



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

Position Title	Project Management and Technical Support Team Lead
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 Supervisor	Francyne Wase-Jacklick, Deputy Secretary, Office of Health Planning, Policy Preparedness, Personnel, and Epidemiology (OHPPPPE)
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) - Team Lead (TL) will be the primary project and grants management focal point for the overall planning, coordination, implementation, monitoring, and reporting of 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), including management oversight of all EO22-2203-funded technical consultants and contractors.

The TL will be guided by and report directly to the RMI MOHHS Ministry's Leadership Team (MLT). The TL will also be accountable to and be an active member of the RMI MOHHS' EO22-2203 Project Management Team (PMU) 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 TL will be expected to further coordinate with PIHOA on key grants and project management tasks to ensure adherence to and compliance with CDC's EO22-2203 grant award requirements and conditions.

KEY RESPONSIBILITIES: Under the guidance of the RMI MOHHS MLT and direct supervision of the Deputy Secretary of the Office of Health Planning, Policy, Preparedness, and Epidemiology, the PMTS – TL will:

1. Set-up and maintain the EO22-2203 PMTS Office at the RMI MOHHS;
2. In consultation with the PMU, develop and finalize job descriptions for EO22-2203-funded technical consultant and contractor positions, including coordination with RMI MOHHS's bona fide agent, PIHOA, on position recruitment, selection, and onboarding;
3. Provide management oversight over all EO22-2203-funded consultants and contractors;
4. In consultation with the RMI MOHHS MLT, PMU and PIHOA, draft and finalize 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;

5. Develop and administer key administrative and operational EO22-2203 project and grants management policies and procedures, including but not limited to: project work planning and reporting templates, activity tracking and performance monitoring and data collection tools/templates, budget versus actual tracking tools, annual performance reporting template (aligned with CDC's reporting requirements), etc.;
6. Plan, convene, and facilitate EO22-2203 annual stakeholder and PMU planning meetings with RMI MOHHS MLT and PMU members, and relevant RMI MOHHS program staff, local leadership, and local/international partners;
7. Attend/participate in all regularly scheduled EO22-2203 grants management meetings with PIHOA, including scheduled meetings and grant training with the CDC EO22-2203 Project Officer, Grants Management Official (GMO), etc., when requested/required by CDC;
8. Support RMI MOHHS and PIHOA to compile and collate any required CDC progress reports and other grant-required submissions;
9. Plan and implement mid- and end-term EO22-2203 grant evaluation activities per CDC grant requirements; and
10. On request, provide project and grants management technical advisory support and/or training on general RMI MOHHS grants and project management needs.

KEY PERFORMANCE MEASURES AND DELIVERABLES

1. Established EO22-2203 Project Management Office at RMI MOHHS
2. Recruited and deployed EO22-2203-funded technical consultants/contractors
3. Convened annual EO22-2203 RMI stakeholder and PMU planning meetings
4. Drafted and annually updated PIPMP
5. Minimum 75% implementation rate against the annual PIPMP
6. Minimum 75% project expenditure rate against the annual approved budget
7. Conducted neighboring island assessment and project management oversight trips
8. Monthly progress reports and invoices for consultancy payment to PIHOA

SKILLS AND QUALIFICATIONS

Qualifications

1. Advanced degree(s), bachelor's level and above, in business or public administration, public health administration, or relevant degree program from an accredited university; additional grants/project management credentials from a recognized training institution are a plus.
2. Minimum 10 years of grants/project management experience with at least 3 of those years in senior grants/project management roles, preferably for grants and projects implemented in low-resource settings.
3. Demonstrated knowledge of and experience with applying for, administering, reporting, and monitoring U.S. federal grants, including familiarity with the U.S. Office of Management and Budget (OMB) Uniform Guidance.

Skills

1. Must have demonstrated experience managing administrative and program staff, including demonstrated ability to work collaboratively with other healthcare professionals and leadership in a team-based environment.
2. Must have advanced interpersonal skills and 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 intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel, and PowerPoint; familiarity with other project management systems a plus.

4. Must have advanced English-speaking and writing skills.
5. Must have excellent observational skills and attention to detail, including high-level critical thinking and timely, effective decision-making to resolve problems as they arise.
6. Must be self-motivated, disciplined and able to operate with limited supervision.
7. 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.
8. Must have a valid passport to be able to travel domestically and internationally.
9. When requested, must be able to submit Police and Medical Clearance Reports as part of entry requirements into the RMI.
10. 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