



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

737 Bishop Street, Suite 2075 • Honolulu, Hawai'i 96813

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Website: www.pihoa.org

JOB ADVERTISEMENT

JOB TITLE: Office Administrator – Honolulu
JOB STATUS: Full-Time, Exempt
DUTY STATION: Honolulu, Hawai'i
DATE OF HIRE: Immediate

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 non-profit organization headquartered in Honolulu, Hawaii, with a field office in Hågatña, 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, and health systems strengthening.

PIHOA's current 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 and support to the USAPI health ministries/departments in the areas of health workforce development/human resources for health, epidemiology and surveillance, performance improvement, laboratory services, regional health policy and advocacy, health security, leadership development and partnership engagement.

SUMMARY OF DUTIES The PIHOA Office Administrator - Honolulu (OAH) is a full-time employment, exempt position located at the PIHOA Headquarters in Honolulu, Hawai'i. The PIHOA OAH is an active member of PIHOA's Administration and Fiscal Team and is responsible for the daily operations and management of the PIHOA Honolulu Office, and oversight over PIHOA's other field/project office locations. Continuation of employment will be dependent upon operational needs, satisfactory work performance, availability of funds, and compliance with applicable US federal/state laws.

The OAH's primary duties include:

1. Administration and management of all office policies and procedures in accordance with PIHOA's Administrative and Fiscal Policies and Procedures and in compliance with all applicable US federal/state laws and regulations;
2. Manage and monitor all office functions and associated systems, assets and space, including: a) inventory, track and procure all office and requested program/meeting materials, supplies and equipment; b) maintain PIHOA's Fixed Asset Registry, including tagging and disposal of fixed assets under the direction of PIHOA' Fiscal Team; c) manage office vendors/contractors that supply and support various office functions and operations, including equipment and office leases, office/equipment maintenance contractors, making supply runs to local supply stores, etc.; and d) catalogue and maintain all office files

and filing processes and systems to ensure security, protection, ease of retrieval, transfer and disposal of all PIHOA administrative and program records;

3. Continuously review and update PIHOA's office and other administrative policies and procedures in coordination with other members of the PIHOA Administration and Fiscal Team and management;
4. Organize PIHOA-sponsored meeting logistics, including registering and confirming attendees, ordering and managing meeting supplies and catering, and booking staff/attendee airfares, lodging, ground transportation, and other travel arrangements;
5. Assist PIHOA staff and consultants to organize, book and troubleshoot duty travel arrangements in accordance with PIHOA's Travel Policy;
6. Compile, submit and track Payment Requisitions (PRs) in PIHOA's financial management system for all office, travel and meeting-related expenses, including coordination with PIHOA Fiscal Team to ensure expenses stay within budget and adhere to PIHOA's Fiscal Policies and Procedures;
7. Assist PIHOA Governing Board, management and program staff/consultants to schedule, monitor and troubleshoot regularly scheduled virtual meetings and conference calls, including managing meeting recordings and taking minutes, when requested;
8. When required, provide direct assistance to the Office Administrator located at the PIHOA Office in Guam; and
9. Any other relevant duties as assigned by PIHOA management.

Level of Interaction: This is a highly responsible, demanding and often time-intensive position requiring a unique mix of qualifications and competencies, professionalism and maturity, and prior work experience in office administration and management.

The OAH must: 1) be able to work independently with minimal supervision and be highly adaptive in a very diverse working environment; 2) be an active and collaborative team member of PIHOA's Administration and Fiscal Team; 3) follow complex instructions, and initiate/complete multiple and concurrent tasks with attention to detail; 4) have working knowledge of best-practice office policies and procedures; 5) demonstrate understanding and application of relevant US federal/state laws and regulations, preferably in a non-profit setting; 6) possess exceptional organizational, time management, and communication skills (oral and written); and 7) be willing and able to travel domestically and internationally in the performance of duties and responsibilities.

PRIMARY QUALIFICATIONS

1. **Education:** Bachelor's Degree in Business Administration, or related field, from an accredited academic institution.
2. **Job Experience:** Minimum of three (3) years of experience in office administration and management in line with the primary duties noted above.
3. **Job Knowledge:** Knowledge and understanding of office management/operations and business financial principles such as GAAP; knowledge of basic information technology (computer networking, internet access, e-mail list serves, printing protocols, etc.); strong grasp of English grammar and spelling, and arithmetic; experience and familiarity working with the USAPIs, Pacific region, and/or in low-resource settings; familiarity of US non-profit/501(c)3 administration and US federal guidelines; knowledge of US federal cost principles for non-profits; 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.
4. **Other Requirements:** Demonstrated competencies in office management policies and procedures; excellent interpersonal and customer service skills; strong organizational and time management skills, attention to detail and to meet multiple, tight deadlines; must possess a valid driver's license and

maintained a clean driving record; proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook and Publisher); and ability to handle data with confidentiality.

5. **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.
6. **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 PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants.

PREFERRED QUALIFICATIONS

- Master's in Public Administration (or Non-Profit Management) with five (5) or more years of specialization, work experience and/or certification in office management/operations
- Demonstrated ability to work in diverse work environments and teams to achieve optimal results, including balanced and open professional work style that includes both (1) teamwork and participation and (2) leadership and individual initiative
- Excellent oral and written communication skills, and ability to deeply understand technical details and effectively communicate strategic insights to leadership
- 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 \$50,000 USD per annum. Comprehensive Benefits package included.

TERM OF POSITION: To start immediately. Employment at PIHOA is based on Hawaii state law, which is considered an "at-will" employment state. Continued employment in this position will be determined by funding availability, need for the position and job performance.

APPLICATION: Interested applicants may submit the following electronically with attention to Janet Camacho (janetc@pihoa.org), Deputy Director of Programs and Operations:

1. Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above
2. Resume/Curriculum Vitae
3. Minimum of three (3) professional references - these references must be from current and past employment supervisors from the last 5-10 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