



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
P.O. Box 16
Majuro, Marshall Islands 96960
Phone: (692) 625-5660/5661 | Fax: (692) 625 3432



JOB DESCRIPTION

| | |
|------------------------------|---|
| Position Title | Project Management and Technical Support - Project Administrative Officer |
| Position Type | Multi-Year, Technical Consultant |
| Ministry and Division | Ministry of Health and Human Services, Majuro Hospital |
| Location | Delap Village, Majuro Atoll |
| Contract Period | 5 years commencing immediately to November 30, 2027 |
| Immediate Supervisor | RMI Public Health Infrastructure Grant, Project Management and Technical Support Team Lead |
| Contracting Agency | Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS |
| Salary/Compensation | Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities |

JOB PURPOSE: The Project Management and Technical Support (PMTS) – Project Administrative Officer (PAO) will be the administrative support focal point for the RMI MOHHS’ Strengthening Public Health Infrastructure, Workforce, and Data Systems (OE22-2203) Grant funded by the US Centers for Disease Control and Prevention’s (CDC) Center for Surveillance, Epidemiology, and Laboratory Services (CSELS) and PMTS team. The PAO will provide office and program administrative and logistical support to the core PMTS team members, other grant-funded short-term Subject Matter Expert (SME) consultants, and relevant RMI MOHHS Ministry Leadership Team (MLT) and Project Management Unit (PMU) members.

The PAO will be guided by and report directly to the PMTS Team Lead. Along with the PMTS Team Lead, the PAO will be accountable to and be an active member of the RMI MOHHS’ OE22-2203 PMU comprised of designated RMI MOHHS staff and OE22-2203-funded consultant technical leads. The PMU will be responsible for the daily management oversight, planning, coordination, and monitoring of OE22-2203-funded activities. The PMU will be further supported by the RMI MOHHS’ OE22-2203 bona fide agent, the Pacific Islands Health Officers’ Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS’ OE22-2203 grant. The PAO will be expected to further coordinate with PIHOA on project management tasks to ensure adherence to and compliance with CDC’s OE22-2203 grant award requirements and conditions.

KEY RESPONSIBILITIES: Under the guidance of the RMI MOHHS PMU and direct supervision of the PMTS Team Lead, the PMTS – PAO will:

1. Support the RMI MOHHS PMU and PIHOA management to set-up and maintain the OE22-2203 PMTS Office at the RMI MOHHS;
2. In consultation with the PMU and PIHOA, assist with the orientation of new OE22-2203-funded technical consultants and contractors; including organizing local travel, accommodations, and relocation of off-island PMTS hires and designated RMI MOHHS staff;
3. Assist with administrative services: answering calls, setup appointments, type letters, file, distribute documents to outside offices, and log and keep reports;
4. Organize logistics for all local grant-funded project-related planning and other face-to-face meetings, including all required/planned virtual zoom calls and minute-taking for OE22-2203 annual stakeholder

and PMU planning meetings with RMI MOHHS MLT and PMU members, and relevant RMI MOHHS program staff, local leadership, and local/international partners;

5. Administer and monitor all grant-funded IT and other software subscriptions in support of project work;
6. Provide procurement and supply management support for the PMTS team/office and grant-funded RMI MOHHS project activities, including as required, asset tagging, inventory logging, etc.
7. Collect/compile and submit all required financial documents including vendor quotes, invoices and payment receipts in accordance with RMI MOHHS and PIHOA's fiscal policies and procedures, including ensuring budgeted expenses remain within budget and allowability parameters and keeping a ledger of all project expenses for monthly reconciliation;
8. Perform other duties within the capacity, qualification and experience normally expected from a person occupying a position as this classification; and
9. Provide additional administrative support to the RMI MOHHS PMU when needed.

KEY PERFORMANCE MEASURES AND DELIVERABLES

1. The OE22-2203 PMTS Office is established and maintained with a clean, professional environment.
2. Orientation, vehicle rental/other local travel, accommodations, and relocation of new OE22-2203-funded consultants and contracts is efficiently coordinated.
3. Inquiries are properly addressed/routed, in-person and virtual meetings are scheduled, correspondence is drafted, managed, and distributed as directed.
4. Project consultants have the necessary tools and resources needed to do their work.
5. Project resources are properly procured, inventoried, and maintained.
6. Project meetings and events are planned well in advance to ensure organized, successful outcomes; meeting minutes are well documented.
7. Budgets are adhered to, and complete and accurate financial records are maintained.

SKILLS AND QUALIFICATIONS

Qualifications

1. Minimum associate degree and above, in business or public administration, public health administration, or relevant degree program from an accredited university.
2. Minimum five years of demonstrated program administration experience, ideally for large donor-funded projects implemented in the RMI or for grants and projects implemented in low-resource settings.
3. Must be an RMI resident.

Skills

1. Must have demonstrated knowledge of acceptable office practices and procedures.
2. Must have good interpersonal skills and ability to communicate with health agency management, program staff, community stakeholders, partners, and funders clearly, effectively, and professionally.
3. Must be proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, Word). Ability to type/keyboard with a high degree of accuracy and proficiently use or operate common office equipment.
4. Must be able to speak and write fluently in Marshallese and English.
5. Must have good observational skills and attention to detail.
6. Must be self-motivated, disciplined, and able to operate with limited supervision.
7. Must demonstrate compassion, patience, and ability to adapt to less-than-ideal, complex, and intense working conditions, including environments with little or no English-speaking skills and diverse cultural/ideological beliefs and practices.
8. Must have a valid passport to be able to travel domestically and internationally.

9. When requested, must be able to submit Police and Medical Clearance Reports as part of entry requirements into the RMI.
10. Must have a valid driver's license.

ADDITIONAL INFORMATION

- Office and program equipment and supplies needed to conduct contract work will be provided by PIHOA and the RMI MOHHS, including but not limited to: desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies (PIHOA) and office space (RMI MOHHS).
- Any local, RMI domestic travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other travels not associated with contracted work will be at the expense of the candidate.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.

Approved by:



MOHHS Secretary of Health

13 Sept 2023

Date