



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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Position Announcement

POSITION TITLE:	Regional Public Health Advisor – Strengthening Operations and Grants Management in the US-Affiliated Pacific Islands
POSITION STATUS:	Full-Time, Temporary Consultant
POSITION PERIOD:	Immediate through to July 31, 2022, with possible extension contingent on funding agency approval
DUTY STATION:	PIHOA Office, Hagåtña, Guam

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 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 technical assistance support to the US Centers for Disease Control and Prevention (CDC) National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) and the Center for Preparedness and Response (CPR) Division of State and Local Readiness (DLSR) grantees in the USAPIs.

SCOPE OF POSITION:

1. **Reports to:** PIHOA Executive Director and/or assigned PIHOA Technical Staff
2. **Supervises:** None
3. **Fiscal Responsibilities:** No
4. **Signature Authorities:** No
5. **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.

MAJOR DUTIES AND RESPONSIBILITIES:

The RPHA provides technical assistance and support through communities of practice (COP) in the areas of project and grants management for grant-funded programs supported by CDC NCCDPHP and CPR DSLR. The RPHA will have regular interaction with local program managers in the USAPIs via site visits, video conferences, telephone conferences, virtual and in-person training workshops, and email and in addition, the RPHA will work to facilitate and improve communication with/between program managers and CDC staff based in Atlanta. Key responsibilities of the RPHA role include:

1. Provide technical assistance support for the day-to-day management of cooperative agreements supported by NCCDPHP and CPR DLSR to ensure successful program execution. This includes grant lifecycle support including: program implementation, fiscal monitoring, post-award amendments, and program development and program closeout support;
2. Conduct site visits to the USAPIs to assess project and grants management needs and provide recommendations to PIHOA and CDC, including:
 - a. Development, adoption, or adaptation of an appropriate business process and/or training needs assessment tool, in conjunction with DSLR/NCCDPHP
 - b. Develop and implement technical assistance plan for six (6) USAPI jurisdictions, in collaboration with CDC/Atlanta to provide targeted TA and support in priority sites;
3. Support USAPI jurisdictions to strengthen or establish business and/or grants management offices within existing health agencies (in partnership with other national and regional organizations); initial focus of this workstream to focus on development of policies and procedures document/guidance for business and/or grants management offices, identifying cost allocation strategies to staff newly-established offices, and developing standard operating procedures (SOPs);
4. Review public health activities and supporting jurisdictional public health program operations and initiatives;
5. Support program managers to formulate/strengthen program and project goals, objectives, operating policies, strategic program plans, guidelines, standards, and priorities;
6. Confer with USAPI jurisdictional Quality Improvement, Administrative, Management, and Program staff to identify business process-specific (e.g., procurement, budget monitoring, human resources recruitment/retention) quality improvement needs; work on a root cause analysis with USAPI jurisdictional staff, and develop and implement an associated improvement plan, including the following tasks:
 - a. Regularly monitor progress towards objectives highlighted in the improvement plan
 - b. Co-facilitate (along with jurisdictional co-lead) QI meeting activities, including developing agendas, facilitation of QI team meetings, and development, implementation, and analysis of QI change ideas
 - c. Conduct follow-up mentoring and coaching sessions with USAPI jurisdictional quality improvement team co-lead (once designated)
 - d. Disseminate and ensure appropriate implementation of quality improvement standards, procedures, and tools within administrative contexts
 - e. Integrate the QI concept into strategic planning, Public Health Accreditation Board (PHAB) accreditation process, and jurisdictional business office functions for territorial and freely associated states' health agencies, as appropriate
 - f. Support the collection and use of quality metrics to support business process transformation activities and formulate recommendations for future improvements. Quality metrics will be developed in conjunction with jurisdictional counterparts, and will build upon identified

- administrative key performance indicators (KPIs);
7. Implement and coordinate monthly grants management community of practice (COP) virtual training sessions for USAPI NCCDPHP (Diabetes and Tobacco) and CPR (PHEP) programs, including:
 - a. Provide support to COP members, including responding to requests for information and supporting logistics and pre-work for COP meetings
 - b. Set up and manage online COP events (such as webinars, working groups, grants management “office hours” for USAPI jurisdictional health agency staff, etc.)
 - c. Co-facilitate online COP meetings, primarily using ZOOM
 - d. Maintain online platforms (ZOOM, Moodle COP course site, including discussion boards/forums, Google Drive knowledge repository) to support virtual COP meetings, and provide remote user support to utilize these platforms, as needed
 - e. Identify, develop, adopt/adapt, and distribute grants management-related tools, resources, and knowledge strengthening activities
 - f. Direct, manage, and participate in COP discussion boards/forums, and associated social media channels (once developed) to assist in continual COP member engagement, knowledge sharing, and on the job learning
 - g. Develop and implement COP evaluation metrics to measure COP member engagement, lessons learned, and knowledge applied as a result of COP meetings, and changes in knowledge/attitudes/practices/behaviors (KAPB) related to grants management processes among COP members
 - h. Report on COP activities through development of period COP progress reports
 8. Regularly communicate with CDC, Atlanta via email, monthly virtual meetings, and quarterly reports;
 9. Regularly communicate with USAPI program managers via email, virtual meetings, and site visits;
 10. Establish and/or enhance relationships with other local, regional, national, and/or international organizations including PIHOA, Pacific Community (SPC), and World Health Organization (WHO), and other regional and national partners to collaborate and facilitate the development and integration of public health program initiatives and activities across a broad area;
 11. Serve as a liaison between awardees, NCCDPHP and the CDC Office of Grants Services (OGS) to assist awardees in responding to inquiries from staff, partners/collaborators, and etc.; and
 12. Coordinate public health activities and trainings with CDC-assigned staff in the USAPIs and Hawaii.

ADDITIONAL DUTIES:

1. Submission of monthly consultant invoices and programmatic progress reports that provide full detail and status of dates, activities, and deliverables at the end of each calendar month.
2. If consultant travels, invoices to include travel/trip reports and other supporting documentation.
3. When completed, submission of all final and approved deliverables and reports to PIHOA and CDC.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum of a Bachelor of Science degree in Public Health, Public Administration, or other social or health sciences related field from an accredited academic institution. Preference for Master’s level or higher degree.
- **Experience:** Minimum 5 years of professional experience in positions similar to the RPHA. CDC experience a plus, specifically as a Public Health Advisor, Project/Program Officer, or Grants Management Specialist and experience in implementing CDC-funded programs.
- **Knowledge Competencies:**
 - a. Awareness of assigned public health programs and mastery of the theories, concepts, principles, practices, methods, and techniques of public health programs and administration;
 - b. Knowledge of the policies, procedures, and regulations to manage and oversee funds and a

- variety of grants, cooperative agreements, and awards (such as the OMB Uniform Guidance, HHS' Grants Policy Statement, etc.);
- c. Expert knowledge of a wide range of qualitative and/or quantitative methods to review, evaluate, and improve public health program operations, including training needs assessments, (administrative) key performance indicators, etc.;
 - d. 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;
 - e. Knowledge of project management tools and techniques to plan, schedule, implement, closeout, and evaluate complex projects and studies;
 - f. Knowledge of and experience in applying adult learning principles, including the ability to prepare lesson plans for COP sessions, and develop associated learning checks/activities to reinforce virtual training sessions;
 - g. Familiarity with process/quality improvement projects and frameworks. Experience implementing and evaluating quality improvement projects preferred;
 - h. Previous training and/or mentoring experience is desirable;
 - i. Demonstrable experience working with a range of partners at the regional and/or country levels;
 - j. Experience developing or reviewing organizational policies and procedures, administrative manuals, and associated standard operating procedures (inclusive of grants management, procurement, and HR functions);
 - k. Knowledge of budgeting methods and techniques to prepare analyses and estimates of resource needs;
 - l. Able to train or teach basic grants management and/or accounting principles, particularly among people whom English may not be a primary language.
- **Abilities and Skills:** Must have excellent English oral and written communication skills; must be 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; Experience working with public health programs in the USAPIs or other countries with similar challenges and unique needs.
 - **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 duty station.
 - **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 type that allows for residency and employment in the US and its territories. PIHOA does not cover expenses 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 checks on successful applicants. Must have 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 travel to resource limited and/or rural environments. Requires occasional lifting up to 45 pounds.

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

TERM OF POSITION: This position is a temporary consultancy from contract effective date to July 31, 2022, with the possibility of renewal/extension based on performance and funding agency approval.

APPLICATION: Submit the following electronically with attention to Janet Camacho (janetc@pihoa.org), PIHOA Deputy Director:

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

For any enquiries related to this consultancy vacancy, please direct them to Janet Camacho at janetc@pihoa.org.