



## PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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### Job Description

<b>JOB TITLE:</b>	<b>Regional Public Health Advisor (RPHA)</b>
	<b>Grants Management Support to Federally Funded Communicable Disease Programs in the US-Affiliated Pacific Islands</b>
<b>JOB STATUS:</b>	<b>Full-Time, Consultancy (7-months)</b>
<b>JOB PERIOD:</b>	<b>Immediate Start to June 30 2021, with possible extensions contingent on funding agency approval</b>
<b>DUTY STATION:</b>	<b>PIHOA Field Office, Hagåtña, Guam</b>

**ORGANIZATIONAL BACKGROUND:** Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPI) of American Samoa (AS), 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 Hagåtña, 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.

**SUMMARY OF DUTIES:** PIHOA is seeking a qualified and experienced Regional Public Health Advisor (RPHA) to provide programmatic grants management support to the US Centers for Disease Control and Prevention (CDC) National Center for HIV, Viral Hepatitis, STD and TB Prevention (NCHHSTP) grantees in the USAPIs.

In summary, the RPHA is to:

- Provide management, programmatic, and operational guidance and technical assistance (TA) to USAPI program managers managing HIV, STD, TB, and Viral Hepatitis prevention and control public health efforts supported by CDC NCHHSTP funding;

- Facilitate more efficient CDC business services associated with NCHHSTP-funded programs in the USAPIs;
- Provide guidance and TA to improve regional coordination of all NCHHSTP-funded staff and programs in the USAPIs;
- Ensure NCHHSTP program and technical staff TA is provided as effectively as possible when requested;
- Ensure coordination with CDC-assigned field staff to the region and the CDC's Center for State, Tribal, Local and Territorial Support - Office of Insular Areas (CSTLTS/OIA) and NCHHSTP based in the Pacific region, Hawaii, and Atlanta; and
- Liaise with other Pacific regional partners, where applicable, in support of overall TA coordination efforts supporting NCHHSTP-funded grantees.

The RPHA will work to maximize efficiencies of various programmatic activities and fiscal performance across HIV, STD, Viral Hepatitis, and TB prevention and control objectives and activities as supported by NCHHSTP's PS-18-1801 cooperative agreements to the USAPIs and the recently endorsed Regional STD, HIV, HBV and TB Framework for Priority Action 2018-22. The work requires an extensive breadth of program knowledge, intensity of efforts, and managing multiple projects and programs operating concurrently across a wide geographic area and health systems, and in diverse contexts with varying degrees of available resources and existing systems capacities. The RPHA will be required to consult and work extensively with existing PIHOA staff and co-located CDC field staff at the PIHOA Guam Field Office to ensure activities and technical support provided are timely, well-coordinated, and context-appropriate.

**SCOPE OF POSITION:**

1. Reports to: PIHOA Executive Director
2. Geographic Areas of Responsibility: AS, Guam, CNMI, FSM (Chuuk, Kosrae, Pohnpei, and Yap), RMI, and Palau
3. Supervises: None
4. Fiscal Responsibilities: No
5. Signature Authorities: No
6. Level of Interaction: Must be able to work independently and in collaboration with other team members and stakeholders from the local health departments, PIHOA, CDC, and other regional partners.
7. Special Requirements: Though uncommon through appropriate precautions and awareness, may be exposed to neglected tropical, vector-borne, and other local infectious diseases present in the USAPIs, rough terrain, inclement weather conditions, high humidity, intense heat and sun, vicious animals, poisonous plants/sea creatures, and travel in small prop planes and/or small boats over rough seas. Must be willing to travel from duty station for long periods, as required. Must be able to work in resource-limited, rural environments with limited public infrastructure and communications/IT capabilities.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The RPHA will have regular interaction with local program managers in the USAPIs via virtual or in-person site visits, video-conferences, telephone conferences, and email to provide TA in the areas of project and grants management for grant-funded programs supported by NCHHSTP. In addition, the RPHA will work to facilitate and improve communication with/between program managers and CDC staff based in Atlanta.

The priority roles and responsibilities of the RPHA shall be to:

1. Provide support/TA for the day-to-day management of cooperative agreements supported by NCHHSTP's PS-18-1801 funding opportunity to ensure successful program execution. This includes program implementation, fiscal monitoring, post-award amendments, etc.;
2. Conduct regular virtual or in-person site visits to the 9 USAPIs sites to assess project and grants management needs and provide recommendations to PIHOA and CDC, including:
  - a. Develop or adapt baseline assessment tool in conjunction with NCHHSTP, including associated dashboard of milestones/indicators to monitor progress over time;
  - b. Develop and implement plans, in collaboration with CDC in Atlanta to provide targeted TA and support in priority sites;
3. In close consultation with the Pacific Collaborative and Services Integration (PCSI) Advisory Council, regularly review public health activities and support for jurisdictional public health program operations, PS18-1801-funded initiatives, and implementation of the Regional STD, HIV, HBV and TB Framework for Priority Action 2018-22;
4. Support program managers to formulate/strengthen program and project goals, objectives, operating policies, strategic program plans, guidelines, standards, and priorities;
5. Regularly communicate with CDC in Atlanta via email and monthly phone calls, and quarterly reports;
6. Regularly communicate with USAPI program managers via email, telephone, virtual or site visits;
7. Support communications and enhance relationships with other local, regional, national, and/or international organizations, including the National Alliance of State and Territorial AIDS Directors (NASTAD), National Coalition of STD Directors (NCSD), National Tuberculosis Controllers Association (NTCA), Pacific Island Tuberculosis Controllers Association (PITCA), PCSI Advisory Council, Australian Respiratory Council (ARC), Hawaii AIDS Education and Training Center (HAETC), Hawaii Health and Harm Reduction Center (H3RC), PIHOA, Pacific Community (SPC), UN agencies, the World Health Organization (WHO) Pacific, etc., to improve cross-agency TA collaboration and coordination of systems/program strengthening efforts to the USAPIs for supported activities and capacity development initiatives under PS18-1801 and the Regional STD, HIV, HBV and TB Framework for Priority Action 2018-22;
8. Serve as a liaison between awardees, NCHHSTP, and the Office of Grants Services (OGS) and responding to inquiries from staff, partners/collaborators, and NCCHSTP. This may include attendance at NCCHSTP grantee, PCSI, and other regional partner meetings, as appropriate;
9. Coordinate public health activities and trainings with CDC-assigned staff in the USAPIs and Hawaii, and;

10. Any other duties as assigned in accordance with funding objectives

**REPORTING RESPONSIBILITIES:**

Submission of monthly invoices and progress reports for consultancy payment to PIHOA that provides full detail and status of times and activities, and completion of deliverables at the end of each calendar month.

1. Position may be travel-intensive. Hence, monthly progress reports to also include Trip Reports and other supporting documentation – e.g., initial baseline assessments and progress monitoring dashboards for each USAPI site.
2. Submission of allowable travel reimbursable receipts (calling/internet cards, airport tax, excess luggage, car rental fuel, etc.) as required.
3. When completed, submission of all final and approved deliverables and reports to PIHOA and CDC.

**PRIMARY QUALIFICATIONS**

1. Education: Minimum of Bachelor's degree in Public Administration, Public Health, or other relevant degree area in the social and health sciences, Master's level or above is preferred. Equivalent professional experience will also be assessed in lieu of advanced degrees where appropriate.
2. Job Experience: Minimum of 5 year's professional experience in positions similar to the RPHA. CDC experience strongly preferred, specifically as a public health advisor, project officer, or grants management specialist, and implementing and managing CDC-funded programs.
3. Knowledge and Competencies:
  - Awareness of assigned public health programs and mastery of the theories, concepts, principles, practices, methods, and techniques of public health programs and administration;
  - Knowledge of the policies, procedures, and regulations to manage and oversee funds and a variety of grants, cooperative agreements, and awards;
  - Expert knowledge of a wide range of qualitative and/or quantitative methods to review, evaluate, and improve public health program operations;
  - Knowledge of agency program goals and objectives and the relationship with other key programs and key functions internal or external to the agency to define requirements, integrate program activities, assess impact, and/or make decision on use of resources;
  - Knowledge of project management tools and techniques to plan, schedule, implement, closeout, and evaluate complex projects and studies;
  - Knowledge of project/program budgeting methods and techniques to prepare analyses, estimates, and evidence-based allocations of resource needs; and
  - Demonstrated ability to train on basic grants management and/or accounting principles, particularly among people whom English may not be a primary language.
4. Interpersonal Skills:
  - Knowledge of interpersonal relationship skills to establish and maintain effective and

- diplomatic working relations;
- General knowledge and familiarity with the health problems and customs, culture, idiosyncrasies, and mannerisms of diverse and remote jurisdictions;
  - Flexibility, adaptability, and ability to work across diverse cultures; and
  - Experience working with public health programs in the USAPIs, or other countries with similar challenges, limited resource, and other unique needs.
5. Abilities and Skills: Must have excellent English oral and written communication skills; high degree of accuracy at moderate rate (at least 45 wpm) and proficiently use or operate common office equipment. Must possess a valid driver's license.
  6. Relocation and Travel: Must be able to relocate to the US territory of Guam for the duration of the contract. Must be willing and able to travel in the US and internationally, when required, with possible long durations away from Guam duty station.
  7. Citizenship and Other Requirements: Must be a US citizen or have valid US Green Card, US Permanent Residency Card, or other relevant US visa type that allows for residency and employment in the US and its territories. Must have a valid/current US passport, Green Card, or other relevant US visa. Must have a valid US driver's license.

**PHYSICAL/MENTAL DEMANDS:** Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate computer keyboard and lab equipment. Requires occasional lifting up to 45 pounds. Possible exposure to air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

**COMPENSATION:** Commensurate with qualifications and experience with a salary of USD 8,000 per month, or USD 96,000 per annum. Fringe and other benefits are not covered under PIHOA consultancy contracts.

**TERM OF POSITION:** This position is a temporary consultancy from hire date and not to exceed **seven (7)** consecutive months **to June 30, 2021**, with the possibility of renewal/extension for another 12 months pending funding agency approval and Consultant performance.

**APPLICATION:** Submit the following electronically with attention to Emi Chutaro ([emic@pihoa.org](mailto:emic@pihoa.org)), Executive Director, and Regie Tolentino, Office Administrator ([regiet@pihoa.org](mailto:regiet@pihoa.org)), no later than 5 pm, **December 7, 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**; 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 inquiries related to this vacancy, please direct them to Regie Tolentino, Office Administrator ([regiet@pihoa.org](mailto:regiet@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](http://www.pihoa.org).