



Medical Assistant: The Medical Assistant (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 care, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMO (s). 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.

Required Qualifications:

- Successful completion of a nursing school (technical/university degree), general medical school, medical assistant program, and a valid registered clinical license/diploma
- Two years progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experience desirable.
- English fluency required.
- Basic knowledge of administration of health facilities, including medical supply procurement and inventory control.
- Knowledge of Microsoft Office programs (Word, Power Point, Access, Outlook, and Excel).

Desired Qualifications:

- Prior experience in, or ability to function in, a multicultural environment with a multinational dedicated medical team including 4 Medical Doctors, one Registered Nurse, and one Medical Secretary.
- Open to absorbing and implementing new information.
- Be able to interchange and provide support to both a Thailand-focused and regionally-focused medical teams.
- Should have experience with Western medicine.
- Possess excellent time management skills, attention to details, and a disciplined approach to prioritizing work.

Other Information, including Benefits:

- Expected Start Date: January or February 2018 after successful background security check
- Duty Station: Bangkok (Dusit District near Krung Thon Bridge)
- Salary Range: 699,655 to 1,224,394 THB per year based on a 40-hour work week schedule, qualifications, years of experience, and salary history.
- Bonus: Eligible for 13th month prorated bonus
- Holidays: Approximately 20 paid holidays/year
- Travel and Work Schedule: *Intra-city Travel* – from office in Dusit to Bumrungrad, Samitivej, and clinics along the Sukhumvit BTS corridor [approx. 1 day/week]
Domestic Travel Outside Bangkok – hospital inspections, site visits, and training events [approx. 4 weeks year]
International Travel – one sponsored CME/year [1 week/year]
Medevac Accompaniments to USA – as needed [likely not more than once per year]
Work on Weekends and Evenings – not scheduled; emergency basis only

Closing date for applications is Monday, November 20, 2017

To apply: Submit a (1) required *PC Application Form*, (2) required cover letter or email explaining qualifications for the role, expected salary, interest in Peace Corps, and (3) optional resume to: PCjobs@th.peacecorps.gov

The full State of Work for this position and required PC Application form template can be found here:
<https://www.peacecorps.gov/thailand/contracts>