



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

### **EXECUTIVE SECRETARIAT**

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### **JOB ANNOUNCEMENT**

**DATE:** 6/20/2023  
**JOB TITLE:** Human Resources Clerk  
**JOB STATUS:** Full-Time, 40 hours/week, Non-Exempt, Salaried  
**DUTY STATION:** Honolulu, Hawaii  
**APPLICATION DEADLINE:** Open Until Filled

### **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 Human Resources Clerk (HRC) is a full-time employment, non-exempt, salaried position located at the PIHOA Headquarters in Honolulu, Hawai'i. Continuation of employment will be dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable federal/state laws.

The HRC provides support to the Management team and contributes to the smooth functioning of organizational operations. The HRC primary duties include assistance with various administrative tasks, such as the administration, and implementation of: 1) staff/consultant/contractor talent acquisition, associated recruitment, contracting processes, and onboarding; 2) recordkeeping and archiving of staff/consultant/contractor files including establishment and maintenance of electronic HR database and associated data entry and reporting; 3) File and data management for contractor/consultant contracts; 4) collecting and compiling staff timesheets in preparation for payroll processing.

## **SCOPE OF POSITION:**

1. Reports to: Deputy Director, 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 directions 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:**

1. Assist PIHOA management and technical program coordinators in talent acquisition and recruitment processes, including publishing, posting, and updating job ads for vacancies and consultant opportunities through various recruitment channels.
2. Coordinate the position selection processes (scoring, interviewing, background checks, etc.).
3. Assist with scheduling new staff/consultant/contractor orientations and other onboarding requirements, including support to the PIHOA administration for new staff and consultant relocations to assigned duty stations, when needed.
4. Maintain employee records (e.g., vacation and sick leave). Prepare, organize and file (electronic and print) all PIHOA critical HR documents to ensure confidentiality and security of sensitive HR information, including staff/consultant/contractor letters of engagement and contracts, staff benefits enrollment forms, CVs/resumes, current job descriptions, insurance/benefits claims, timesheets, leave requests, staff performance reviews, termination letters, etc.
5. Assist with the collection and compiling of bi-weekly staff timesheets in preparation for payroll processing by the finance team.
6. Support PIHOA management/administration/finance team to organize and support semi-annual PIHOA Executive Governing Board meetings, including meeting logistics, compiling, and reporting HR/personnel information/data to the Board, etc., when requested.
7. Attends all PIHOA Administrative Staff meetings and other meetings as assigned.
8. Performs other duties as assigned.

## **PRIMARY QUALIFICATIONS:**

- **Education:** Associate's degree in Human Resources, business administration, or relevant field, from an accredited academic institution.
- **Job Experience:** Minimum of two (2) years of work experience as an HR clerk in line with the Major Duties and Responsibilities noted above.

- **Job Knowledge:** Possesses a good understanding of HR operations (recruiting, onboarding, training, and compensation); and basic knowledge of labor policy. 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.
- **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). Knowledge of HR Management Systems is a plus. Possesses solid organizational and time-management skills. 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 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 human resources 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](mailto:janetc@pihoa.org)), Deputy Director, and [hr@pihoa.org](mailto: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](mailto: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](http://www.pihoa.org)