



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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JOB ANNOUNCEMENT

DATE: 6/19/2023
JOB TITLE: Administrative Assistant
JOB STATUS: Full-Time, 40 hours/week, Non-Exempt, Salaried
DUTY STATION: Honolulu, Hawaii
APPLICATION DEADLINE: Open Until Filled

PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION (PIHOA) ORGANIZATIONAL BACKGROUND

Operating as an independent nonprofit organization with headquarters in Honolulu, Hawaii, and a field office in Hagåtña, Guam, 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).

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 Administrative Assistant is a full-time employment, non-exempt salaried position located at the PIHOA Honolulu Office. Under the direct supervision of the PIHOA Honolulu Office Administrator (OAH), the Administrative Assistant will provide administrative services and support to the PIHOA Honolulu office and grant-funded programs implemented in the USAPIs. The Administrative Assistant will perform a variety of tasks relative to assigned areas of responsibility, and other clerical functions in support of PIHOA. Continuation of employment will be dependent upon operational needs, satisfactory work performance, availability of funds, and compliance with applicable US federal/state laws.

Responsible for supporting all of the PIHOA Honolulu office day-to-day administrative functions including but not limited to: 1) serve as receptionist, receive visitors and direct them to appropriate staff, organizes and maintains a filing system, runs errands, composes correspondence and non-technical documents; 2) serves as the point of contact for and assists with the delivery and shipping of goods or equipment; 3) organizes office administrative and program meeting logistics, schedules meetings and takes meeting minutes; 4) orders and ensures stock of office supplies, assists with purchase requests, and tracks orders; prepares invoices for payment, follows up on delinquent account receivables and maintains purchasing files for the PIHOA Honolulu Office; 5) enters payment invoices and payment receipts into PIHOA's Financial Management System; and 6) assists the OAH in coordinating travel requests and prepares per diem requests.

SCOPE OF POSITION:

1. Reports to: Office Administrator, Honolulu
2. Supervises: None
3. Fiscal Responsibilities: None
4. Signature Authorities: None

Level of Interaction: Must be able to work independently and in collaboration with other team members. Must be able to take direction and follow complex instructions. Must demonstrate initiative to complete multiple tasks. Knowledge of acceptable office practices and procedures. Must possess exceptional organizational and time management skills.

MAJOR DUTIES & RESPONSIBILITIES:

Assist the PIHOA administrative staff in the planning, coordination, and execution of PIHOA office administration and project activities including but not limited to:

1. Supports all of the PIHOA Honolulu office day-to-day administrative functions including: serve as receptionist, receive visitors and direct them to appropriate staff, orders and ensures stock of office supplies, organizes and maintains a filing system, runs errands, as directed by the OAH, composes correspondence and non-technical documents; serves as a point of contact for delivery and shipping of goods or equipment; organizes office administrative and program meeting logistics, schedules meetings and takes meeting minutes; manages purchase requests, and tracks orders.

2. Under the supervision and training from the OAH, assist with payment request system entries into the Financial Management System (Microix) and conduct acquittal research from vendors, as necessary.
3. Ensure Honolulu-based PIHOA team have the necessary daily communication tools to support overall operations; and ensure adherence to PIHOA standards by overseeing calendar updates, scheduling, and logging travel, and arranging teleconferences, meetings, and any other forum.
4. Ensure all project contractors have PIHOA-issued e-mail addresses (when required), and that all assigned contract information (executed contracts, resumes/CVs, W-9 forms, and progress/final reports, trip reports, and travel acquittals/receipts) are collected, logged and filed in both hardcopy form and electronic forms in the PIHOA Shared drive. Assist with updating contractor and other contact lists, establish distribution lists as needed.
5. Initiate and facilitate all approved travel coordination according to PIHOA Administrative and Fiscal policy and procedures for PIHOA sponsored travelers, staff and contractors operating in the USAPIs as assigned, including but not limited to: airfare, ground transportation, incidental allotments, lodging, and management of reimbursement requests. Be available and troubleshoot all problems in the field, finding and providing solutions by utilizing PIHOA's travel company and other networks.
6. Work directly with PIHOA administration team in the Guam and Honolulu offices to administer all purchasing requests and payment information for payables for PIHOA staff and contractors in the Honolulu office. This includes but is not limited to: timely trip processing requirements, and other office/meeting supply, furniture, and equipment purchases.
7. Assist to convene meetings at the Honolulu office and conference calls as directed by the PIHOA Executive Director, administration, and program staff, on request, to monitor project progress and initiate collaborations.
8. Keep the Honolulu office organized and running smoothly, including assisting with office communications, setting up filing systems, filing and logging contractor documents on the PIHOA Shared drive, and ensuring it's a productive work environment.
9. Support the OAH to administer and keep track of all financial transactions and support requests for financial information from the Honolulu office as required.
10. Assist the OAH in the financial reconciliation of (grant) funding, including gathering and organizing information and travel and contract fee acquittals/receipts from assigned contractors and staff.
11. Attend all PIHOA Administrative Staff meetings and other meetings as assigned.
12. Support PIHOA Executive Board Meetings, which will include travel for those Executive Board Meetings outside of Honolulu.
13. Performs other duties as assigned.

PRIMARY QUALIFICATIONS:

- **Education:** Associate degree from an accredited academic institution.
- **Job Experience:** Minimum of two (2) years of work experience as an administrative assistant in line with the Major Duties and Responsibilities noted above.
- **Job Knowledge:** Must demonstrate Knowledge of acceptable office practices and procedures. Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus. Familiarity with medical terminology.
- **Other Requirements:** Must have excellent English written and oral communication skills; must be proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook). Ability to type/keyboard with a high degree of accuracy at a moderate rate (at least 45 wpm) and proficiently use or operate common office equipment.
- **Physical Demands:** Must be able to lift up to twenty-five (25) pounds.

- **Travel:** Must be willing and able to travel in the US 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 US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US 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 PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license

PREFERRED QUALIFICATIONS:

- Bachelor's degree with a focus in business or health care administration from an accredited academic institution.
- Knowledge and understanding of business management and business etiquette.
- Knowledge of and experience working in the Pacific region, with the U.S.-Affiliated Pacific Islands (USAPI).
- Ability to work in diverse teams and demonstrate flexibility of schedule across multiple time zones 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.

COMPENSATION: Commensurate with qualifications and experience. A comprehensive Benefits package is included.

TERM OF POSITION: To start on or immediately after July 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