**United States Peace Corps in Guinea**  
Personal Services Contractor (PSC) Vacancy Announcement

**OPEN TO:** All Interested Candidates  
**POSITION:** Temporary Medical Secretary  
**OPENING DATE:** Monday, February 15, 2021  
**CLOSING DATE:** Sunday, February 26, 2021  
**BASE YEARLY SALARY:** GNF 76,243,163  
**CONTRACT TYPE:** Short term contract  
**WORK HOURS:** 40 hours/week

The US Peace Corps is seeking an individual for the position of **Temporary Medical Secretary** (MS), for 3 months.

The MS is responsible for providing administrative support, including but not limited to; working as the Health Unit receptionist, 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.

The complete job description and required qualifications can be obtained by writing to gn01-pcguineajobs@peacecorps.gov.

**How to Apply**  
Interested applicants for this position must submit the following or the application will not be considered:

- A completed application for **U.S. Federal Employment** (DS-174). The form must be completed in English. A copy of this form may be obtained by writing to gn01-pcguineajobs@peacecorps.gov.
  1. A Cover Letter  
  2. A resume or C.V.  
  3. Three Professional References.  
  4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

**SUBMIT APPLICATION TO:**  
Attention: Contracting Officer  
[gn01-pcguineajobs@peacecorps.gov](mailto:gn01-pcguineajobs@peacecorps.gov)
Applications will only be accepted by e-mail to gn01-pcguineajobs@peacecorps.gov. Applications must be received no later than **Sunday, February 26, 2021 at 00:00 hrs.**

*The United States Peace Corps is an Equal Opportunity Employer*