



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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POSITION VACANCY

JOB TITLE: Regional Human Resources for Health Coordinator
JOB STATUS: Full-Time, 40 hours/week, Exempt
DUTY STATION: Honolulu, Hawaii
APPLICATION DEADLINE: Open Until Filled

PIHOA Organization Background

PIHOA's mission is to improve the health and well-being of the USAPI by providing, through consensus, a unified credible voice on health issues of regional significance.

Established in 1986, the Pacific Island Health Officers Association (PIHOA) represents the collective health interests of the U.S. Affiliated Pacific Islands (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; and 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 is a Pacific regional partner to the U.S. 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 U.S. Health and Human Services (HRSA) Title X Maternal Child Health Bureau.

SUMMARY OF DUTIES: The PIHOA Regional Human Resources for Health Coordinator position will be located in the Honolulu, Hawaii 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, funding, budgeting, implementation, and evaluation of a regional strategy for addressing the health workforce 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 Regional Human Resources for Health Coordinator will strengthen, among PIHOA member states, health workforce assessment and planning; cross-sectoral coordination (particularly with partners in education); resource development for underwriting regional and local plans and activities; regional policy addressing health workforce issues; provider recruitment systems (including licensure and credentialing standards); and the integration of health workforce issues across other PIHOA priority areas, including lab, quality assurance, health data systems, and planning; oversees the Pacific Public Health Fellowship Program (PPHFP) development, evolution, growth, and sustainability; maintains ongoing communication and engagement with Pacific health leadership, host sites, and funders along with new priority areas, as they emerge.

SCOPE OF POSITION:

1. Reports to: Executive Director
2. Supervises: PIHOA HRH Consultants
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, resource development, and cultural competency. Extensive interaction with national and international public health and education leadership in Pacific countries and territories, including the Directors and Secretaries of Health of the USAPI; presidents and top management of colleges, universities, and non-governmental organizations; along with middle-managers and support staff in both the health and education sectors, and U.S. federal agencies. Significant travel requirements, mainly throughout the Pacific and the continental United States.

MAJOR DUTIES & RESPONSIBILITIES:

1. In consultation with USAPI health agency stakeholders and partners, design, implement and monitor USAPI health workforce development initiatives, including regular assessment and documentation of successes and gaps, both locally and regionally;
2. Provide technical and other support to USAPI health agencies to develop and operationalize national/state health workforce development plans, including regional approaches for health workforce development;
3. Coordinate the planning, implementation, mobilization of resources, and monitoring of PIHOA's Regional HRH Initiative (Nahlap Declaration 2006) and related HRH components of PIHOA's Strategic Plan 2018-22;
4. Establish/strengthen/support new and/or existing Pacific HRH networks and communities of practice;
5. Consult with USAPI leadership and relevant health agency staff and partners to conduct a second review of the Nahlap Declaration as a follow-up to the Nahlap HRH Progress Report 2011;

6. Engage with regional and other technical partners (CDC, SAMSHA, HRSA, University of Hawaii, University of Guam, local USAPI community colleges, Fiji National University, SPC, WHO, ASTHO, etc.) to coordinate the delivery of health workforce development/training activities based on USAPI-identified HRH development gaps and training needs;
7. Oversees the Pacific Public Health Fellowship Program (PPHFP) development, evolution, growth, and sustainability in coordination with the PPHFP Program Manager.
8. Collaborate with PIHOA's Pacific Basin Primary Care Office Coordinator to develop a USAPI Regional Workforce Database (or dashboard) and use this as a long-term tracking of health workforce needs and gaps in the USAPIs to support regional advocacy efforts;
9. Identify, secure, and coordinate health workforce resources, including writing grants and identifying and disseminating other health workforce development/training opportunities and best practices
10. On request from PIHOA leadership, propose and draft health workforce development policies and position statements for the consideration and approval of the USAPI Ministers, Secretaries, and Directors of Health;
11. As needed and on request, support recruitment of health professionals for PIHOA Member States, including recruitment and placement of National Health Service Corps (NHSC) providers in coordination with PIHOA's Pacific Basin Primary Care Office Coordinator and other emergency response deployments;
12. Collaborate with other PIHOA secretariat staff, consultants, and implementation partners to streamline and integrate HRH/workforce development principles and best practices across all PIHOA initiatives and interventions;
13. Deliver timely reports as required to meet grant conditions, program evaluation requirements, and bi-annual progress updates to the PIHOA Board, including soliciting continuous feedback from the board.
14. Performs other duties as assigned.

PRIMARY QUALIFICATIONS:

- Education: master's degree in public health, Health Administration, H.R./Public Administration, or another 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 resource mobilization, program management, and partnership coordination. Experience in both 1) planning, managing, and delivering public health workforce educational curriculum; and 2) developing and evaluating health professional education programs – including foundational, bridging, and continuing education – in partnership with the education sector (e.g., local community colleges, universities, and secondary education)
- Job Knowledge: Familiarity with U.S. nonprofit/501(c)3 administration and U.S. federal guidelines for nonprofits 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; proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, Word, Outlook, and Publisher); and familiarity with H.R. software and workforce assessment tools is preferred.
- Travel: Must be willing and able to travel in the U.S. 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 U.S. citizen or have a valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant U.S. visa allowing residency and employment in the U.S. 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:

- Medical doctor/clinician or other related doctorate-level public health/primary care practitioner background with demonstrated hands-on experience in multi-disciplinary aspects of addressing a wide range of health workforce development priorities.
- Experience collaborating and engaging with academic institutions for health professions education or workforce development.
- Knowledge and understanding of the public health workforce challenges within the USAPIs and/or similar resource-constrained settings.
- 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, private foundations, and civil society.
- Familiarity with 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 USD 100,000 per annum. A comprehensive Benefits package is included.

TERM OF POSITION: To start on or immediately after April 1, 2023. Employment at PIHOA is based on Hawaii state law, considered "at-will." Continued employment in this position is determined by the availability of grant funding and job performance.

APPLICATION: Interested applicants may submit the following electronically with attention to Janet Camacho (janetc@pihoa.org), Deputy Director, and hr@pihoa.org:

- 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) A minimum of three (3) professional references must be from current and past employment supervisors based on the last 8-10 years of employment.

For any inquiries about this vacancy, please direct them to Janet Camacho at janetc@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