



## PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

REF NO: PSC-24-002

Position Title: 1) Medical Assistant (MA)  
2) Back-up Medical Assistant

Location: Monrovia, Liberia

Number of Positions: This vacancy announcement may be used to fill more than one medical assistant or back-up medical assistant position, at the discretion of Peace Corps/Liberia.

OPEN TO: All interested candidates. Preference will be given to candidates residing in Liberia or who are citizens of Liberia at the time of application.

CLOSING DATE: All applications must be received by 5:00 pm on 22 November 2023. Late applications will not be considered further.

WORK HOURS: 1) Medical Assistant: Full Time; 44 hours per week; Typically, Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am to 2:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.  
2) Back-up Medical Assistant: Intermittent with an estimated number of working days of 30 days per year. No minimum number of workdays are guaranteed per contract year.

Length of Contract: The anticipated contract will be for a base period of up to one year, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

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Peace Corps/Liberia is seeking a Medical Assistant. The Medical Assistant (MA) performs a variety of clinical and administrative duties in support of the Health Unit. The MA works under the guidance of the Peace Corps Medical Officer (PCMO) and reports to the Country Director (CD) for administrative issues.

The MA is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to; working as the health unit receptionist, actively assisting the PCMO in clinical procedures (\*), screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distribution of medicines to Peace Corps Volunteers (PCVs), including Peace Corps Trainees and Response Volunteers, under PCMO oversight, and other clerical and administrative functions in support of the PCMOs.

Clinical duties will be performed as approved by the Medical Director through the Credentialing Committee/Office of Health Services (OHS), with clinical oversight by the PCMO

The full statement of work for the position, including all the duties and responsibilities, can be downloaded on Peace Corps/Liberia's website at <https://www.peacecorps.gov/liberia/contracts>. Candidates can download the required application form at the same website. The point of contact for this position is [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov).

Qualifications for the Position: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to do so will result in a determination that the applicant is not qualified.

Qualifications:

Education: Successful completion of a bachelor's degree in nursing, general medical school (MD), physician assistant program, and valid registered clinical licensure/diploma.

Prior Work Experience:

- At least two years of progressively responsible related experience with knowledge of administrative medical duties related to health services.
- Clerical and secretarial experience such as scheduling appointments, and other duties related to this statement of work are desirable.

Knowledge, Skills, and Attitudes:

- Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
- Excellent customer service skills is required.
- Previous experience with procurement/purchasing of medical supplies is required.
- Previous experience with inventory management is required.
- Previous experience with record management, file management, etc. is required.
- Experience with electronic medical systems is desired.
- The use of standard office technology (desktop computer, mouse, and keyboard) to complete daily tasks and long-term projects.
- High level of knowledge of Microsoft Windows and Office programs (Outlook, Word, Excel, etc.) will be tested during interview.
- Must be able to read and write in English fluently.

How to Apply:

A complete application will include the following documents:

- Cover letter
- Current curriculum vitae (CV) or résumé

- Completed application form (available to download at <https://www.peacecorps.gov/liberia/contracts>)
- Copy of valid registered clinical licensure/diploma (certified copies are not required)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information for us to be able to evaluate your candidacy. Do not submit any other documentation with your application.

All application materials should be submitted to [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with the subject line: Medical Assistant – November 2023.

The deadline for submission of applications is Wednesday, November 22, 2023, at 5:00 pm. Applications received after this date will not be considered. Candidates who are determined to be highly qualified for the position will be further evaluated through a practical examination and/or interview.

Due to the high volume of applications for all positions, only those invited to participate in technical tests and/or interviews will be contacted.

Limitations:

- The award of this contract is contingent on availability of funds, reference checks, and completion of a positive security certification.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age), disability, or genetic information.
- The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG agency, a Peace Corps Headquarters office, or with a post other than the post of

assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.