



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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CONSULTANT POSITION ANNOUNCEMENT

Position Title	Regional Health Communications Specialist/Trainer Consultant
Position Status	Independent Technical Consultant
Period of Performance	Immediately for twelve (12) months, with possible extension contingent on funding and performance
Duty Station	Honolulu, Hawaii

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 consultants, has 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 (HRH); 2) health information systems, epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health

policy and advocacy; 6) health security; and 7) partnership and leadership engagement and coordination.

SUMMARY OF DUTIES: PIHOA is seeking an experienced and qualified, limited-term technical consultant to serve as a Regional Health Communications Specialist/Trainer to support and enhance risk and health communication systems and capacities across the USAPIs. This consultancy will be planned in collaboration with PIHOA's Communications Officer (CO) and under the supervision of PIHOA's Executive Director (ED). The successful candidate will play a crucial role in assessing health/risk communication systems and capacities in participating USAPI sites and providing targeted technical support and training where gaps and needs are identified in alignment with stated local priorities and strategies.

I. SCOPE OF POSITION

1. **Reports To:** PIHOA CO and ED
2. **Geographic Areas of Responsibility:** USAPIs
3. **Fiscal Responsibilities:** None
4. **Signature Authority:** No; all vendors and other contracts will require prior approval and be signed off by the PIHOA Deputy Director of Programs and Operations (DD).

II. MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of PIHOA's CO, the Regional Health Communications Specialist/Trainer Technical Consultant will:

1. Develop appropriate environmental scan/assessment methodology(ies) and tool(s) to assess health/risk communication systems and capacities in low-resource settings. Where feasible, work with PIHOA's CO to identify key USAPI and regional partner health/risk communications stakeholders to review and provide input into the development process;
2. Conduct on-site visits and remote technical assistance to participating USAPI sites to assess current health/risk communications capacities, systems, and gaps/needs, including documenting strengths and successes for resource and information exchange/sharing;
3. Based on the assessment findings, develop context context-appropriate training curriculum (or program) and associated resources and materials with targeted measures and competencies.
4. Develop and facilitate tabletop exercises to continuously evaluate and enhance participating USAPI risk/health communication systems and capacities;
5. On request from participating USAPI sites and in coordination with PIHOA's CO, provide on-site health/risk communications training and technical support. This

may include support for risk/health communications strategic planning and providing support to develop risk/health communication templates and resources for local use and adaptation;

6. Contribute to the planning and facilitation of a Regional Risk Communications Training Workshop and Inaugural USAPI Health Communications Network Meeting tentatively planned for Guam in late 2024/early 2025 in partnership with the Pacific Community (SPC), US Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO);
7. Work with PIHOA's CO to support a community of practice of USAPI health/risk communication professionals for ongoing training/coaching/mentorship, technical support, and peer-to-peer information/learning exchange;
8. Support PIHOA's CO to communicate project work and progress to CDC as the primary funder of this work, including participating in CDC project coordination calls, compiling progress reports, and when required, present at PIHOA executive board meetings; and
9. Any other duties as assigned by PIHOA's CO and ED in support of the project objectives.

III. EXPECTED DELIVERABLES

1. USAPI Health/Risk Communications Environmental Scan/Assessment Report
2. Health/risk communication training curriculum, materials, and resources
3. On-site and remote training and technical support
4. USAPI Risk/Health Communications Network established and supported
5. Tailored local USAPI communication resources developed (plans, templates, resources, etc.)
6. Project progress reports

IV. REPORTING RESPONSIBILITIES

1. Submission of monthly invoices for payment and programmatic progress reports outlining activity and performance indicator completion status and other relevant documentation providing evidence of work progress.
2. When completed, submission of all final and approved deliverables and reports.

V. PRIMARY QUALIFICATIONS

1. **Education:** Tertiary-level academic credentials in media/communications
2. **Experience:** Minimum of 3-5 years of experience in health and risk communications programming and training, preferably in low-resource, public health settings
3. **Knowledge:** Demonstrated expertise in developing and implementing context-appropriate health and risk communication strategies, training, and

resource/materials development for diverse and high-risk, vulnerable populations, preferably in the Pacific region

4. **Abilities and Skills:**

- Strong interpersonal skills with the ability to work and communicate effectively and diplomatically in multicultural and multilingual environments
- Excellent English written and verbal communication skills

5. **Travel:** Ability to travel frequently within the Pacific region and the US and its territories.

6. **Other Requirements:** The candidate must possess a valid passport and driver's license for extensive duty travel in the Pacific region, the US, and its territories. PIHOA does not cover expenses related to acquiring a work visa or passport.

7. **Additional Requirements:** PIHOA reserves the right to conduct security checks on successful applicants.

PHYSICAL/MENTAL DEMANDS: This consultancy may require the following: 1) prolonged sitting and some standing, walking, kneeling, and bending; 2) eye-hand coordination and manual dexterity sufficient to operate a computer keyboard and office equipment; 3) travel to infrastructure and resource-limited rural/outer-island and jungle/atoll/mountainous environments; and 4) occasional lifting of up to 45 pounds.

COMPENSATION: The consultant will receive a monthly flat-rate fee commensurate with qualifications and experience. Fringe and other benefits are not covered under PIHOA consultancy contracts. The consultant will be required to submit monthly invoices for payment with accompanying narrative progress reports that outline the status of deliverables.

TERM OF POSITION: This position is considered a limited-term independent consultancy with a contract effective date of immediately for twelve (12) months, with the possibility of renewal/extension based on performance and funding agency approval.

APPLICATION: Submit the following electronically with attention to the PIHOA Contracts Management Officer (keleiser@pihoa.org):

1. **Cover Letter of Interest** that outlines your overall qualifications and professional experience in response to the qualifications listed above;
2. **Curriculum Vitae or Resume** and any relevant portfolio or work samples
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.

This position offers a unique opportunity to meaningfully impact USAPI population health. Anyone who meets the qualification criteria is passionate about improving health

outcomes for vulnerable populations, and is flexible and easily adapts to operating in multilingual/cultural and limited-resource settings is encouraged to apply.

Applications will be reviewed on a rolling basis until the consultancy vacancy is filled. 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) and PIHOA's Communications Officer, Billie Hiraishi (billieh@pihoa.org).