



## POSITION ANNOUNCEMENT

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT (GUAM)  
**JOB STATUS:** FULL TIME, NON-EXEMPT  
**LOCATION:** Hagåtña, Guam  
**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, Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau (ROP). Operating as an independent nonprofit organization with headquarters in Honolulu, Hawaii, 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 ministries and departments to strengthen their health systems and build capacities in these areas:

1. Leadership Development, Advocacy, and Partnership Engagement
2. Regional Human Resources for Health Initiative
3. Regional Health Information Systems and Performance Improvement Initiative
4. Regional Laboratory Strengthening Initiative
5. Regional NCD Emergency Response
6. Pacific Health Security

### SUMMARY OF DUTIES:

The PIHOA Administrative Assistant is a full-time non-exempt salaried position located at the PIHOA Guam Office. Under the direct supervision of the PIHOA Guam Office Administrator, the Administrative Assistant will provide administrative services and support to the PIHOA Guam office and grant-funded programs implemented in the USAPIs. The Administrative Assistant will perform a variety of tasks relative to assigned areas of responsibility, and other clerical functions in support of PIHOA. Continuation of employment will be dependent upon operational needs, satisfactory work performance, availability of funds, and compliance with applicable US federal/state laws.

Responsible for supporting all of the PIHOA Guam office day-to-day administrative functions including but not limited to: 1) serve as receptionist, receive visitors and direct them to appropriate staff, orders and ensures stock of office supplies, organizes and maintains a filing system, runs errands, composes correspondence and non-technical documents; 2) serves as a point of contact for delivery and shipping of goods or equipment; 3) organizes office administrative and program meeting logistics, schedules meetings and takes meeting minutes; 4) manages purchase requests, and tracks orders; prepares invoices for payment, follows up on delinquent account receivables and maintains purchasing files for the PIHOA Guam Office; 5) enters payment invoices and payment receipts into PIHOA's Financial

Management System; 6) coordinates travel requests and prepares per diem requests; and 7) provides direct administrative support to PIHOA's Specimen Transport Mechanism (STM) and Regional Lab Revolving Fund (LRF) under the direction of PIHOA's Regional Lab Strengthening Coordinator (RLSC) based in Guam.

#### **SCOPE OF POSITION:**

1. **Reports to:** Office Administrator, Guam
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None

**Level of Interaction:** Must be able to work under the supervision of the Office Administrator and in collaboration with other team members. Must be able to take direction and follow complex instructions. Must demonstrate initiative to complete multiple tasks. Knowledge of acceptable office practices and procedures. Must possess exceptional organizational and time management skills.

#### **MAJOR DUTIES & RESPONSIBILITIES:**

Under the supervision of the Office Administrator, assist the PIHOA administrative staff in the planning, coordination and execution of PIHOA office administration and project activities including but not limited to:

1. Supports all of the PIHOA Guam office day-to-day administrative functions including: serve as receptionist, receive visitors and direct them to appropriate staff, orders and ensures stock of office supplies, organizes and maintains a filing system, runs errands, composes correspondence and non-technical documents; serves as a point of contact for delivery and shipping of goods or equipment; organizes office administrative and program meeting logistics, schedules meetings and takes meeting minutes; manages purchase requests, and tracks orders.
2. Provides direct administrative support to PIHOA's Regional Lab Shipping Mechanism and Regional Lab Revolving Fund (LRF) under the direction of PIHOA's Regional Lab Strengthening Coordinator (RLSC) based in Guam.
3. Assist with payment request system entries into the finance system (Microix) and conduct acquittal research from vendors, as necessary.
4. Ensure the Guam-based PIHOA team has the necessary daily communication tools to support overall operations; ensure adherence to PIHOA standards by overseeing calendar updates, scheduling and logging travel, and arranging teleconferences, meetings and any other forum.
5. Ensure all project contractors have PIHOA-issued e-mail addresses (when required), and that all assigned contract information (executed contracts, resumes/CVs, W-9 forms, and progress/final reports, trip reports, and travel acquittals/receipts) are collected, logged and filed in both hardcopy form and in the PIHOA Share drive. Assist with updating contractor and other contact lists, establish distribution lists as needed, and assist with contractor evaluation/performance review processes on request.
6. Initiate and facilitate all approved travel coordination according to PIHOA Administrative and Fiscal policy and procedures for PIHOA staff and contractors operating in the USAPIs as assigned, including but not limited to: airfare, ground transportation, incidental allotments, lodging, and management of reimbursement requests. Be available and troubleshoot all problems in the field, finding and providing solutions by utilizing PIHOA's travel company and other networks. Ensure timely submission of acquittals for submission and review by the Program Support Office and PIHOA administrative team.
7. Work directly with PIHOA administration team in the Guam and Honolulu offices to administer all purchasing requests and payment information for payables for PIHOA staff and contractors in the Guam office. This includes but is not limited to: timely trip processing requirements, Lab

Revolving Fund (LRF) program support (including entry of LRF transactions in Microix, and other office/meeting supply, furniture, and equipment purchases.

8. Assist to convene meetings at the Guam office and conference calls as directed by the PIHOA Executive Director, administration and program staff, on request, to monitor project progress and initiate collaborations.
9. Keep the Guam office organized and running smoothly, including assisting with office communications, setting up filing systems, filing and logging contractor documents on the PIHOA Share drive, and ensuring a productive work environment.
10. Support the Guam Office Administrator to administer and keep track of all financial transactions, and support requests for financial information from the Honolulu office as required.
11. Assist Guam Office Administrator in the financial reconciliation of (grant) funding, including gathering and organizing information and travel and contract fee acquittals/receipts from assigned contractors and staff.
12. Attend all PIHOA Administrative Staff meetings.
13. PIHOA policy requires all staff to support the semi-annual PIHOA Executive Board Meetings and other PIHOA-sponsored meetings/events when assigned. This may include travel and providing administrative/logistical support to meetings/events in coordination with the PIHOA Administrative Team Leads (Office Administrator Honolulu and Office Administrator Guam).
14. Performs other duties as assigned.

#### **PRIMARY QUALIFICATIONS:**

- **Education:** Associate's degree from an accredited academic institution.
- **Job Experience:** Minimum of two (2) years of work experience as an administrative assistant in line with the Major Duties and Responsibilities noted above.
- **Job Knowledge:** Must demonstrate knowledge of acceptable office practices and procedures. Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus. Familiarity with medical terminology.
- **Other Requirements:** Must have excellent English written and oral communication skills; must be proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook). Ability to type/keyboard with a high degree of accuracy at a moderate rate (at least 45 wpm) and proficiently use or operate common office equipment.
- **Physical/Mental Demands:** Must be able to lift up to twenty-five (25) pounds. Requires 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. Requires normal range of hearing and vision to perform job duties. Must be able to drive a vehicle.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region, and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **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 or document(s) verifying eligibility 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:**

- Bachelor's degree with a focus in business or health care administration from an accredited academic institution.
- Knowledge and understanding of business management and business etiquette.

- Knowledge of and experience working in the Pacific region, with the U.S.-Affiliated Pacific Islands (USAPI).
- Ability to work in diverse teams and demonstrate flexibility of schedule across multiple time zones to achieve results; balanced, open professional work style that includes both (1) teamwork and participation, and (2) leadership and individual initiatives.
- Excellent oral and written communication skills.
- Familiarity with the cultural and traditional workings of the Pacific region and/or in developing low-resource countries.

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

**TERM OF POSITION:** To start on or immediately after October 1, 2024. Employment at PIHOA is based on Hawaii 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).