



## POSITION ANNOUNCEMENT

**POSITION TITLE:** REGIONAL COMMUNICABLE DISEASE EPIDEMIOLOGIST  
**STATUS:** FULL TIME, EXEMPT  
**LOCATION:** HONOLULU  
**APPLICATION:** OPEN UNTIL FILLED

### ORGANIZATIONAL BACKGROUND:

Established in 1986, the Pacific Island Health Officers Association (PIHOA) represents the collective health interests of the U.S. Affiliated Pacific Islands (USAPIs), which include American Samoa, the Federated States of Micronesia (FSM), Guam, the Republic of the Marshall Islands (RMI), and the Republic of Palau (ROP). Operating as an independent nonprofit organization with headquarters in Honolulu, Hawai'i, and 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.

PIHOA's membership is comprised of the ministers, directors, and secretaries of health of the five USAPIs (Executives), their deputies and chief executive officers of local public hospitals (Associates), and Pacific regional professional associations (Affiliates). PIHOA's Secretariat is comprised of executive, administrative, and technical staff, as well as technical consultants who provide assistance to the USAPI health agencies to strengthen their health systems and build capacities in the areas of 1) health workforce development 2) epidemiology and surveillance 3) health security 4) laboratory services 5) performance improvement 6) health policy and advocacy and 7) leadership development.

### SUMMARY OF DUTIES:

The PIHOA Regional Communicable Disease Epidemiologist (RCDE) is a full-time exempt position located in the PIHOA Honolulu, Hawai'i office.

Under the direction of the PIHOA Regional Health Information Systems and Performance Improvement Coordinator (RHIS PM), the PIHOA RCDE will: 1) build epidemiological, surveillance, and health information systems capacity in USAPI health agencies; 2) provide direct services as needed; for example, in data analysis and public health emergency response; and 3) liaise with other PIHOA initiatives and regional, federal, and international agencies to inform and strengthen USAPI health outcomes.

### SCOPE OF POSITION:

1. Reports to: Regional Health Information Systems and Performance Improvement Coordinator (RHIS PM)
2. Supervises: None
3. Fiscal Responsibilities: None
4. Signature Authorities: None

Level of Interaction: This is a highly responsible, creative, and demanding position requiring a unique mix of qualifications and experience in epidemiology, public health, and cultural competency. There is extensive interaction with USAPI health personnel and leadership and technical partners.

## MAJOR DUTIES & RESPONSIBILITIES:

1. Assess and regularly report on epidemiological data sources in the USAPI; identify gaps and quality issues and make recommendations to health agency personnel on how to address them.
2. Analyze USAPI communicable disease surveillance data; interpret findings and limitations. With these analyses:
  - a. Work with USAPI and pan-Pacific health personnel to develop and implement evidence-based surveillance plans and prevention and response strategies.
  - b. Assist health agency personnel with the production of epidemiological reports appropriate for various audiences (community members, health professionals, policy makers, donors, journal publications, and the media).
  - c. Develop a USAPI and jurisdictional Communicable Disease Surveillance Framework and Data Dashboard.
3. Serve as adjunct faculty for the Strengthening Health Interventions in the Pacific (SHIP) Field Epidemiology Training Program (FETP) in the USAPI.
4. As needed, and in close collaboration with the CDC Career Epidemiology Field Officer for the USAPIs, provide epidemiological and other surveillance/health information systems support to USAPI health agencies during public health emergencies.
5. Collaborate with other PIHOA initiatives including: 1) lab strengthening in the areas of developing lab SOPs and protocols, 2) vector management to tie human disease data to mosquito reduction efforts, 3) Non-Communicable Disease monitoring efforts and Vital Statistics projects to ensure a complete epidemiological system across the USAPI.
6. Deliver timely reports as required to meet grant conditions, program evaluation requirements, and bi-annual progress updates to the PIHOA Board.
7. Perform other duties relevant to the RCDE's role as assigned by the Executive and Program management.

## PRIMARY QUALIFICATIONS:

- **Education:** Master's degree from an accredited academic institution in epidemiology or a health systems related field such as health statistics or health informatics.
  - **Job Experience:** Minimum two years of epidemiological work experience or an equivalent combination of education, training and experience provided that the minimum degree requirement is met. Experience in designing, conducting, evaluating and interpreting epidemiological studies or investigations. Knowledge in communicable disease surveillance and control, including interpretation and evaluation of laboratory test results and statistical data.
  - **Job Knowledge:** Expert knowledge of the principles and best practices of public health including health service delivery and health professional development in low-resource settings. Applicable knowledge of epidemiological practices, analytical methodologies, and procedures. Proficient in statistical computer software packages and applications; programming abilities is a plus. Experience in supporting multi-disciplinary teams working across multiple locations. Ability 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. Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus.
  - **Other Requirements:** Advanced English written and oral communication skills; proficiency in Microsoft Office software applications (e.g. Excel, Word, PowerPoint, Outlook); ability to manage multiple projects simultaneously; excellent organizational skills and attention to detail; excellent time management skills with proven ability to meet deadlines; strong analytical and problem-solving skills; excellent interpersonal skills.
8. **Travel:** Must be willing and able to travel to the USAPI, the continental US, the Asia-Pacific region, and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings. PIHOA policy requires all staff to support the semi-

annual PIHOA Executive Board Meetings and other PIHOA-sponsored meetings/events when assigned.

- **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

**PREFERRED QUALIFICATIONS:**

- Doctorate degree in epidemiology, or equivalent, from an accredited academic institution.
- Knowledge of and experience working in the Pacific region.
- Demonstrated experience working with a wide range of development partners, including multilateral and bilateral donors as well as private foundations and civil society.

**COMPENSATION:** Commensurate with qualifications and experience. Comprehensive Benefits package included.

**TERM OF POSITION:** To start on or immediately after August 1, 2024. Employment at PIHOA is based on Hawai'i state law, which is considered "at-will." Continued employment in this position is determined by availability of grant funding and job performance.

**APPLICATION:** Interested applicants are encouraged to submit the following electronically, with attention to HR Administrator ([hr@pihoa.org](mailto:hr@pihoa.org)).

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above.
- 2) **Resume/Curriculum Vitae;** 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 enquiries related to this vacancy, please direct them to the PIHOA HR Administrator at [hr@pihoa.org](mailto:hr@pihoa.org).