



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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### CONSULTANT POSITION ANNOUNCEMENT

**POSITION TITLE:** Legislation and Policy Analyst  
**POSITION STATUS:** Consultant, Temporary  
**POSITION PERIOD:** Immediate through to July 31, 2023, with possible extension contingent on performance and funding agency approval  
**DUTY STATION:** Remote

### ORGANIZATIONAL BACKGROUND

The Pacific Islands Health Offices' Association's (PIHOA) mission is to improve the health and well-being of the U.S. Affiliated Pacific Islands (USAPIs) by providing, through consensus, a unified credible voice on health issues of regional significance.

Established in 1986, the PIHOA represents the collective health interests of the USAPIs, which include 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 (ROP).

Operating as an independent nonprofit organization with headquarters in Honolulu, Hawaii, and 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.

PIHOA's membership is comprised of the ministers, directors, and secretaries of health of the six USAPIs (Executives); their deputies and chief executive officers of local public hospitals (Associates); and Pacific regional professional associations (Affiliates). PIHOA's Secretariat—made up of executive, administrative, and technical staff, as well as short- and long-term technical consultants—provides assistance to the USAPI health ministries and departments to strengthen their health systems and build capacities in these areas:

- Workforce development/human resources for health
- Epidemiology and surveillance
- Performance improvement
- Laboratory services
- Regional health policy and advocacy
- Health security
- Leadership development

Tuberculosis (TB) continues to be a communicable disease of concern in the USAPIs, with two of the six USAPIs with the highest incidence and prevalence of TB globally. The status of tuberculosis (TB) prevention and control laws that provide USAPI health departments with the authority and means to effectively prevent and control TB is unclear. The aim of this project is to conduct a comprehensive inventory of existing TB laws and policies across all six USAPIs. This will include deep-deep analyses of the status of

existing TB laws and policies in terms of scope, enforcement, and resourcing, as well as identification of gaps in TB laws and policies that should be in place based on current best practice and science. Key deliverables will include a report of key findings and recommendations for action, and jurisdictional and regional dashboards of existing TB laws and policies to assist health leadership to account for and track the status of their respective TB laws and policies. Recommendations may include suggested new/updated legislative provisions to consider in the on-going enactment, promulgation, amendment, or implementation of TB prevention and control laws, and implementation of new TB laws and policies.

**SUMMARY OF DUTIES:** PIHOA is seeking an individual or organization with demonstrated experience in planning and conducting health-related legislative and policy analyses, and provision of associated technical assistance and capacity development.

### **SCOPE OF POSITION**

1. **Reports To:** PIHOA Deputy Director
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** This is a highly responsible, creative and demanding position requiring a broad knowledge of a wide range of health policy issues, an understanding of the use of evidence within the health policy process, and a sense of how various policy and political points of view apply to specific health policy issues. The position will interact with a wide array of multi-disciplinary team members working across multiple locations and may include interactions with national, state and regional health leadership, including the USAPI Directors and Secretaries of Health and regional technical partners.

### **MAJOR DUTIES AND RESPONSIBILITIES/DELIVERABLES**

As directed by the PIHOA Director and Deputy Director, in collaboration with PIHOA lead staff, the Legislation and Policy Analyst will:

- 1) Consult with relevant PIHOA staff, USAPI leadership, and USAPI TB (or Program Collaboration and Service Integration (PCSI)) program staff to develop a framework and tools to conduct a high-level review of TB prevention and control laws in all six USAPIs jurisdictions;
- 2) Conduct the high-level review of TB prevention and control laws in all six USAPIs jurisdictions, including:
  - a. Completing an inventory of existing TB prevention and control laws in each of the USAPIs, with the corresponding status of adoption, enforcement, implementation, etc.; and
  - b. Identify legislation and policy gaps that may exist, using CDC and WHO TB policy and legislation frameworks/best-practice guidelines as the basis for comparison and baseline;
- 3) Compile a written report that includes an analysis of findings and recommendations, including a regional dashboard of TB prevention and control laws by jurisdiction, comparable to the WHO's Monitoring Alliance for NCD Action (MANA) NCD Policy Dashboard. The analysis of findings should detail the issues and challenges underpinning the status of the enactment, promulgation, amendment, or implementation of TB prevention and control laws in each USAPI jurisdiction;
- 4) Work with PIHOA staff to develop a summary inventory and key findings that can be updated when future laws are enacted, promulgated, amended, or implemented; and
- 5) Present a summary of findings and demonstrate the dashboard to the PIHOA Board.

## PRIMARY QUALIFICATIONS

1. **Education:** Minimum of a master's level degree in public health, public policy, political science, or public administration from an accredited academic institution. Doctoral degree preferred.
2. **Experience:** Minimum five (5) years of related work experience conducting policy analysis and research, including analyzing regulatory and legislative proposals, conducting key informant interviews, reviewing reports and peer-reviewed literature, writing issue briefs and reports on pertinent health policy topics, and providing technical assistance and strategic advice to state and/or local advocacy partners on a variety of health policy issues or an equivalent combination of education and/or work experience. Experience in strengthening public health systems in the USAPIs or other countries with similar challenges and unique needs is preferred.
3. **Knowledge Competencies**
  - Advanced knowledge of core public health principles and current best practices
  - Advanced knowledge of public health policy planning, development, adoption, and implementation in low-resource settings
  - Knowledge of principles and practices of effective research, data analysis, policy development, and the legislative process.
  - Demonstrated ability to quickly learn complex areas of health policy, including providing legislative and regulatory analysis.
  - Experience with social justice, health equity, racial justice work, and working with a broad range of stakeholders.
  - Strong organizational skills, including managing multiple tasks at once, responding to tight timelines, paying attention to detail, and operating independently and effectively in a fast-paced environment.
  - Ability to analyze problems, identify solutions, and recommend techniques for resolution.
  - Ability to communicate effectively both verbally and in writing.
  - Ability to establish and maintain effective working relationships.
4. **Abilities and Skills:** Must have excellent English oral and written communication skills; experience working with 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; experience working with public health agencies, leadership, and systems in the USAPIs, or other similar, resource-challenged settings.
5. **Travel:** Must have a valid passport and be willing and able to travel in the US, Pacific region, and internationally. PIHOA does not cover expenses for passport and visa expenses. The consultancy will require travel from home base, and possibly to multiple locations under one travel period.
6. **Other Requirements:** PIHOA reserves the right to conduct background checks on successful applicants. A valid driver's license is also required.

**PHYSICAL/MENTAL DEMANDS:** This consultancy may require 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 and jungle/atoll/mountainous environments. Requires occasional lifting up to 45 pounds.

**COMPENSATION:** Commensurate with qualifications and experience, a flat rate consultancy fee of USD ten thousand dollars (USD 10,000) per month for up to six months that will be paid based on completion of contract deliverables, inclusive of travel expenses to conduct on-site visits where and when feasible. Fringe and other benefits are not covered under PIHOA consultancy contracts. Consultants are required

to submit monthly invoices for payment with accompanying progress reports that outline the status of deliverables.

**TERM OF POSITION:** This vacancy is a considered a temporary consultancy with immediate contract effective date through to July 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 ([hr@pihoa.org](mailto:hr@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 8-10 years of employment.