



## PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

**Reference No:** PSC – 24 – 010

**Position Title:** Peace Corps Medical Officer (PCMO)

**Location:** Monrovia, Liberia

**Reports To:** Country Director

**Number of Position(s):** One (1)

**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:** **5:00 pm on Tuesday, October 1, 2024.**

**WORK HOURS:** The PCMO: Full Time; 40 hours per week; Typically, Monday through Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 12:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.

**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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### Position Summary:

The United States Peace Corps seeks a Medical Doctor or Nurse Practitioner to serve as a contracted Peace Corps Medical Officer (PCMO) based in Monrovia, Liberia. The PCMO will provide health care to U.S. Peace Corps Volunteers in Liberia and will work under the supervision of the Peace Corps Country Director in Liberia and the Peace Corps Office of Medical Services in Washington DC.

### About Peace Corps Liberia (PC/Liberia)

Peace Corps is an autonomous, international agency of the United States Government with operations in over 70 countries. It operates in Liberia by the invitation of the Government of Liberia. PC/Liberia has memoranda of understanding with the Ministry of Education and health that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers (Volunteers) in Liberia. Volunteers are assigned to government and non-government agencies and organizations, community-based organizations, universities, colleges and schools who partner to enable Volunteers to provide capacity building in math and science education also aims to build cultural understanding between Americans and Liberians.

### 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 Senior Peace Corps staff in Liberia
- Ability to conduct trainings on health-related issues
- Site visits to Peace Corps Volunteers throughout Liberia
- 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

**Required Qualifications:**

- Graduate of accredited school (MDs must be a graduate of a school listed in the Foundation for Advancement of International Medical Education and Research <https://search.wdoms.org/>)
- Current license to practice
- Relevant clinical experience in primary care after medical school (at least 5 years)
- Ability to communicate effectively in oral /written English.
- Experience in managing mental health issues, including counseling of patient (at least 5 years)
- Experience in health education, including training design and presentation of health-related material (at least 5 years)
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Management and administrative experience (at least 5 years)
- 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 Liberia
- Ability to work with minimal supervision

**Preferred Qualifications:**

- Independent practice experience

**How to Apply:**

Interested applicants for this position must submit the following:

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. The required application form and full statement of work for this position, including all the duties and responsibilities, can be downloaded on Peace Corps/Liberia's website at <https://www.peacecorps.gov/liberia/contracts>.
2. A cover letter
3. A resume 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

4. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. The letters must be written within the last two years and include the date. (One must also be from the current employer.)
5. Photocopies of:
  - Diploma from medical school.**
  - Professional medical license.** 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.
  - Professional certification if Nurse Practitioner**
6. 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

**All application materials should be submitted to [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with the subject line: PCMO – PSC – 24 - 010.**

The deadline for submission of applications is **Tuesday, October 1, 2024, 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.

**NOTE:** This job announcement is being advertised in Liberia and regionally. Local candidates will be given priority when filling this position. Benefits will be offered for this position in accordance with guidance provided by Peace Corps' Office of Acquisition and Contract Management. Of particular note, relocation costs and certain other benefits will not be provided for applicants residing in the United States when applying for this position and may not be provided for other applicants. Only selected candidates will be contacted for 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.