



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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CONSULTANCY POSITION ANNOUNCEMENT

Position Title	Lead Poisoning Prevention Specialist
Position Status	Independent Technical Consultant
Period of Performance	Immediately through July 31, 2025, with possible extension contingent on funding and performance
Duty Station	Home-based with extensive travel in the Pacific Islands

ORGANIZATIONAL BACKGROUND

The Pacific Island Health Officers Association (PIHOA) is a non-profit organization headquartered in Honolulu, Hawai'i, 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.

PIHOA's Executive Board is comprised of top health leaders from five US-Affiliated Pacific Islands (USAPIs): American Samoa, the Federated States of Micronesia (FSM), Guam, the Republic of the Marshall Islands (RMI), and the Republic of Palau.

PIHOA's Secretariat, comprised of executive, administrative, and program staff, works with a number of consultants to provide technical assistance to the USAPI health agencies in the following areas: 1) health workforce development; 2) health information systems, epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

SUMMARY OF DUTIES

PIHOA is seeking an experienced and qualified Lead Poisoning Prevention Specialist Consultant to lead a project supported by the Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention & Surveillance Branch (LPPSB). The goal of the project is to build capacity in lead poisoning surveillance and prevention in the five USAPI with the specific outcomes of:

- Increased knowledge about lead poisoning among health leadership and workforce
- Increased skills in conducting internal analyses and community needs assessments among health leadership and workforce
- Increased resource mobilization and strategic planning regarding lead poisoning in health agencies
- Increased knowledge and personal agency among community members regarding lead poisoning

SCOPE OF POSITION

1. **Reports To:** Regional Health Information Systems & Health Security Coordinator
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** Interact with USAPI health agency leadership and staff, PIHOA, CDC, and local/regional/international technical partners. Must be able to work independently and in collaboration with other team members and project stakeholders. Must be able to follow complex instructions and have the initiative to complete multiple competing tasks. Knowledge of acceptable office practices and procedures is a plus. Must possess exceptional organizational, communication, and time management skills. Must be flexible and capable of working in resource-limited settings with limited communications and other infrastructure. Must also be able to work in varying cultural, social, and political settings where English fluency is variable.

SCOPE OF SERVICE

1. Assessment reports
 - a. In coordination with relevant PIHOA and USAPI technical leads, plan and conduct assessments of systems and capacities around lead poisoning testing, surveillance, prevention, and response in each of the five jurisdictions. Reports include gaps, needs, and priorities for designing new and/or upscaling existing local lead poisoning programs.
2. Regional and local strategic action plans
 - a. In consultation with local health leadership and relevant technical leads, develop a regional strategic action plan for addressing lead poisoning across the five USAPI.
 - b. Provide technical support and consultation with USAPI health agencies to develop local strategic action plans for addressing lead poisoning.
3. Training and Technical Assistance (TA)
 - a. Provide training and other TA to health agency staff and local partners to strengthen lead poisoning programming.
4. Community mobilization
 - a. With relevant technical leads, conduct community awareness and mobilization activities regarding lead poisoning.

DELIVERABLES

- Monthly reports, which include status, progress, challenges, recommendations, and upcoming activities. Includes specifics for any major meetings, site visits, or other trips.
- Monthly consultant invoices, including any travel reimbursements.
- Upon conclusion of the contract, all final and approved deliverables and reports.

PRIMARY QUALIFICATIONS

1. Education:
 - Minimum of a master's degree in public health or other social or health sciences-related fields from an accredited academic institution. Those with clinical degrees must have a Master's in Public Health or extensive public health experience. Specialization in environmental health is preferred.
2. Experience:
 - Minimum five (5) years of professional experience in public health, specifically in environmental contaminant surveillance and prevention. Experience in lead poisoning is strongly preferred.
 - Conducting participatory assessments and writing reports about environmental contaminants within a jurisdiction. Includes ability to evaluate existing systems and

capacities in the areas of testing, surveillance, prevention, and response. Includes ability to provide gap analyses and priority mapping to address environmental contaminants.

- Developing regional and local strategic action plans to address environmental contaminants.
 - Providing training and TA to health personnel to strengthen programs that address environmental contaminants.
 - Conducting community awareness and mobilization activities to address environmental contaminants.
 - Working in the Pacific Islands region or other low-resource settings.
3. Knowledge and Demonstrated Mastery:
- Expert knowledge of the principles and best practices of public health and health systems in low-resource settings.
 - Specialized knowledge of environmental health, lead poisoning epidemiology, surveillance and prevention, and program improvement.
 - Ability to communicate effectively with respect and diplomacy with people from differing backgrounds, cultures, and varying degrees of English speaking and writing competencies.
 - Excellent oral and written communication skills (English).
4. Travel:
- Must have a valid passport and be willing to travel extensively in the USAPI, Hawai'i, the continental US, and other regional or international locations as required. PIHOA does not cover any passport or visa expenses.
5. Other Requirements:
- Must have a valid driver's license.
 - PIHOA reserves the right to conduct security checks on successful applicants.

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's work in the Pacific region and travel requirements for the position, the consultant may potentially be exposed to vector-borne and infectious diseases, rough terrain, inclement weather conditions, high humidity, intense heat, and sun, vicious animals, poisonous plants/sea creatures, and travel in small commuter planes and small boats. Candidates must be able to work in resource-limited, rural island environments with limited public infrastructure and communications and little to no disability access.

COMPENSATION: Commensurate with qualifications and experience, the consultant will receive a monthly flat rate fee. 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 position is a temporary consultancy from the contract effective date to July 31, 2025, with the possibility of renewal/extension based on performance and funding agency approval.

APPLICATION: Submit the following electronically with attention to Ms. Keleise Reid (keleiser@pihoa.org), Contracts Management Officer:

1. **Letter of Interest** outlining 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 ten (10) years of employment.