The United States Peace Corps is a non-political, non-religious organization that will bring Americans to Viet Nam to serve as Peace Corps Volunteers. Volunteers will co-teach English language classes with Vietnamese teachers in secondary schools. The Peace Corps is serving in Viet Nam at the invitation of the Government of Viet Nam and working closely with Ministry of Education and Training with a goal to improve the English language skills of teachers and students. Peace Corps Volunteers commit to two years of service, will live with host families, and will support and co-lead additional school related activities in accordance with the school leadership. A new cohort of Volunteers will arrive each year. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship.

General information about the Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

**Position Title:** Backup Medical Provider (Backup Provider)

**Opening Date:** September 15, 2022

**Submission Date for first review:** October 13th, 2022. Open until filled

**Area of Consideration/Who may apply:** All applicants must be a naturalized citizen or permanent resident of Viet Nam who are legally able to work within the country.

**Point of Contact:** Peace Corps Human Resources - PCVietNamJobs@peacecorps.gov

**Period of Performance/ Length of Contract/ Work Schedule:** Up to 30 days per annum based on actual time worked and is subject to the availability of funds.

**Place of Performance:** Peace Corps Viet Nam, Peace Corps office Ha Noi.

**Security Level required:** Local Security Certificate

**Background information of the position**

Peace Corps Viet Nam is currently seeking two qualified medical providers to serve as a back-up Medical Providers (Back-up Provider). The backup providers will provide health care to Peace Corps Volunteers and Trainees in Viet Nam and offer temporary coverage to the Peace Corps medical team in the absence of Peace Corps Medical Officers (PCMO) or assist the PCMOs during busy times. The backup providers will work under the supervision of the Peace Corps Viet Nam Country Director and the Peace Corps Office of Health Services.

**Qualifications**

**Required:**
- Education/Certification: Graduate of accredited schools (MDs or Nurse Practitioner must be a graduate of a recognized medical school).
- Fully licensed and certified to practice medicine
- A minimum of two years of unsupervised, independent clinical experience
- Access to facilities for patient consultation and examinations
- Ability to communicate effectively in oral /written English.
- Experience in managing mental health issues including basic counseling of patients
- Experience in training design and presentation of health related material is desired
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Desired: experience with Program management, administrative tasks
- Ability to work effectively as part of an intercultural team
- Hardworking, reliable and diligent with good inter-personal skills
- Willingness to travel to sites in Viet Nam
- Ability to work with minimal supervision

**Duties and Responsibilities / Tasks and Deliverables**

- Provide direct patient care to Peace Corps Viet Nam Volunteers and Trainees as needed, either in-person or virtually (phone, email, chat)
- Coordinate referrals to outside medical consultants or facilities, i.e. hospital or emergency department
- Assist with administrative duties and health education tasks, during high volume times, when indicated
- Function as a PCMO and perform any or all of the PCMO duties
- While serving as a PCMO, the back-up provider shall be available 24/7 by telephone or on the premises of the health unit
- In compliance with all Peace Corps medical processes and requirements: provide to the health unit all written documentation that describes the consultation with a Trainee or a Volunteer; all care and treatment prescribed/provided; and a record of the patient diagnoses.
- Serve as the on-call “medical duty officer” a minimum of one weekend a month

**Evaluation and Selection Criteria:** Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above. Those applicants who meet the required qualifications will be scored based on the preferred qualifications. Highest scoring candidates will be called in for interviews. Performance from all interviews and skills test will be considered as a whole package to ensure the best candidate is selected that meets the needs of the Peace Corps mission. Professional reference checks will be conducted for selected candidates and final approval for the position is required from Regional and Headquarters Office of Health Services physicians.

**How to apply:**

Please submit the following in English by email (with your name and the position you are applying for in as the subject of the email) as one PDF file to PCVietNamJobs@peacecorps.gov:

1. Application Cover Letter
2. Curriculum Vitae (CV) which must specify all training, work experience, licenses, diplomas and certifications. All periods of unemployment greater than three months should be accounted for.
3. Copy of license and medical practice certificate
4. One letter of reference

**Closing date:** Applications should be received **6:00 pm Thursday, October 13, 2022 for consideration in the first review.** Position remains open until filled. Applications for one position maybe considered for any current open position. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

All applicants must pass a background/security investigation and a medical certification. Any contract offer with the US Peace Corps is contingent upon a candidate’s ability to secure the necessary certifications.

All applicants must be a naturalized citizen of Vietnam or must have the required work permit or documentation that permits the applicant to work legally in Vietnam in order to be eligible for consideration.
The application must contain all the information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. The U.S. Peace Corps Vietnam will provide equal opportunity and fair and equitable treatment in employment to all people without regard to religion, ethnicity, national origin, age, disability, political affiliation, marital status, pregnancy and maternity or sexual orientation. The Peace Corps will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.