



PEACE CORPS TUNISIA

The Peace Corps program is reopening its office in Tunisia and seeking qualified local candidates for personal services contracts. Peace Corps will place American Volunteers in two-year assignments in villages and towns across the country. Established by President John F. Kennedy in 1961, Peace Corps exists to promote world peace and friendship. Our mission is described in the three goals:

1. Assist interested countries in meeting their need for trained men and women.
2. Promote a better understanding of Americans by citizens of the host country.
3. Promote a better understanding of other people/cultures by Americans.

We are a start-up operation in Tunisia. We will require staff who are flexible, hard-working, willing to contribute in many ways, and comfortable working in an ambiguous and changing environment.

Peace Corps immediately seeks a Medical Administrator.

Position description:

The Medical Administrator (MA) performs a variety of duties in support of the health unit. The MA facilitates the provision of Volunteer health care in coordination with the Peace Corps Medical Officer (PCMO). The MA is responsible for providing support including, but not limited to:

- Coordinating appointments within the Peace Corps medical unit and with external providers
- Maintaining inventory of medical supplies, including ordering and distribution of supplies in coordination with the PCMO
- Assisting PCMO in identifying high-quality local laboratories, pharmacies, medical specialists, hospitals, and other medical services
- Working as the health unit receptionist
- Maintaining Volunteer health records
- Coordinating medical payments and budgets with financial staff
- Assisting the PCMO in clinical procedures (to the extent credentialed)

Must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and cross-cultural skills.

Qualifications Required:

Language: Fluency in Arabic, French, and English.

Academic: Completion of education resulting in the equivalent of a baccalaureate degree in a medical or pharmaceutical field

Work Experience: Previous experience in pharmacy or medical clinic administration

The United States Peace Corps is an Equal Opportunity Contractor. **Interested candidates should submit a CV and a cover letter in English** by email to: AOTunisia@peacecorps.gov no later than Friday, June 29th, 2012. **The subject line of the email must include “Medical Administrator Application.”** Only applicants that are selected for interviews will be contacted.

www.peacecorps.gov