



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
P.O. Box 16
Majuro, Marshall Islands 96960
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JOB DESCRIPTION

Position Title	Neighboring Islands Health Centers (NIHC) Data/Surveillance Officer (DSO)
Position Type	Multi-Year, Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Majuro Hospital
Location	Delap Village, Majuro Atoll
Contract Period	Four (4) years commencing immediately to November 30, 2027
Immediate Supervisors	RMI Senior Epidemiologist (Direct Supervisor) and Public Health Infrastructure Grant, Project Management and Technical Support Team Lead (Indirect Supervisor)
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 NIHC Data/Surveillance Officer (DSO) will support the expansion of the electronic surveillance system to the NIHCs as part of the Neighboring Islands Health Services Enhancement (NIHSE) Initiative 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) and PMTS team. The DSO, as part of the Division of Epidemiology and Surveillance under the Health Informatics Department (HID), will provide technical support to the NIHCs to strengthen surveillance systems and capacities, and also ensure NIHCs reporting of quality data that is timely, accurate, and complete.

The DSO will be guided by and report directly to the RMI Senior Epidemiologist. The DSO 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 Island Health Officers' Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS' OE22-2203 grant.

KEY RESPONSIBILITIES: Under the oversight of the RMI MOHHS PMU through the PMTS Team Lead and the direct supervision of the RMI Senior Epidemiologist, the DSO will:

1. Assist the RMI MOHHS HID staff develop and finalize NIHC surveillance/public health registry/vital statistics/administrative data collection forms, templates, and processes/standard operating procedures (SOPs);
2. Assist the RMI MOHHS HID to develop tools and indicators for effective disease surveillance at national and NIHCs levels;
3. Assist the RMI MOHHS manage surveillance activities and field investigations, including efficient and effective timely responses to disease investigations, disease outbreaks, situational reports, disasters, and public health emergencies at national and NIHCs levels;

4. Assist RMI MOHSS in the optimization, refinement, and rollout of a robust Outbreak Management System for NIHCs;
5. Train and support Neighboring Islands Health Assistants (NIHA) and Neighboring Islands Management Team to understand and utilize the newly developed NIHC electronic surveillance/registry/vital statistics/administrative forms and processes, including trouble-shooting support as required;
6. Provide direct on-site and remote technical support to NIHC staff in the collection, analysis, and interpretation of epidemiological and surveillance data and findings, including (and as needed) the preparation of written reports;
7. Review, clean, and compile data submitted by the NIHAs into central data repositories;
8. Supports opportunities to strengthen systems and capacities for health informatics, including exploring and applying appropriate technologies and platforms that may be useful for the RMI;
9. Supports the MOHHS to compile and deliver timely, quality, and comprehensive surveillance and associated data reports;
10. Submit monthly progress reports to the PMU through the RMI Senior Epidemiologist for review and approval prior to submitting monthly invoices for payment to PIHOA for processing; and
11. Perform any other data reporting and/or surveillance-specific related duties as directed by the Senior Epidemiologist or required by the HID or the PMU.

KEY PERFORMANCE MEASURES AND DELIVERABLES

1. Data collection forms, templates, and SOPs.
2. Training agendas, attendance, material, and other documents.
3. Data reports.
4. Monthly progress reports.

SKILLS AND QUALIFICATIONS

Qualifications

1. Minimum associate degree in health statistics, biostatistics, health informatics, or relevant degree program from an accredited college or university; Bachelor's degree preferred.
2. Minimum of two (2) years of practical data, surveillance, or epidemiological work experience and/or have successfully completed (or are on track to complete) the Tier 1 Data for Decision-Making (DDM) Field Epidemiology Training Program conducted by PIHOA.
3. Demonstrate knowledge of infectious disease control, non-communicable disease control and prevention, and public health preparedness
4. Must be fluent in both written and oral Marshallese and English.

Skills

1. Able to gather, identify, clean, and extract required data (e.g. health, socio-economic, etc.) from hardcopy and other digital sources; prepare spreadsheets, summaries, charts, and tables for reports;
2. Must be able to read and understand protocols and develop procedures for the collection and integration of data, including forms and documents needed for data collection, management, processing, and analysis.
3. Must have advanced computer skills, including familiarity with MS Office applications such as Word, Excel, and PowerPoint, and familiar with a variety of applicable programming languages, software, and systems;
4. Must be able to provide end-user training and support implementation of new or revised processes;
5. Knowledge of and experience working in the Pacific region.
6. Must have good interpersonal skills and the ability to communicate with health agency management, program staff, community stakeholders, partners, and funders clearly, effectively, and professionally.
7. Must be self-motivated, disciplined, and able to operate with limited supervision.

8. 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.
9. Must have a valid passport to travel domestically and internationally.
10. When requested, must be able to submit Police and Medical Clearance Reports as part of entry requirements into the RMI.
11. 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 travel 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 and Human Services

1-25-24

Date

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho at hr@pihoa.org with cc to Cerina Mariano at cerinam@pihoa.org:

1. Letter of Interest that outlines your qualifications and professional experience in response to the Skills and Qualifications listed above;
2. Résumé/Curriculum Vitae; and
3. Minimum of three (3) professional references – these references must be from current and past employment supervisors based on the last 2-5 years of employment.

For any inquiries related to this vacancy, please direct them to Emi Chutaro at emic@pihoa.org and Janet Camacho at hr@pihoa.org.

CONTACT: PIHOA Human Resources | 808-537-3131 | hr@pihoa.org | www.pihoa.org