



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

733 Bishop Street, Suite 1820 | Honolulu, Hawai'i 96813

Tel: (808) 537-3131 | FAX (808) 537-6868

[www.pihoa.org](http://www.pihoa.org) | Facebook | LinkedIn

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Pacific Public Health Fellowship Program - Program Manager</b>
<b>JOB STATUS:</b>	<b>Full-Time, Exempt</b>
<b>DUTY STATION:</b>	<b>Hågatña, Guam</b>
<b>APPLICATION DEADLINE:</b>	<b>Open</b>

**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 improve the health and wellbeing of the USAPIs by providing, through consensus, a unified credible voice on health issues of regional significance.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (governing executive 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 executives, administrative and technical staff and several short and long-term consultants, have been tasked to provide technical assistance to the USAPIs 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.

Recently established in 2019, the Pacific Public Health Fellowship Program (PPHFP) is a program under PIHOA's **Regional Human Resources for Health Initiative**. The PPHFP is a two-year educational program that provides promising career-minded individuals with robust and practical hands-on learning and training in a variety of public health career pathways. The PPHFP offers a wide array of opportunities to learn from and work directly with highly experienced and seasoned frontline public health professionals in a health department/ministry/agency setting, and aims to provide meaningful experiences and development of skills and competencies that will ensure a successful future career in public health. The program is specifically designed to prepare new college graduates and early career professionals to meet emerging and future public health challenges in the Pacific, and to expose individuals to innovations in public health practice and health advocacy, leadership and policy.

### SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision and guidance of PIHOA's Regional Human Resources for Health Coordinator (RHRHC), the overall objective of the Pacific Public Health Fellowship Program (PPHFP) Program Manager (PM) is to lead development, evolution, growth and sustainability of the PPHFP, maintain ongoing communication and engagement with Pacific health leadership, host sites and funders, monitor and manage the day-to-day program operations, and assure quality of the PPHFP. The Pacific Public Health Fellowship Program (PPHFP)

Program Manager (PM) position will be based at the PIHOA Field Office in Hågatña, Guam. The following list summarizes key duties, further noting that these duties will evolve as the PPHFP matures and expands:

#### ***PROGRAM DEVELOPMENT***

1. Lead PPHFP development efforts in terms of on-going program establishment, curriculum development and refinement, terminal competencies for Fellows, a host site supervisor training program and a mechanism for mentoring
2. Work in close coordination with the PPHFP Program Development Specialist consultant to develop a two-year curriculum for the PPHFP
3. Assure coordination with the University of Guam relative to promotion of the PPHFP (recruitment pipeline) and development of a training program for PPHFP host site supervisors
4. Develop a model for Fellow mentorship and other support utilizing expert resources from within PIHOA and other partner entities
5. Maintain on-going engagement with Pacific health leadership and key stakeholders from across the USAPIs to promote the program and assure that it is in alignment with local needs
6. Identify strategies to enrich the Fellows' experience (e.g. support for attending conferences or special meetings, introductions to dignitaries or special visitors to the Islands, developing and delivering presentations, etc.)
7. Develop a long-term strategy to refine and expand the PPHFP and assure sustainability
8. Develop a robust quality improvement process for the PPHFP that includes both formative and long-term summative evaluation efforts

#### ***PROGRAM DELIVERY AND MANAGEMENT***

1. Monitor progress towards achieving stated PPHFP goals and objectives
2. Assure regular compilation, analysis and reporting out of PPHFP performance and other data for quality improvement and adherence to semi-annual/annual reporting requirements to the PIHOA Board, CDC and other entities
3. In collaboration with the RHRHC and PIHOA's Management Team, plan and conduct quarterly program budget review (spending actual vs. planned and anticipated next quarter spending)
4. Develop and assure that the PPHFP Manual is kept up-to-date and posted on the PIHOA website (electronic and backup paper copies)
5. Mentor and supervise the work of the PPHFP Program Administrator (PA) to ensure efficient program operations and administrative functions
6. Establish and maintain communication flows with USAPI health leadership and PPHFP host site primary and secondary supervisors and Fellow mentors, including process for regular check-ins with Fellows and host site supervisors to address and troubleshoot issues as they arise
7. Establish a process for and facilitate regular PPHFP meetings with host sites and Fellows
8. Working collaboratively with PIHOA's Communications Officer, lead PPHFP marketing efforts including overseeing the development, production and dissemination of traditional and cloud-based marketing/media materials such as newsletters, Fellow testimonials, blogs, podcasts, Facebook and Instagram posts, ensuring the PPHFP web page on the PIHOA website is kept current, etc.
9. Draft Memorandum of Agreements (MOAs) with PPHFP host sites and monitor adherence to the terms of executed MOAs and progress towards agreed deliverables
10. Identify need for and monitor progress of PPHFP consultant services and deliverables as outlined in consultant contracts

11. Lead the development of guidance documents for host sites
12. Lead the efforts for fellow recruitment, including advertising, preparing and posting of application forms, processes for team review of applications, responding to inquiries about the PPHFP
13. Develop processes and manage the orientation and onboarding of incoming Fellows, including working with Fellows and host site supervisors to develop individual fellow annual work plan
14. Develop a process for issuance of PPHFP Certificate of Completion (CoC) for Fellows who have successfully completed the entire fellowship period, including process for Fellows to conduct formal debrief with local health leadership prior to issuance of the PPHFP CoC
15. Monitor the PPHFP's continuous quality improvement process, including use of a rapid PDCA cycle for formative evaluation and response, as well as summative evaluation and strategic planning, including collaboration with relevant stakeholders to develop and initiate a summative evaluation process to evaluate the Program in terms of impact (e.g. graduated fellow progress and career trajectory, impact on the host agency and impact on the employer agency who hires a fellow)
16. Develop and implement strategies for on-going expression of gratitude for the service of host sites, host site supervisors and mentors

#### **PARTNERSHIPS AND COLLABORATIONS**

1. Develop and deliver presentations for key partners and other stakeholders to promote the PPHFP to a wider audience, including presenting at critical regional fora such as the Micronesian Islands Forum, Pacific Heads of Health, and Pacific Ministers of Health meetings
2. Engage with local and regional partners as potential funders and/or technical contributors to the PPHFP, including but not limited to the World Health Organization (WHO), the Pacific Community (SPC), local and regional academic institutions, US Health and Human Services agencies (CDC, HRSA, FDA, SAMSHA, etc.), and Pacific regional health professional associations (PIPICA, PCDC, APNLC, PBMA, PBDA, AUL, etc.)
3. Ensure PPHFP collaboration, coordination and communication with other PIHOA regional initiatives that can support and/or contribute to expanding Fellow experience, mentorship support and competency development (e.g. actively participating in PIHOA's SHIP Field Epidemiology Training Program, being mentored by or actively observe PIHOA's various technical program staff as they implement specific regional projects, etc.)

#### **OTHER**

- 1) Other duties as assigned based on the evolution and expansion of the PPHFP

#### **SCOPE OF POSITION**

**Reports to:** Regional Human Resources for Health Coordinator

**Supervises:** Program Administrator

**Fiscal Responsibilities:** Monitors program budget and expenditures

**Signature Authorities:** None

**Level of Interaction:** This is a highly interactive position that requires a unique mix of skills and experience in public health, project management, a high degree of cultural humility, and willingness to acquire new skills and expand responsibilities

## **PRIMARY QUALIFICATIONS**

**Education:** Master's degree in public health, public administration, or another health profession

**Job Experience:**

- Minimum of five years of work experience in the field of public health
- Previous management of complex public health programming
- Experience with academic/ training programming

**Job Knowledge:**

- Working knowledge of healthcare systems and public health in the USAPIs
- Project or new initiative management
- Demonstrated understanding of cultural humility, respect, and diplomacy when working with different cultural groups

**Other Requirements:**

- Strong English written and oral communication skills
- Willingness to learn new skills and expand the scope of responsibility
- Computer literate, proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, WORD), and ability to use cloud-based video communication applications
- Able to work flexible work hours across various time zones and days of the week

**Travel:**

- Must be willing and able to travel in the USAPIs, US mainland, Asia-Pacific region and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- Must be able to meet vaccination and other public health requirements of the US states and the USAPIs and foreign countries visited

**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 eligibility to live and work in the US permanently, allowing 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 and be able to drive a motor vehicle

## **PREFERRED QUALIFICATIONS**

- Extensive work experience in healthcare within the USAPIs
- Mature individual with experience in building and leading teams
- Excellent oral and written communication skills

## **COMPENSATION**

Commensurate with qualifications and experience, the salary will commence at \$80,000 USD per annum with comprehensive benefits package included.

## **TERM OF POSITION**

To start on or immediately after November 1, 2021. Employment at PIHOA is based on Hawaii state law, which is considered "at-will." Continued employment in this position is determined by program needs, availability of funding and satisfactory job performance.

**APPLICATION:** Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho ([janetc@pihoa.org](mailto: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](mailto:janetc@pihoa.org).