PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT
733 Bishop Street, Suite 1820 | Honolulu, Hawai`i 96813
Telephone (808) 537-3131 | FAX (808) 537-6868
https://www.pihoa.org | Facebook | LinkedIn

CONSULTANT POSITION ANNOUNCEMENT

Position Title	USAPI Shortage Designation and Website Support Project Assistant
Position Status	Independent Technical Consultant
Period of Performance	Immediately through March 31, 2026, with possible extension contingent on funding and performance
Duty Station	Hagåtña, Guam

ORGANIZATIONAL BACKGROUND: The Pacific Island Health Officers' Association (PIHOA) is a nonprofit organization 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 five United States-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, 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) epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) partnership and leadership development.

USAPI Shortage Designation and Website Support Project (SDWSP): The SDWSP is part of a USAPI HRH priority initiative launched in 2009 as a collaboration between PIHOA's Pacific Basin Primary Care Office (PBPCO) and the five USAPIs. PIHOA PBPCO with support from HRSA's Bureau of Health Workforce (BHW) Division of Policy and Shortage Designation Branch (DPSD) began serving the USAPI as the proxy State Primary Care Office responsible for coordinating comprehensive state primary care needs assessment (SPCNA) activities within each USAPI to accurately identify shortages of primary care providers (PCPs) and services (PCSs), and facilitate access to resources to improve primary care for the medically underserved, underrepresented USAPI citizens in the Pacific Basin.

SUMMARY OF DUTIES: Under the remote and in-person oversight and guidance of the PIHOA PBPCO Coordinator, the program assistant will be trained to support the PBPCO Coordinator to successfully meet expected PBPCO grant deliverables. These include Primary Care needs Assessment (PCNA) activities to collect data required to determine shortage designations (Health Professional Shortage Area, Maternity Care Target Area, and Medically Underserved Area) for five target sites: American Samoa, Guam, the Federated States of Micronesia (Chuuk, Kosrae, Pohnpei, and Yap), Marshall Islands (RMI), and Palau. The program assistant will meet

regularly, in person or remotely, with the PBPCO Coordinator to discuss the PBPCO Standard Work Plans (SWP), Implementation Plans (IP), Progress, and other related tasks as needed.

SCOPE OF POSITION:

1. **Reports To:** PIHOA PBPCO Coordinator
2. **Geographic Areas of Responsibility:** 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, with regional partner organizations such as the Pacific Islands Primary Care Association (PIPCA), and PIHOA. The consultant 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 Ministers/Secretaries of Health and regional technical partners.

MAJOR DUTIES AND RESPONSIBILITIES/DELIVERABLES:

Under the direction of the PIHOA PBPCO Coordinator, the SDWSP Assistant will:

1. Complete training on the implementation of the PBPCO SDWSP activities.
2. Abstract the required MCTA, other shortage designations, and related secondary data from various sources, including interviews, surveys, and/or data abstraction from printed reports or digital sources.
3. Update the PBPCO website.
4. Assist with creating new content or updating existing content for Websites for the Pacific Basin Medical Association (PBMA), Marshall Islands Medical Society (MIMS), Federated States of Micronesia Medical Associations (Chuuk, Kosrae, Pohnpei, Yap), and Belau Medical Society (BMS) with linkages to the PBPCO website.
5. Assist with manuscript writing (one) incorporating GIS mapping for MCTA scoring. Also, assist with manuscript editing (three) using composite indices for primary, dental, and mental health needs assessments.

REPORTING RESPONSIBILITIES:

1. Submission of 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.

PRIMARY QUALIFICATIONS:

1. **Education:** Associate degree in mathematics, health statistics/statistics, or related science field. Undergraduate degree preferred.
2. **Experience:**
   - One year experience as a data assistant.
   - Experience with using data/statistical and GIS software.
   - At least one year of relevant experience related to research, data analysis, management, and processing as stated above preferred.
   - Experience with web content development.
   - Experience with manuscript preparation and report writing.
3. **Knowledge:** Experience in supporting multi-disciplinary teams working across multiple locations; and able 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.
4. **Abilities and Skills:**
   - Must have advanced English written and oral communication skills;

- Must be proficient with Microsoft Office software applications (e.g., Excel, PowerPoint, Word, Outlook, and Publisher);
- Must meet project objectives and deadlines;
- Must be objective and flexible to adapt to changes in priorities and work assignments;
- Communicate with diplomacy and tact, especially concerning difficult and sensitive issues;
- The ability to work independently on projects, as well as gain and maintain the confidence and cooperation of others; collaborate and work in multidisciplinary teams;
- Excellent computer, critical thinking, and report-writing skills preferred;
- Proficient in basic technical skills and the operation of data collection equipment preferred.

5. **Other Requirements:** PIHOA reserves the right to conduct security checks on successful applicants. Must possess a valid driver's license. May require a valid Business License if the home duty station is Guam.
6. **Travel and Relocation:** Travel is not required.
7. **Citizenship Requirements:** Must be authorized to live and work in the US and its territories. PIHOA does not cover expenses related to acquiring a work visa or passport. PIHOA reserves the right to conduct security and background checks on successful applicants.

CONSULTANCY RATE: PIHOA will pay a flat contractual fee commensurate with experience for all assigned work completed satisfactorily. 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 independent consultancy contract effective immediately through March 31, 2026, 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 (contracts@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.