



*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**

<b>Position Title</b>	<b>Finance Information Management Specialist</b>
<b>Position Type</b>	Part-Time, Multi-Year, Technical Consultant
<b>Ministry and Division</b>	Ministry of Health and Human Services, Majuro Hospital
<b>Location</b>	Remote, with periodic work in Delap Village, Majuro Atoll
<b>Contract Period</b>	Four months annually for five years, commencing immediately to November 30, 2027
<b>Immediate Supervisors</b>	Finance Director, RMI MOHHS
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Finance Information Management Specialist (FIMS), as the subject matter expert, will lead the RMI MOHHS' efforts to plan and conduct a comprehensive on-site assessment of the MOHHS' current financial management system functionalities and utilization, associated standard operating procedures (SOPs), accounting/finance procedures and policies, and staff capacities. The FIMS is funded under 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).

The FIMS will be guided by and report directly to the RMI MOHHS Finance Director, and the RMI MOHHS' OE22-2203 Project Management Unit (PMU). The PMU is 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.

**KEY RESPONSIBILITIES:** Under the guidance of the RMI MOHHS PMU and co-supervision of the RMI MOHHS Finance Director, the FIMS will:

1. Plan and conduct an onsite baseline environmental scan and gaps assessment of the RMI MOHHS' financial management operations and system management utilization environment;
2. Develop a technical support plan that addresses findings and recommendations for specific targeted corrective and other actions to address assessment findings as well as inventory management;
3. Develop and implement appropriate assessment tools and methodologies;
4. Review, refine, and draft policies and procedures;
5. Under the direction of the RMI MOHHS Finance Director, plan and implement requested remote and onsite MIP (Micro Information Products), Microix and other financial management training and targeted technical assistance to relevant RMI MOHHS staff; and
6. Submit monthly progress reports to the MOHHS Finance Director for review and approval prior to submitting monthly invoices for payment to PIHOA for processing.

### **KEY PERFORMANCE MEASURES AND DELIVERABLES**

1. Baseline financial management environment scan/gaps assessment report
2. Financial Management Technical Support Plan
3. Provision of financial management-related technical assistance and training
4. New and/or updated finance SOPs

### **SKILLS AND QUALIFICATIONS**

## Qualifications

1. Minimum Bachelor's degree in accounting, business, public administration, or related field from a recognized university. Master's degree or above preferred.
2. Minimum five years of general accounting and accounting experience using major accounting software packages.
3. Minimum ten years of experience working collaboratively with stakeholders and end users to determine organizational needs and objectives, evaluating and improving systems used to collect, configure, and analyze financial information; identifying systems improvement solutions; developing and customizing systems to better manage finances; and training on the use of financial management systems.
4. Certified MIP and Microix systems trainer preferred.

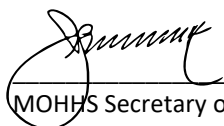
## Skills

1. Must have expert knowledge of Generally Accepted Accounting Principles (GAAP) and best practices.
2. Must have expert knowledge of Abila MIP and Microix software and other financial management systems; certification as a Certified Accounts Payable Associate (CAPA) is a plus.
3. Must have demonstrated experience in financial planning, programming, budgeting, and execution.
4. Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts, corporate procedure and maintaining general ledger accounts.
5. Must have advanced interpersonal skills and demonstrated ability to facilitate effective, professional, and compassionate communication and consultations with health agency leadership and program staff, community stakeholders, partners, and funders.
6. Must have advanced computer skills, including familiarity with MS Office applications such as Word, Excel, and PowerPoint, and fluency in a variety of applicable programming languages, software, and systems.
7. Familiarity with processes such as data cleansing, business process analysis, and technical leadership practices.
8. Must have advanced English-speaking and writing skills.
9. Must have excellent observational skills and attention to detail, including high-level critical thinking and timely, effective decision-making to adapt to and resolve problems as they arise.
10. Must be self-motivated, disciplined, and able to operate with limited supervision.
11. 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.
12. Must have a valid passport to be able to travel domestically and internationally.
13. When requested, must be able to submit Police and Medical Clearance Reports as part of RMI entry requirements.
14. Must have a valid driver's license.

## ADDITIONAL INFORMATION

- Compensation includes all eligible travel-related costs for onsite work in the RMI. 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

12 Oct 2023

Date