



## **PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION**

EXECUTIVE SECRETARIAT

733 Bishop Street, Suite 1820 • Honolulu, Hawai'i 96813

Telephone (808) 537-3131 • Fax (808) 537-6868

<http://www.pihoa.org> | [Facebook](#) | [LinkedIn](#)

### **CONSULTANCY OPPORTUNITY**

**TITLE:** Lymphatic Filariasis Project Administrative Support Clerk  
**STATUS:** Independent Consultant  
**DUTY STATION:** American Samoa Department of Health-Office of the Director  
**APPLICATION:** Open Until Filled

**SUMMARY OF DUTIES:** The Pacific Island Health Officers' Association is seeking an experienced Project Administrative Support Clerk (PASC) to assist with the American Samoa Lymphatic Filariasis Prevention and Elimination (AS LFE) Project in coordination and consultation with the American Samoa Department of Health (AS DOH), US Centers for Disease Control Center for Global Health (CDC CGH), the World Health Organization (WHO), and PIHOA. The Project Administrative Support Clerk consultant position will be located at the AS DOH Office of the Director (or another location as assigned by AS DOH). Continuation of the consultancy is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

#### **SCOPE OF POSITION:**

1. Reports to: Lymphatic Filariasis Program Coordination and Data Support Officer
2. Supervises: None
3. Fiscal Responsibilities: None
4. Signature Authorities: None
5. Level of Interaction: Must be able to work under the direction and in collaboration with other team members and diverse project stakeholders across AS DOH, CDC, WHO, and PIHOA, including American Samoa community and traditional leaders and church leadership.

#### **MAJOR DUTIES & RESPONSIBILITIES:**

Under the direction of the Lymphatic Filariasis Program Coordination and Data Support Officer, The AS LFE Project Administrative Support Clerk (PASC) will assist in all project tasks and data support functions, including, but not limited to, the following:

1. The daily administration of office and project administrative functions;
2. Assist with coordination/implementation of project activities and training meetings;
3. Administrative monitoring and support for local vendor contracts/consultancies;
4. Procurement of project supplies/equipment and community outreach;
5. Maintenance and inventory tracking of the LF project supplies database;
6. Support AS LFE project logistics planning;
7. Assist with planning and assignment of AS LFE activity field team schedules, including communication with the field team and leads regarding scheduling adjustments or changes;
8. Assists the with the tracking and reporting of all project tasks to ensure project objectives, activity timelines, and LF prevention/elimination milestones are met in a timely and quality manner. Updates the project implementation plan and monitoring of timelines and deliverables;

9. Data Clerk duties include: Assist the Lymphatic Filariasis Program Coordination and Data Support Officer with entomological and human surveillance program data collection; entry of program data into relevant databases; preparation of data spreadsheets; and data cleaning and updating to ensure accurate data capture for program reporting; and
10. Any other duties as assigned under project objectives.

**REPORTING RESPONSIBILITIES:**

1. Submission of monthly invoices for consultancy payment that provides full detail and status of times and activities/outputs completed/achieved/in progress at the end of each calendar month.
2. If the position travels, invoices to include travel/trip reports and other supporting documentation.
3. Submission of allowable travel or other reimbursable receipts.

**PRIMARY QUALIFICATIONS:**

- Education: Minimum associate's degree in Public Health, Health Administration, Health or Social Sciences, or other relevant degree areas.
- Job Experience: A minimum of one year (1) of experience working in public health or related fields.
- Job Knowledge: Knowledge of project support, including project-based planning and logistics; 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 excellent English and Samoan written and oral communication skills; proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, Word).
- Travel: Must be willing and able to travel within American Samoa, the U.S. mainland, and internationally, when required. A valid passport is required.
- 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 must be valid and in good standing before the contract engagement. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

**PHYSICAL/MENTAL DEMANDS:** Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate a 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 job duties. Requires occasional lifting up to 45 pounds. Must be able to drive a vehicle.

**COMPENSATION:** Commensurate with qualifications and experience. Fringe and other benefits are not covered under PIHOA consultancy contracts.

**TERM OF POSITION:** Temporary Consultancy from contract effective date to July 31, 2023, with the possibility of renewal/extension pending funding availability and funding agency approval, and contractor performance.

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

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 [hr@pihoa.org](mailto:hr@pihoa.org).