



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

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Advertisement for Consultancy Position

POSITION TITLE:	Project Support Officer – American Samoa Dengue Sero-Prevalence Survey Project
STATUS:	100% Full-Time, Temporary Consultant
START DATE:	Immediate
PERIOD:	Initial contract to July 31, 2023, with extension to July 31, 2024
DUTY STATION:	American Samoa Department of Health

SUMMARY OF DUTIES

An experienced and qualified Project Support Officer (PSO) is sought by the Pacific Island Health Officers' Association (PIHOA) to provide project administration and implementation support for the American Samoa Dengue Sero-Surveillance Survey Project to be implemented in coordination and partnership with the American Samoa Department of Health (ASDOH). Technical support and funding are provided by the U.S. Centers for Disease Control and Prevention (CDC).

The project aims to conduct a baseline survey in participating local schools to determine the scale of Dengue infection and exposure amongst school-age children ages 9 to 16 years old. The survey results will inform vaccine program planning by the American Samoa Department of Health. The overarching goal of the project is to provide ASDOH and the American Samoa public with robust scientific data and information to inform future efforts and interventions to prevent and mitigate Dengue risk and severe impacts to health.

The PSO will provide project administration and implementation support including, but not limited to: 1) coordinating and convening regular planning and coordination meetings (virtual and in-person) with key project stakeholders from the ASDOH, American Samoa Department of Education (ASDoEd), PIHOA, CDC, and participating American Samoa school leadership; 2) provide administrative and logistical support for the procurement, tracking, safe storage, and distribution management of required project supplies/equipment; and 3) monitor, troubleshoot, and follow-up on key project activities to ensure timely and effective implementation and completion by agreed timelines. The PSO will likely be co-located at PIHOA's Lymphatic Filariasis Elimination Program Support Office at the ASDOH offices in Pago Pago.

SCOPE OF POSITION

1. **Reports to:** The Office of the Director of the Department of Health (or another individual as assigned by the ASDOH)
2. **Geographic Areas of Responsibility:** American Samoa, Tutuila
3. **Supervises:** None
4. **Fiscal Responsibilities:** No. Limited to the administration of local program expenses in consultation

with PIHOA finance/administrative staff

5. **Signature Authorities:** No
6. **Level of Interaction:** Must be able to work independently and under minimal supervision. Must be able to communicate and interact on a regular basis with relevant ASDOH, ASDoEd, CDC, and PIHOA staff in the conduct of the position's major duties and responsibilities.
7. **Special Requirements:** May be exposed to vector-borne diseases and local infectious diseases, rough terrain, inclement weather conditions, high humidity, intense heat and sun, vicious animals, poisonous plants/sea creatures, and travel in small prop planes and/or small boats over rough seas. Must be willing to work in the field away from the office station for long periods of time, as required in the conduct of work. Must be able to work in resource-limited, rural environments with limited public infrastructure and communications/IT capabilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. In coordination with ASDOH, PIHOA, and CDC, assist with the planning, coordination, implementation, and monitoring of the Dengue Sero-Prevalence Survey Project;
2. Procure and manage required project supplies in coordination with PIHOA;
3. Coordinate and convene local key project stakeholder meetings (virtual and in-person) to plan and coordinate project activities and track/troubleshoot project progress in American Samoa. Key stakeholders include but are not limited to ASDOH, ASDoEd, PIHOA, CDC, School Principals, etc.. This includes scheduling and sharing meeting appointments in Google calendar, note-taking, and dissemination of meeting minutes to key stakeholders;
4. Assist with the development, printing/production, and dissemination of project informational materials, local newspaper/radio announcements, etc.;
5. Support PIHOA project reporting processes to ASDOH and CDC, when needed;
6. Attend weekly virtual ASDOH, PIHOA, and CDC planning calls; and
7. Assist in any other duties as assigned in support of project goals and objectives.

REPORTING RESPONSIBILITIES

1. Submission of monthly invoices for payment that include details and status of all activities at the end of each calendar month, and other supporting documentation as required.

PRIMARY QUALIFICATIONS

1. **Education:** Minimum of an associate's degree in business/public administration, public health, health administration, or other relevant degree area.
2. **Experience:** Minimum of three to five years junior to mid-level professional experience in project administration and management.
3. **Knowledge:** Intermediate knowledge of business/project management, including demonstrated high degree of computer literacy (utilization of MS Office Pro Suite applications, especially MS Word and Excel are highly preferred).
4. **Abilities and Skills:** Must have excellent English and Samoan speaking and written communication skills. Must possess current driver's license valid in American Samoa. Must understand vague and implicit

instructions and react favorably and in an open and diplomatic manner in all work situations. Must be able to always communicate in a positive and professional manner. Must be mentally adaptable and flexible in dealing with a variety of circumstances and people from a variety of different circumstances, languages, cultural beliefs and practices, and health knowledge. Must be proactive and able to work in an intense work environment with multiple competing tasks and deadlines. Must possess excellent time management skills.

5. **Travel:** Must be willing and able to travel in the US and internationally, if required, with possible long durations away from home duty station.
6. **Citizenship Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, or other relevant US visa type that allows for residency and employment in the US and its territories. Preference is given to a current resident of American Samoa. Non-resident applicants will be required to relocate to American Samoa for the duration of the project.

PHYSICAL/MENTAL DEMANDS

Position 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 to travel out in the communities and field in infrastructure and resource-limited/rural environments. Requires normal range of hearing and vision to perform duties. Requires occasional lifting up to 45 pounds. Must be able to drive a vehicle and possess a valid driver's license. Duties require extensive traveling and movement within American Samoa, including to the Manu'a Islands, and possible off-island travel when required. A valid passport is required.

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

TERM OF POSITION: Temporary Consultancy commencing immediately to July 31, 2024.

APPLICATION: Submit the following electronically to hr@pihoa.org with electronic carbon copy to Janet Camacho, PIHOA Deputy Director (janetc@pihoa.org):

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications;
- 2) **Curriculum Vitae or Resume;** and
- 3) Minimum of **two (2) work references** from work supervisors current to the last 3 years of work.

For any enquiries related to this vacancy, please direct them to hr@pihoa.org