



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

Executive Secretariat

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Position Vacancy

JOB TITLE: Strengthening Health Interventions in the Pacific Program Administrator
JOB STATUS: Full-Time, Exempt
DUTY STATION: Hågatña, Guam
APPLICATION DEADLINE: Open until filled

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 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.

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.

The Strengthening Health Interventions in the Pacific (SHIP) is a program of Pacific Public Health Surveillance Network (PPHSN) lead by the Pacific Community (SPC) in partnership with the Fiji National University (FNU), World Health Organization (WHO) and PIHOA. As a permanent Coordinating Body (CB) member of the PPHSN, PIHOA has taken on the responsibility to implement SHIP in the USAPIs in partnership with the US Centers for Disease Control (CDC) as the primary funding agency. SHIP is a Field Epidemiology Training Program (FETP) adapted for the Pacific region and is comprised of three tiers: Tier 1 Data for Decision-Making (DDM) Post-Graduate Certificate (PGC) in Applied Epidemiology (Epidemiology Technician); Tier 2 Operational Research (OR) Post-Graduate Diploma (PGD) in Applied Epidemiology; and Tier 3 Master's in Applied Epidemiology (MAE). All three tiers are accredited by FNU. Since August 2015, PIHOA has successfully trained 95 PGC Epidemiology Technicians across all six USAPI health departments, and 6 PGD holders in Applied Epidemiology. With continued funding from CDC, PIHOA will soon be establishing and implementing a SHIP Master's in Applied Epidemiology Fellowship Program (MEFP) for USAPI health staff interested in and eligible to enter a master's level training and mentorship/apprenticeship program with assigned to PIHOA Medical Epidemiologist Adjunct Faculty, while continuing to roll-out national/state-level Tier 1 and Tier 2 SHIP courses.

SUMMARY OF DUTIES: The PIHOA SHIP Program Administrator (PA) position will be based at the PIHOA Guam Office located in Hågatña, Guam. Continuation of employment will be dependent upon

program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Under the direct supervision of the SHIP Program Manager (PM), the SHIP Program Administrator (PA) will be responsible for the day-to-day administration of the SHIP program to ensure efficient, timely, quality and cost-effective operations and smooth program delivery.

SCOPE OF POSITION:

1. **Reports to:** SHIP Program Manager (PM)
2. **Supervises:** None
3. **Fiscal Responsibilities:** Procures program supplies and prepares payment requisitions; assures all purchases and spending are in alignment with PIHOA's fiscal policies and procedures and funder requirements
4. **Signature Authorities:** None
5. **Level of Interaction:** This is a highly responsible, creative, and demanding position requiring a unique set of skills and experience in program planning and administration, budget/fiscal management, complex oral and written communication, and cultural competency. Interactions with national, state and international health leadership, including the USAPI Directors and Secretaries of Health and regional technical partners is expected.
6. **Special Requirements:** None

MAJOR DUTIES & RESPONSIBILITIES:

1. Assist the SHIP PM to implement and monitor SHIP's work plan and budget, including timeliness and quality completion of approved activities and stated program deliverables;
2. Be responsible for the administration of SHIP program liabilities and expenditures, including procurement and distribution of SHIP equipment and supplies, entering payment requisitions and expenditures into PIHOA's financial management system (ABILA MIP/Microix) in coordination with PIHOA's finance team, and coordinating SHIP program travel. Program travel coordination includes making travel arrangements for SHIP's PM, Faculty Lead, Adjunct Faculty, and participants;
3. Be responsible for planning and on-site logistical support for SHIP training workshops and SHIP regional meetings, including follow-up communications with USAPI health leadership under the SHIP PM's direction to finalize list of participants;
4. Assist the SHIP PM to develop, administer, update/renew, monitor and file SHIP Memorandum of Understandings (MOUs) with participating USAPI health agencies. MOUs would outline mutually agreed cost-sharing arrangements where feasible, core responsibilities/accountabilities of PIHOA as the lead training agency and of the USAPI health agency as the primary beneficiary, and jurisdiction-specific priority training topics;
5. Support the SHIP PM to develop and maintain an active registry/database of SHIP participants and alumni, including student progress monitoring data such as status of completion and grades for each module completed under each tier, status of participant course registration at FNU, and occupation/title/home location; and alumni data including degree conferred, date degree conferred, number of publications submitted for peer review and/or published in peer-reviewed journals
6. Support the SHIP PM, under further guidance from the RHPIC, SHIP Faculty Lead and PIHOA management, to compile periodic SHIP progress reports. Such reports would support the SHIP PM and RHPIC's required reporting to PIHOA's Governing Board, SHIP funding agencies, and to regional partners;

7. Assist the SHIP PM troubleshoot SHIP training delivery issues at jurisdiction level, including follow-up with participants on completing FNU course registration requirements in a timely manner, and with FNU to verify participant registration information;
8. Work with FNU's Registrar's Office to ensure all participant required information have been successfully submitted to FNU in good order, and to ensure PIHOA is invoiced correctly for all registered participants and their associated FNU registration fees;
9. Ensure all FNU invoices for participant registration fees are entered into PIHOA's financial management system in a timely manner to ensure timely payment to FNU, including follow-up with FNU on payment receipt verification;
10. Supports the SHIP PM, under the guidance of PIHOA's HR Administrator (or Deputy Director of Programs and Operations), to recruit and monitor/troubleshoot SHIP consultant contracts and expected deliverables, including working with PIHOA's finance team to enter into PIHOA's financial management system and troubleshoot all SHIP consultant monthly invoices for payment and progress reports;
11. Supports the SHIP PM to plan and convene regularly scheduled SHIP program planning/monitoring meetings amongst SHIP program team members, consultants and PIHOA management (and others, as needed), including note-taking;
12. Supports PIHOA's RHPIC, SHIP PM and SHIP Faculty Lead to plan and implement SHIP evaluation efforts, when required;
13. Participates in PIHOA staff and board meetings, including administrative support, when needed;
14. Performs other duties, as assigned.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum Associate's (Bachelor's and above preferred) in Health Administration, Business Administration, or closely related field, from an accredited academic institution.
- **Job Experience:** Minimum of two years' experience in program planning and administration.
- **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 including health service delivery and health professional development in low-resource settings; 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).
- **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, possess a valid US Passport, or have a 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. Must possess a valid 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 office equipment, and to travel in infrastructure and resource-limited and/or rural and jungle/atoll/mountainous

environments. Requires normal range of hearing and vision to perform job duties. Requires occasional lifting up to 45 pounds. Must be able drive a vehicle. Duties require extensive traveling.

PREFERRED QUALIFICATIONS:

- Knowledge of and experience working in the Pacific region, or other similar resource-limited setting.
- Ability to work both independently and in diverse teams.
- Flexible to work across multiple time zones to achieve expected results
- Balanced, open and professional work style that includes both (1) teamwork and active participation, and (2) leadership and individual initiative.
- Excellent oral and written communication skills, including ability to: 1) understand and execute on complex instructions and technical details; 2) effectively communicate strategic insights to management/leadership; and 3) be patient and diplomatic in dealing with diverse perspectives and English as Second Language (ESL) speakers.
- Demonstrated experience working with a wide range of health programs, development partners, including multilateral and bilateral donors as well as private foundation and civil society.

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 on or immediately after November 1, 2021. Position vacancy will be posted until filled. Employment at PIHOA is based on Hawaii state law, which is considered “at-will.” Continued employment in this position is determined by availability of funding and job performance.

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho (janetc@pihoa.org), Deputy Director:

- 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.