



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION
EXECUTIVE SECRETARIAT

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Consultancy Announcement

POSITION TITLE: Data and Community Engagement Assistant
POSITION STATUS: Full-time Consultant
POSITION PERIOD: Immediate through to January 31, 2023
DUTY STATION: Republic of Palau

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 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.

In September 2020, PIHOA was awarded a grant from the Bureau of Oceans and International Environmental and Scientific Affairs (OES) at the U.S. Department of State for PIHOA, in collaboration with vector managers in the FSM and RMI, to collect and analyze data related to climate, public health, and socio-demographic variables to pinpoint factors that lead to the spread of disease. The group will construct place-based predictive models for dengue and engage relevant on-island partners for implementation. In April 2022, the project was expanded to include the Republic of Palau.

SUMMARY OF DUTIES: Under the remote and in-person supervision and guidance of the Project Director/PIHOA Regional Medical Entomologist, assist the project team with gathering, identifying, cleaning, and extracting required data from hardcopy and other digital sources; identifying, engaging, and liaising with community stakeholders; developing outreach material; managing social media platforms; and assisting with coordination and project implementation.

MAJOR DELIVERABLES:

1. Participate in the planning and development of assigned projects.

2. Assist the project team (PIHOA, grantor, vector managers, and other consultants) in gathering, identifying, cleaning, and extracting required data (e.g. health, socio-economic, weather/climate, etc.) from hardcopy and other digital sources.
3. Read and understand protocols.
4. Assist the project team in providing end-user training and support implementation of predictive modeling processes into the country's early warning system.
5. With guidance from the project team, troubleshoot information storage issues and analyze protocols; propose modifications to other researchers/project leader.
6. Collect, track, and prepare spreadsheets summaries, charts, and tables for reports.
7. Adhere to safety and compliance guidelines as well as standards regarding confidentiality and management of data/information.
8. Assist in the development of procedures for the collection and integration of data sources, to include forms and documents needed for data processing and analysis.
9. Identify community needs through communication and collaboration with community-based organizations, local leaders, and service providers, including public and nonpublic sector agencies.
10. Gather community stakeholders' feedback from surveys, focus groups, and community engagement events.
11. Assist with producing outreach and community engagement materials, press releases, and other media to inform the community and partners of project progress.
12. Assist with the preparation for and delivery of presentations at meetings, webinars, and collaborative activities; develop, organize, and facilitate various meetings, training, and other events for the purpose of building resources, expanding project partnership capacity, enhancing communication between project partners and the community, and providing education across the USAPI.
13. Maintain required documentation (agendas, rosters, minutes, site visits, community activities, etc.) for all engagement activities.
14. Provide regular engagement activity progress reports/feedback to the project team.
15. Knowledgeably and effectively communicate project information.
16. Work with leadership to continuously evaluate process, identify problems, and propose process improvement strategies.
17. Complete other deliverables as agreed upon, in compliance with PIHOA contract.

PRIMARY QUALIFICATIONS:

- **Education:** Associate degree in biomathematics, environmental science, related biological science, marketing, business, or another related field.
- **Job Experience:** One-year experience as a data assistant. Experience with end-user training and support. Experience with using data/statistical software. Minimum 3 years of related experience in marketing, business development, community engagement, or the healthcare industry.
- **Job Knowledge:** 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. Ability to quickly learn and synthesize scientific concepts into understandable presentations for different audiences. Experience in community engagement and public outreach, including public speaking. Demonstrated ability to work in a team-oriented environment with virtual/little supervision.

- **Other Requirements:** A successful applicant: will have excellent communication and report-writing skills; the ability to work independently on projects; must have advanced English written and oral communication skills; must be proficient with Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook, and Publisher); must meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; communicate with diplomacy and tact, especially concerning difficult and sensitive issues; gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. Must be able to attend public events in outdoor venues in all weather conditions and must possess a valid driver's license.
- **Travel:** Must be willing and able to live and work in a USAPI jurisdiction throughout the contract period.
- **Other Requirements:** If not a citizen of Palau, must obtain a visa that allows for residency and employment in the Republic of Palau. 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 consultancy. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

PREFERRED QUALIFICATIONS:

- An undergraduate degree in biomathematics, environmental science, a related biological science, marketing, or a marketing-related discipline.
- Experience in developing predictive models.
- At least one year of relevant experience related to research, data analysis, management, and processing as stated above.
- Computer skills, good communication, and critical thinking.
- Proficient in basic technical skills and the operation of data collection equipment.
- Able to quickly learn and utilize computer programs as needed.
- Knowledge of climate sciences, vector management or health fields
- Previous marketing and/or grassroots/community outreach experience a plus.
- 5 years of outreach experience serving low-income populations.
- 3 - 5 years project management experience, preferably in a health care or outreach setting.
- Experience presenting to influencer and low-income audiences.
- Able to gather and synthesize information from a wide variety of people and sources.
- Fluency in a second language highly desirable.

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 duties. Requires occasional lifting, up to 45 pounds. Must be able drive a vehicle.

COMPENSATION: Commensurate with qualifications and experience, up to a flat rate consultancy fee of \$2,400 USD per month. Fringe and other benefits are not covered under PIHOA consultancy contracts.

TERM OF CONSULTANCY: This is a temporary consultancy from contract effective date to January 31, 2023, 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, no later than 5:00pm, June 30, 2022, Hawaii Standard Time:

- 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 8-10 years of employment.

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