



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
P.O. Box 16
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JOB DESCRIPTION

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| Position Title | Project Management and Technical Support – Data Modernization Specialist |
| Position Type | Multi-Year, Technical Consultant |
| Ministry and Division | Ministry of Health and Human Services, Majuro Hospital |
| Location | Delap Village, Majuro Atoll |
| Contract Period | 5 years commencing immediately to November 30, 2027 |
| Immediate Supervisors | Edlen Anzures, Health Informatics Director, RMI MOHHS Project Management and Technical Support (PMTS) Team Lead (TL) |
| Contracting Agency | Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS |
| Salary/Compensation | Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities |

JOB PURPOSE: The Project Management and Technical Support (PMTS) – Data Modernization Specialist (DMS) will be the primary technical focal point for the overall planning, coordination, implementation, monitoring, and reporting of approved data modernization activities funded under the RMI MOHHS' Strengthening Public Health Infrastructure, Workforce, and Data Systems (EO22-2203) Grant funded by the US Centers for Disease Control and Prevention's (CDC) Center for Surveillance, Epidemiology, and Laboratory Services (CSELS).

The DMS will be guided by and report directly to the PMTS Team Lead (TL), RMI MOHHS Health Informatics Director, and the RMI MOHHS' EO22-2203 Project Management Unit (PMU). The PMU is comprised of designated RMI MOHHS staff and EO22-2203-funded consultant technical leads. The PMU will be responsible for the daily management oversight, planning, coordination, and monitoring of EO22-2203-funded activities. The PMU will be further supported by the RMI MOHHS' EO22-2203 bona fide agent, the Pacific Islands Health Officers' Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS' EO22-2203 grant. The DMS, as one of the consultant technical leads, will be expected to be an active member of the PMU.

KEY RESPONSIBILITIES: Under the guidance of the RMI MOHHS PMU and co-supervision of the RMI MOHHS Health Informatics Director and the PMTS TL, the PMTS DMS will:

1. Plan and conduct a baseline environmental scan and gaps assessment of the RMI MOHHS' HIS and IT operations and data/information management utilization environment; this may include travel to domestic, outer-island settings;
2. Provide technical support to the RMI MOHHS PMU, PMTS TL, and PIHOA, to draft, finalize, and annually update the data modernization components of the EO22-2203 Project Implementation and Performance Monitoring Plan (PIPMP) in alignment with the RMI MOHHS' 8-Year Ministry Strategy Plan (MSP) and CDC's EO22-2203 grant requirements and conditions;
3. Support the planning, coordination, implementation, reporting, and evaluation of the data modernization components of the PIPMP, including cross-coordination with the other EO22-2203 program areas (workforce development and foundational capabilities), when required;

4. Provide data modernization-focused technical support to the RMI MOHHS PMU and PMTS TL to plan and facilitate EO22-2203 annual stakeholder and PMU planning meetings with RMI MOHHS leadership, relevant program staff, other government agency and community stakeholders, and local/international partners;
5. Under the direction of the RMI MOHHS HIS Director, plan and implement requested HIS/data modernization training and targeted technical assistance to relevant RMI MOHHS staff. This may also include reviewing/refining/drafting HIS/data management and utilization-related policies and procedures; planning, implementing, and monitoring of HIS/data management quality improvement projects; and conducting on-going HIS environmental scans to assess and document progress over the life of the project; travel to domestic, outer-island settings may be required;
6. When requested, attend and actively participate in all assigned EO22-2203 grants management meetings with the PMU, PIHOA, and CDC to discuss planning, implementation status, reporting, and troubleshooting of approved data modernization activities;
7. Support the PMTS TL and PIHOA to compile and collate any required CDC progress reports and other grant-required submissions; and
8. Support the PMTS TL and PMU to plan and implement mid- and end-term EO22-2203 grant evaluation activities per CDC grant requirements.

KEY PERFORMANCE MEASURES AND DELIVERABLES

1. Baseline and annual HIS environment scan/gaps assessment reports
2. Annually updated PIPMP with data modernization components
3. Minimum 75% implementation rate of approved data modernization activities per the PIPMP
4. Provision of data modernization/HIS-related technical assistance and training
5. New and/or updated HIS/IT SOPs

SKILLS AND QUALIFICATIONS

Qualifications

1. Minimum Bachelor's degree in information technology, health information management, data analysis, data or computer science, health informatics, or another related field from a recognized university. Master's degree or above preferred.
2. Minimum five years of experience working collaboratively with stakeholders and end users to determine organizational needs and objectives, evaluating and improving systems used to collect, configure, and analyze health data and information; identifying systems improvement solutions; developing and customizing systems to better utilize data; and training on the use of data systems.

Skills

1. Must have demonstrated experience working collaboratively with other healthcare professionals and leadership in a team-based environment.
2. Must have advanced interpersonal skills and demonstrated ability to facilitate effective, professional, and compassionate communication and consultations with health agency leadership and program staff, community stakeholders, partners, and funders.
3. Must have advanced computer skills, including familiarity with MS Office applications such as Word, Excel, and PowerPoint, and fluency in a variety of applicable programming languages, software, and systems.
4. Familiarity with processes such as data cleansing, business process analysis, and technical leadership practices.
5. Must have advanced English-speaking and writing skills.
6. Must have excellent observational skills and attention to detail, including high-level critical thinking and timely, effective decision-making to adapt to and resolve problems as they arise.

7. Must be self-motivated, disciplined, and able to operate with limited supervision.
8. Must demonstrate compassion, patience, and ability to adapt to less-than-ideal, complex, and intense working conditions, including environments with little or no English-speaking skills and diverse cultural/ideological beliefs and practices.
9. Must have a valid passport to be able to travel domestically and internationally.
10. When requested, must be able to submit Police and Medical Clearance Reports as part of entry requirements into the RMI.
11. Must have a valid driver's license.

ADDITIONAL INFORMATION

- Office and program equipment and supplies needed to conduct contract work will be provided by PIHOA and the RMI MOHHS, including but not limited to: desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies (PIHOA) and office space (RMI MOHHS).
- Travel expenses between the candidate's home base and the duty station in Majuro, RMI will be fully covered by PIHOA using the most economical and direct travel route (coach class) at the start and conclusion of the contracted performance period, including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel), arrival/departure fees, and transit daily subsistence allowance per PIHOA's Travel Policy. Any accompanied luggage/air cargo, excess weight expenses, and travel insurance fees may be eligible for reimbursement upon submission of proper expense receipts from the airline and travel insurance provider. Transportation of household furniture, goods, personal vehicle, etc., will not be covered.
- At the start of the contract, PIHOA will cover up to 14 days of hotel accommodation, daily subsistence allowance, ground transportation, and other eligible relocation expenses to allow time for the successful candidate to identify more permanent local housing.
- Any local, RMI domestic travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other travels not associated with contracted work will be at the expense of the candidate.
- Eligible dependent travel may be eligible to be covered at the start and end of the contract performance period and will be reviewed on a case-by-case basis and pending the availability of funds.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.



Approved by:

MOHHS Secretary of Health

2-27-23

Date