



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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Position Vacancy

JOB TITLE: Regional Human Resources for Health Coordinator
JOB STATUS: 100% Full-Time, Exempt
DUTY STATION: Honolulu, Hawaii
APPLICATION DEADLINE: July 17, 2020

ORGANIZATIONAL BACKGROUND: Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagatna, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of ten executive, administrative and technical staff, and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

PIHOA is a recognized and officially endorsed regional partner to the World Health Organization for the Western Pacific Region (WPRO) and the Pacific Community (SPC), and is a Pacific regional partner to the US Department of Health and Human Services (HHS) and Association of State and Territorial Health Officers (ASTHO). PIHOA's Secretariat currently sits as the Secretariat of the Regional Health Committee of the Micronesia Islands Forum; an advisory member of the US Centers for Disease Control and Prevention's (CDC) State, Tribal, Local and Territorial Support Sub-Committee (a sub-committee of the Advisory Committee to the CDC Director); coordinating body team member of SPC's Pacific Public Health Surveillance Network (PPHSN); coordinating body team member of the WHO's Pacific Monitoring Alliance for Non Communicable Disease Action (MANA); regional partner member to the WHO's Pacific Health Security Working Group (PaHSec); technical advisor to the United Nation Population Fund's (UNPFA) Pacific Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) Workforce Technical Advisory Council; and grant reviewer for the US Health and Human Services' (HRSA) Title X Maternal Child Health Bureau.

SUMMARY OF DUTIES: The PIHOA Regional Human Resources for Health Coordinator position will be located in the Honolulu, Hawaii office. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Responsible for overseeing the development, funding, budgeting, implementation and evaluation of a regional strategy for addressing the health workforce priorities of the six USAPIs, including Guam, the CNMI, American Samoa, the Republic of Palau, the RMI, and the FSM (Chuuk, Yap, Kosrae and Pohnpei). The Regional Human Resources for Health Coordinator will strengthen, among PIHOA member states, health workforce assessment and planning; cross-sectoral coordination (particularly with partners in education); resource development, for underwriting regional and local plans and activities; regional policy addressing health workforce issues; provider recruitment systems, including licensure and credentialing standards; and the integration of health workforce issues across other PIHOA priority areas, including lab, quality assurance, health data systems, planning, along with new priority areas, as they emerge.

SCOPE OF POSITION:

1. **Reports to:** Executive Director
2. **Supervises:** PIHOA HRH Consultants
3. **Fiscal Responsibilities:** Yes
4. **Signature Authorities:** None
5. **Level of Interaction:** This is a highly responsible, creative, and demanding position requiring a unique mix of skills and experience in communications, public health, education, resource development, and cultural competency. Extensive interaction with national and international public health and education leadership in Pacific countries and territories, including the Directors and Secretaries of Health of the USAPI; presidents and top management of colleges, universities and non-governmental organizations; along with middle-managers and support staff in both the health and education sectors, and US federal agencies. Significant travel requirements, mostly throughout the Pacific and the continental United States.

MAJOR DUTIES & RESPONSIBILITIES:

1. In consultation with USAPI health agency stakeholders and partners, design, implement and monitor USAPI health workforce development initiatives, including regular assessment and documentation of successes and gaps, both locally and regionally;
2. Provide technical and other support to USAPI health agencies to develop and operationalize national/state health workforce development plans, including regional approaches for health workforce development;
3. Coordinate the planning, implementation, mobilization of resources and monitoring of PIHOA's Regional HRH Initiative (Nahlap Declaration 2006) and related HRH components of PIHOA's Strategic Plan 2018-22;
4. Establish/strengthen/support new and/or existing Pacific HRH networks and communities of practice;
5. Consult with USAPI leadership and relevant health agency staff and partners to conduct a second review of the Nahlap Declaration as a follow-up to the Nahlap HRH Progress Report 2011;
6. Engage with regional and other technical partners (CDC, SAMSHA, HRSA, University of Hawaii, University of Guam, local USAPI community colleges, Fiji National University, SPC, WHO, ASTHO, etc.) to coordinate delivery of health workforce development/training activities based on USAPI-identified HRH development gaps and training needs;

7. Collaborate with PIHOA's Pacific Basin Primary Care Office Coordinator to develop a USAPI Regional Workforce Database (or dashboard) and use this as a long-term tracking of health workforce needs and gaps in the USAPIs to support regional advocacy efforts;
8. Identify, secure and coordinate health workforce resources, including writing grants and identifying and disseminating other health workforce development/training opportunities and best practices
9. On request from PIHOA leadership, propose and draft health workforce development policies and position statements for the consideration and approval of the USAPI Ministers, Secretaries, and Directors of Health;
10. As needed and on request, support recruitment of health professionals for PIHOA Member States, including recruitment and placement of National Health Service Corps (NHSC) providers in coordination with PIHOA's Pacific Basin Primary Care Office Coordinator and other emergency response deployments;
11. Collaborate with other PIHOA secretariat staff, consultants, and implementation partners to streamline and integrate HRH/workforce development principles and best practices across all PIHOA initiatives and interventions;
12. Deliver timely reports as required to meet grant conditions, program evaluation requirements as well as bi-annual progress updates to the PIHOA Board, including soliciting continuous feedback from the board.
13. Performs other duties as assigned.

PRIMARY QUALIFICATIONS:

- **Education:** Master's degree in Public Health, Health Administration, HR/Public Administration, or other health-related field from an accredited academic institution.
- **Job Experience:** A minimum of eight (8) years of experience working in the field of health workforce development in low-resource settings. Has extensive experience in resource mobilization, program management and partnership coordination. Experience in both 1) planning, managing and delivering public health workforce educational curriculum; and 2) developing and evaluating health professional education programs – including foundational, bridging and continuing education – in partnership with the education sector (e.g. local community colleges, universities, and secondary education)
- **Job Knowledge:** Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus; expert knowledge of the principles and best practices of public health and workforce development, including health service delivery and health professional development in low-resource settings; have experience in supporting multi-disciplinary teams working across multiple locations; and able to effectively communicate with respect and diplomacy with a range of people from differing backgrounds, value systems, cultures, religious affiliations, and varying degrees of English-speaking and writing competencies.
- **Other Requirements:** Must have advanced English written and oral communication skills; must be proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook, and Publisher); and familiarity with HR software and workforce assessment tools is preferred.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. ***Please be advised that PIHOA does not pay for passport and visa expenses.*** These will need to be valid and in good standing prior to employment. PIHOA reserves the right to conduct

security and background checks on successful applicants. Must possess a valid driver's license.

PREFERRED QUALIFICATIONS:

- Medical doctor/clinician or other related doctorate-level public health/primary care practitioner background with demonstrated hands-on experience in multi-disciplinary aspects of addressing a wide range of health workforce development priorities.
- Experience in collaborating and engaging with academic institutions for health professions education or workforce development.
- Knowledge and understanding of the public health workforce challenges within the USAPIs and/or similar resource-constrained settings.
- Ability to work in diverse teams to achieve results; balanced, open professional work style that includes both (1) teamwork and participation, and (2) leadership and individual initiatives.
- Excellent oral and written communication skills; ability to deeply understand technical details and effectively communicate strategic insights to leadership.
- Demonstrated experience working with a wide range of development partners, including multilateral and bilateral donors as well as private foundation and civil society.
- Familiarity in the cultural and traditional workings of the Pacific region and/or in developing low-resource countries.

COMPENSATION: Commensurate with qualifications and experience, the salary will commence at \$85,000 USD per annum.

TERM OF POSITION: To start on or immediately after August 1, 2020. Employment at PIHOA is based on Hawaii state law, which is considered "at-will." Continued employment in this position is determined by availability of grant funding and job performance.

APPLICATION: Interested applicants may submit the following electronically with attention to Janet Camacho (janetc@pihoa.org), Deputy Director, and Regie Tolentino, (regiet@pihoa.org), Office Administrator, no later than 5:00pm, July 17, 2020, Hawaii Standard Time:

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;
- 2) **Resume/Curriculum Vitae;** and
- 3) Minimum of **three (3) professional references** - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

For any enquiries related to this vacancy, please direct them to Janet Camacho at janetc@pihoa.org. Pacific Island Health Officers Association, 737 Bishop Street, Suite 2075, Honolulu, Hawaii, 96813. Office Telephone: 808.537.3131. Office Fax: 808.537.6868. Website: www.pihoa.org