



The Republic of the Marshall Islands  
**MINISTRY OF HEALTH AND HUMAN SERVICES**  
**P.O. Box 16**  
**Majuro, Marshall Islands 96960**  
**Phone: (692) 625-5660/5661 | Fax: (692) 625 3432**



## JOB DESCRIPTION

<b>Position Title</b>	<b>Nursing Professional Development Specialist</b>
<b>Position Type</b>	Multi-Year, Technical Consultant
<b>Ministry and Division</b>	Ministry of Health and Human Services, Bureau of Nursing
<b>Locations</b>	Delap, Majuro Atoll and/or Ebeye, Kwajalein Atoll.
<b>Contract Period</b>	Starting immediately till November 30, 2027
<b>Supervisor</b>	Assistant Secretary, Bureau of Nursing
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MoHHS
<b>Salary/Compensation</b>	Commensurate with qualifications and experience.

**JOB PURPOSE:** The Nursing Professional Development (NPD) Specialist will be a key resource to the Nursing Workforce of the Ministry of Health and Human Services (MoHHS) of the Republic of Marshall Islands (RMI) to strengthen the professional capacity of nurses working with MoHHS in skills gaps priority areas. Under the guidance of the Assistant Secretary, Bureau of Nursing in consultation with the Deputy Secretary of the Bureau of Primary Health Care, and other relevant MoHHS Bureau Leads, the NPD Specialist will assess learning needs, plan and implement on the job professional development programs for nursing staff. Professional Development Plans and Programs must include monitoring and evaluation of their effectiveness within healthcare delivery facilities and community settings to improve health services delivery in the Marshall islands in line with the MoHHS Mission **to provide high-quality, effective, affordable, and efficient health services to all people of the Marshall Islands through a primary care program** that improves health statistics and builds the capacity of each community, family, and individual to care for their own health.

Additional technical and operational guidance will be provided by the RMI-MOHHS Deputy Secretary (DS), Office of Health Planning, Policy, Preparedness, Personnel and Epidemiology (OHPPPE), the PHIG Project Management and Technical Support Team (PMTS) Team Lead (TL), and the PHIG PMTS Workforce Development Specialist (WDS). This will be under the overall directions of the RMI-MOHHS Ministry Leadership Team (MLT) and the RMI MOHHS' OE22-2203 Project Management Unit (PMU). The PMU is comprised of designated RMI MOHHS staff and OE22-2203-funded consultant technical leads. The PMU will be responsible for the daily management oversight, planning, coordination, and monitoring of OE22-2203-funded activities. The PMU will be further supported by the RMI MOHHS' OE22-2203 bona fide agent, the Pacific Islands Health Officers' Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS' OE22-2203 grant.

**KEY RESPONSIBILITIES:** Under the directions of the Assistant Secretary, Bureau of Nursing in consultation with the Deputy Secretary, Bureau of Primary Health Care, the NPD Specialist will:

1. Review nursing training needs assessments on file and verify nursing practice gaps to identify the knowledge skills and attitudes (KSA) needs of individual nurses, nursing units, and the MoHHS Nursing Workhorses with particular attention to MoHHS health services delivery priorities
2. In the absence of a training needs assessment in a health services priority area; carry out a rapid nursing training

needs assessment with recommendations for action

3. Plan, implement, and evaluate nursing training education modules, on the job training activities and competency validation at both individual, and group tutoring levels
4. Serve as an educator, and facilitator of simulation-based experiences (SBE), preceptorship and hands-on-skills demonstration, and use various teaching strategies tailored to the RMI Health practice environment, different learning styles and cultural backgrounds
5. Act as a resource and consultant to leadership and staff on public health and clinical practice, professional development, and adherence to standards of care
6. Act as a consultant for public health and clinical practice quality improvement, regulatory compliance and facilitate the cross-training and transition of staff across learning and practice environments
7. Act as a consultant and role model to provide expert professional advice and education on the prevention and control of infection to nurses, other professionals, multidisciplinary groups, patients and carers
8. Lead a team of nurses in addressing Infection, Prevention and Control (IPC) issues and the deployment of IPC interventions and best practices with accountability of specific areas of primary and secondary care
9. Mentor and support other nursing staff in their professional growth and development; as well as communicate and documents achievement of trainees learning outcomes to the Assistant Secretary, Bureau of Nursing and the MoHHS HR Professional Development Team
10. Educate, Train, Mentor and support Nursing Units Supervisors in Nursing Management Skills
11. Support the Assistant Secretary, Bureau of Nursing in monitoring the professional growth and development of nurses, and their opportunities to participate in Continuing Education Units (CEU) workshops, seminars, and conferences
12. Support the Assistant Secretary, Bureau of Nursing in the internship and skills development initiatives for fresh Associate in Nursing Graduates in collaboration with academic partners, faculty and staff of the Nursing Program at the College of Marshall Islands
13. Facilitate the review and optimization of Nursing Practice Policies and Standards with focus on Professional Development and Competency Skills set
14. Build capacity of Nurses, Supervisors and Nurse Managers to monitor and evaluate their staff and Team effectiveness
15. Ensure and drive patient centered care, prompt action, professional environment, effective communication, and high-quality culturally appropriate health services encounters
16. Carry out other assignment as assigned by the supervisor related to the job functions.

## SKILLS AND QUALIFICATIONS

### Qualifications

1. **Education:** A Bachelor of Science in Nursing or equivalent is a minimum requirement. An advanced Specialty Certification, or university level Postgraduate Certificate, Postgraduate Diploma or Master's (or higher) degree in nursing or public health is preferred.
2. **Work Experience:** A minimum of 5 (five) years of relevant field experience in public health and clinical expertise, leadership skills and demonstrated experience as a preceptor, educator, and quality improvement leader
3. **Licensure:** Must be a Licensed Registered Nurse (or equivalent) in country of current practice.
4. **Language Proficiency:** Fluency in English is required

### Skills

1. Excellent communication skills with proven ability to lead in person training, and utilize virtual learning systems
2. Excellent analytical and problem-solving skills
3. Ability to work with individuals from diverse cultural and professional backgrounds
1. Must have advanced interpersonal skills and demonstrated ability to facilitate effective, professional, and compassionate communication and consultations with health agency leadership and program staff, community stakeholders, partners, and funders
2. Must have excellent observational skills and attention to detail, including high-level critical thinking and timely, effective decision-making to adapt to and resolve problems as they arise
3. Must have computer skills and demonstrate working knowledge of Microsoft Office Suite (especially Word, Excel, PowerPoint and Outlook)
4. Must be a team player, willing to share and exchange
5. Must have advanced English-speaking and writing skills
6. Must be self-motivated, disciplined, and able to operate with limited supervision
7. Must demonstrate compassion, patience, and ability to adapt to less-than-ideal, complex, and intense working conditions, including environments with little or no English-speaking skills and diverse cultural/ideological beliefs and practices
8. Must have a valid passport to be able to travel domestically and internationally
9. When requested, be able to submit Police and Medical Clearance Reports including TB and HIV tests as part of entry requirements into the RMI.
10. Must have a valid driver's license

## ADDITIONAL INFORMATION

- Office and program equipment and supplies needed to conduct contract work will be provided by the RMI MOHHS, including but not limited to a desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies and office space (RMI MOHHS).
- Any local, RMI domestic travel and international travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other trips not associated with contracted work will be at the expense of the candidate.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.

**APPLICATION:**

Submit the following electronically with attention to the PIHOA Contracts Management Officer ([contracts@pihoa.org](mailto:contracts@pihoa.org)):

- 2 Reference letters
- Curriculum Vitae or Resume
- Valid Medical License
- Passport copy
- Copies of diploma, certificates and degrees (credentials)

Approved by:

  
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MDHHS Secretary of Health

11-22-25

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Date