



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

733 Bishop Street, Suite 1820 • Honolulu, Hawai`i
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Website: www.pihoa.org

Position Vacancy

JOB TITLE: Regional Health Information Systems & Performance Management Coordinator
JOB STATUS: Full-Time, Exempt
DUTY STATION: Honolulu, Hawaii

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, and a field office in Hagatna, 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.

PIHOA is a recognized and officially endorsed regional partner to the World Health Organization for the Western Pacific Region (WPRO) and the Pacific Community (SPC), and a Pacific regional partner to the US Department of Health and Human Services (HHS) and Association of State and Territorial Health Officers (ASTHO). PIHOA's Secretariat currently sits as the Secretariat of the Regional Health Committee of the Micronesia Islands Forum; an advisory member of the US Centers for Disease Control and Prevention's (CDC) State, Tribal, Local and Territorial Support Sub-Committee (a sub-committee of the Advisory Committee to the CDC Director); coordinating body team member of SPC's Pacific Public Health Surveillance Network (PPHSN); coordinating body team member of the WHO's Pacific Monitoring Alliance for Non Communicable Disease Action (MANA); regional partner member to the WHO's Pacific Health Security Working Group (PaHSec); technical advisor to the United Nation Population Fund's (UNPFA) Pacific Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) Workforce Technical Advisory Council; and grant reviewer for the US Health and Human Services' (HRSA) Title X Maternal Child Health Bureau.

SUMMARY OF DUTIES: The PIHOA Regional Health Information Systems (HIS) and Performance Management (PM) Coordinator position will be located at the PIHOA Honolulu Office. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Responsible for overseeing the development, implementation, resource mobilization, and evaluation of a regional strategy for improving health outcomes through addressing and strengthening the health information systems priorities of the six USAPIs, including Guam, the CNMI, American Samoa, the Republic of Palau, the RMI, and the FSM (Chuuk, Yap, Kosrae and Pohnpei). The HIS-PM Coordinator is a full-time position which is devoted to serving our members through the development and delivery of opportunities to improve outcomes through health information systems strengthening, and technical support in their application.

SCOPE OF POSITION:

- 1. Reports to:** Executive Director
- 2. Supervises:** PIHOA HIS and PM consultants, when required
- 3. Fiscal Responsibilities:** Yes
- 4. Signature Authorities:** None
- 5. Level of Interaction:** This is a highly responsible, creative, and demanding position requiring a unique mix of skills and experience in communications, public health, education, health information public health systems, and cultural competency. Extensive interaction with national and international health leadership, including the USAPI Directors and Secretaries of Health and regional technical partners.

MAJOR DUTIES & RESPONSIBILITIES:

1. Coordinate and manage the implementation, monitoring and evaluation of PIHOA's Regional HIS and Performance Management Initiative and related interventions/priorities as outlined in PIHOA's Strategic Plan 2018-22, working across public health, hospital, and other primary care settings;
2. Provide technical support to USAPI health agencies to establish and/or refine local health information systems and processes, including mechanisms to inform health agency/program improvement and health systems performance monitoring (e.g. national Key Performance Indicators);
3. Support existing and establish new partnerships with donors and other regional, technical assistance agencies operating in the region. In particular, continue to maintain PIHOA participation in and active membership in Pacific regional networks such as the SPC's Pacific Public Health Surveillance Network (PPHSN), WHO's Pacific Monitoring Alliance for NCD Action (MANA), the Brisbane Accord Group (BAG), etc.;
4. Plan and conduct HIS and PM-related needs assessments with USAPI health leadership, staff and regional partners to inform on-going national and regional efforts to plan, develop, implement, mobilize resources, and monitor impacts of regional and local-level HIS and PM systems and capacity development approaches and interventions;
5. Continue to coordinate and implement regional USAPI surveillance initiatives, including maintenance of the Regional NCD Surveillance Framework and Data Dashboard as mandated by PIHOA's Emergency Crisis Declaration for NCDs 2010 and support to USAPI health agencies to refine and implement local national NCD and other communicable disease surveillance plans that can feed up to regional surveillance processes;
6. Continue planning and implementation of SPC's Strengthening Health Interventions for the Pacific (SHIP) Field Epidemiology Training Program (FETP) in collaboration with SPC, CDC, WHO and Fiji National University, including: 1) faculty support for on-site delivery of courses; 2) mentorship of USAPI health agency FETP training cohorts; 3) maintain communications with FNU for student registrations and curriculum development/accreditation; and 4) plan and coordination of on-going internal and external evaluations of SHIP;

7. As needed, provide epidemiological and other surveillance/health information systems support to USAPI health agencies during public health emergencies, including: 1) technical support for developing local and regional situation reports; 2) planning and implementation of emergency response after-action reviews; 3) epidemiological case investigation field work; and 4) support refinement of local and regional processes and interoperability of information systems to ensure timely and effective information exchange/data flow;
8. Explore opportunities to strengthen health informatics technology platforms and systems/capacities regionally and at local level;
9. Deliver timely reports as required to meet grant conditions, program evaluation requirements as well as bi-annual progress updates to the PIHOA Board, including soliciting continuous feedback from the board.
10. Performs other duties as assigned.

PRIMARY QUALIFICATIONS:

- **Education:** Master’s degree in health systems related field, such as epidemiology, health statistics, health informatics, or other health related field from an accredited academic institution.
- **Job Experience:** A minimum of eight (8) years of experience working in the field of health workforce development in low-resource settings. Has extensive experience in successful proposal writing, resource development and grants management. Experience in both 1) planning, managing, and delivering public health opportunities to improve health outcomes; and 2) specialized expertise in management, institutional capacity-building, epidemiology and statistics, health informatics and quality improvement techniques.
- **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 and workforce development, including health service delivery and health professional development in low-resource settings; have 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, and Publisher); and familiarity with HR software and workforce assessment tools is preferred.
- **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, 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 employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver’s license.

PREFERRED QUALIFICATIONS:

- Doctoral degree in health systems-related field, such as epidemiology, health statistics, health informatics and eight (8) years of relevant work experience strengthening developing country health systems with five (5) years of experience in an international or low-resource developing country.
- Knowledge of and experience working in the Pacific region and clinical background in nursing, lab science or medicine is preferred.

- High degree of professional judgment to interpret strategy; analyze, develop, and present work; monitor and evaluate implementation of programs; analytical skills, problem-solving ability, and creative thinking.
- Ability to work in diverse teams to achieve results; balanced, open professional work style that includes both (1) teamwork and participation, and (2) leadership and individual initiatives.
- Excellent oral and written communication skills; ability to deeply understand technical details and effectively communicate strategic insights to leadership.
- Demonstrated experience working with a wide range of development partners, including multilateral and bilateral donors as well as private foundation and civil society.
- 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 \$85,000 USD per annum.

TERM OF POSITION: Employment at PIHOA is based on Hawaii state law, which is considered “at-will.” Continued employment in this position is determined by availability of grant funding and job performance.

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Allison Ikeda (hr@pihoa.org), HR Administrator, and/or 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 Allison Ikeda at hr@pihoa.org. Pacific Island Health Officers Association, 733 Bishop Street, Suite 1820, Honolulu, Hawaii, 96813. Office Telephone: 808.537.3131. Office Fax: 808.537.6868. Website: www.pihoa.org