - Good interpersonal skills
  - Ability to be a team player

### **Application Deadline: March 16, 2011**

### **To apply:**

#### Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

### **Please note:**

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview

- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send application by email to [pcjob@sl.peacecorps.gov](mailto:pcjob@sl.peacecorps.gov) no later than March 16, 2011