



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

### EXECUTIVE SECRETARIAT

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### CONSULTANT POSITION ANNOUNCEMENT

<b>Position Title</b>	Pacific Public Health Fellowship Program Fellow Mentor
<b>Position Status</b>	Independent Technical Consultant
<b>Period of Performance</b>	Immediate through to July 31, 2024, with possible extension contingent on funding and performance
<b>Duty Station</b>	Hagåtña, Guam

**ORGANIZATIONAL BACKGROUND:** Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of 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, the Pacific Island Health Officers' Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of executive, administrative and technical staff and a number of short and long-term independent consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

**Pacific Public Health Fellowship Program:** The Pacific Public Health Fellowship Program (PPHFP) is a collaborative effort between PIHOA, the USAPI Public Health Departments, and the Centers for Disease Control and Prevention (CDC). The purpose of the program is to improve health outcomes through the continuous development of a competent, sustainable, and empowered public health workforce. The fellowship program will enable early-career aspiring professionals who are from or reside in the USAPIs and who hold graduate degrees in public health or health-related fields (Associate and bachelor level) an opportunity to round out their academic training and gain practical public health experience at a USAPI participating public health host agency site. The USAPI's priorities are to identify new approaches and opportunities for field training experience during a two-year fellowship to promote public health careers in the USAPI and prepare early career professionals to meet emerging and future public health challenges in the Pacific. The two-year fellowship program is a community site immersion experience for the fellow to serve as a part of a multi-disciplinary team of professionals in USAPI public health agencies meeting the needs of the community.

**SUMMARY OF DUTIES:** The Pacific Public Health Fellowship Program (PPHFP) Fellow Mentor will be based at PIHOA's Hagatna, Guam office. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable State and Federal laws.

The mentor's role is to mentor, teach, guide, and help shape the professional growth and learning of the fellow and to serve as their positive role model during the two-year Pacific Public Health Fellowship Program (PPHFP). Mentors provide guidance, advice, feedback, and support to the fellow (mentee), serving variously as teachers, counselors, advisors, advocates, and allies, depending on the specific goals and objectives negotiated with the fellow.

Mentors serve as confidants to fellows, assist them in building positive relationships within their USAPI PPHFP Host Sites and networks, and provide active linkages to local, national, and international program services and resources so that they can obtain necessary knowledge and skills from their respective USAPI Public Health or Health Ministry Host Sites to enhance their public health career pathway.

## SCOPE OF POSITION

1. **Reports To:** PPHFP Program Manager
2. **Geographic Areas of Responsibility:** Guam and other USAPIs
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** Must be able to work independently and in collaboration with other team members and diverse project stakeholders across the USAPIs health leadership, CDC, and PIHOA. The position will interact with a wide array of multi-disciplinary team members working across multiple locations and may include interactions with national, state, and regional health leadership, including the USAPI Directors and Secretaries of Health and regional technical partners.

## MAJOR DUTIES AND RESPONSIBILITIES/DELIVERABLES

As directed by the PPHFP PM, the Pacific Public Health Fellowship Program (PPHFP) Fellow Mentor will:

1. Provide ongoing mentoring to Fellows, including dedicated office hours to assist Fellows with progressing through their work plan.
2. Participate in the PPHFP Moodle platform learning experiences by providing feedback to Fellows on the discussion forum.
3. Conduct program evaluation activities, including collecting, collating, and reporting ongoing formative and intermittent summative evaluation data related to the Fellows' work plan.
4. Provide technical assistance and support to the Host Site Supervisor to develop the Fellows' work plan as needed.
5. Follow each Fellow's career trajectory post-program completion and assess the program impact on the host site agencies and the success of the fellows in the public health workforce.
6. Assist the PPHFP team in establishing a more formalized peer-to-peer network amongst Host Site Supervisors and Fellows for peer exchange and mentorship support.
7. Continue the support for the implementation and refinement of the PPHF in collaboration with the Program Manager and Program Administrator.
8. Any other duties as assigned in accordance with program objectives.

## REPORTING RESPONSIBILITIES:

1. Submission of monthly invoices for payment and programmatic progress reports outlining activity and performance indicator completion status, including additional Duty Travel/Trip/Training Reports and other relevant documentation providing evidence of work progress.
2. Submission of allowable travel reimbursable receipts as needed (calling/internet cards, airport tax, excess luggage, car rental fuel, etc.).
3. When completed, submission of all final and approved deliverables and reports.

## PRIMARY QUALIFICATIONS

1. **Education:** Minimum of Bachelor's degree in Public Health, Environmental Health, Nursing, Allied Health, Biology, Science, Social Sciences, Behavioural Health / Psychology, or Masters in Public Health, Environmental Health, Behavioural Health, Public Administration or Health Administration related field (or equivalent professional experience).
2. **Job Experience:** Minimum 3 to 5 years of work experience in a public health or community health agency or health program. Extensive experience working as a Program Manager/Supervisor in public health or related

fields with experience in public health program management developing, coordinating, and strengthening local and regional public health programs is preferred.

3. **Job Knowledge:** Familiarity with domestic, regional and international partners in the USAPIs. Demonstrated ability to work with multi-disciplinary teams across multiple locations and to effectively communicate with respect and diplomacy with a range of people from differing backgrounds, value systems, cultures, religious affiliations, and varying degrees of English-speaking and writing competencies. Advanced knowledge in the areas of 10 Essential Public Health Services is preferred. Demonstrated success in program implementation and evaluation.
4. **Abilities and Skills:** Must have excellent English and written communication and report-writing skills. Must possess skills and experience as a training instructor/facilitator. Must have intermediate to advanced computer literacy and be proficient in Microsoft Office applications. Must understand vague and implicit instructions and react favorably and in an open and diplomatic manner in all work situations. Must be able to communicate in a positive and professional manner. Must be mentally adaptable and flexible in dealing with a variety of people from a variety of different circumstances, languages, cultural beliefs and practices, and health knowledge. Must be proactive, and able to work in an intense work environment with multiple competing tasks and deadlines and possess excellent time management skills. Must demonstrate flexibility and be able to think strategically.
5. **Travel:** Must be willing and able to travel in the US and internationally, when required, with possible long durations away from home duty station. Must have a valid passport and be willing and able to travel in the US, Pacific region, and internationally. PIHOA does not cover passport and visa expenses. The position will require travel from home base for both short and long periods, and possibly to multiple locations under one travel period.
6. **Citizenship Requirements:** Candidate must possess a valid passport that enables work and residence in the US or freely associated states and travel to the US and other USAPI sites, preferably a US passport, US Green Card, or other relevant visa type. Please note that PIHOA does not cover expenses related to acquiring a work visa or passport.
7. **Other Requirements:** PIHOA reserves the right to conduct security checks on successful applicants. Though not required, it is highly advised to have a valid driver's license.

**PHYSICAL/MENTAL DEMANDS:** This consultancy may require prolonged sitting and some standing, walking, kneeling, and bending; requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard and office equipment; and travel to resource-limited and/or rural and jungle/atoll/mountainous environments. Requires occasional lifting up to 45 pounds.

**SPECIAL REQUIREMENTS/OTHER DEMANDS:** Given the nature of PIHOA work in the Pacific region and travel requirements for the consultancy services, PIHOA consultants/contractors may potentially be exposed to vector-borne and local infectious diseases, inclement weather conditions, high humidity, intense heat, and sun. Successful candidates must be flexible, adaptable, and able to work in resource-limited, rural island environments with limited public infrastructure and communications and often less than 1 to 2-star accommodations with little to no disability access.

**COMPENSATION:** Commensurate with qualifications and experience. Fringe and other benefits are not covered under PIHOA consultancy contracts. Consultants are required to submit monthly invoices for payment with accompanying progress reports that outline the status of deliverables.

**TERM OF POSITION:** This is a short-term consultancy contract effective immediately through July 31, 2024, with the possibility of renewal/extension based on performance and funding agency approval.

**APPLICATION:** Applications close February 11, 2024. Please submit the following electronically with attention to the PIHOA Contracts Management Officer ([keleiser@pihoa.org](mailto:keleiser@pihoa.org)):

1. **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;

2. **Curriculum Vitae or Resume**; and
3. **Minimum of three (3) professional references** - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

For any specific inquiries relating to the scope of work of the consultancy, please direct them to the PIHOA Contracts Management Officer ([keleiser@pihoa.org](mailto:keleiser@pihoa.org)).