



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

Position Title	ERASE MM Coordinator
Position Type	Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Maternal and Child Health Program
Locations	Delap, Majuro Atoll
Contract Period	Immediately until September 29, 2026, with possibility of extension based on performance and funding availability
Supervisor	Maternal and Child Health Director
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MoHHS
Salary/Compensation	Commensurate with qualifications and experience.

JOB PURPOSE: The Centers for Disease Control and Prevention (CDC) Enhancing Reviews and Surveillance to Eliminate Maternal Mortality (ERASE MM) program supports Maternal Mortality Review Committees (MMRCs) in states, territories, and freely associated states to identify, review, and characterize deaths that occur during or within one year of pregnancy. Through this program, CDC in partnership with PIHOA are supporting USAPIs to strengthen review processes, improve data quality, and develop actionable recommendations to prevent future pregnancy-related deaths.

The **ERASE MM Coordinator** will provide programmatic, administrative, and technical coordination for the implementation of the RMI ERASE MM program. This position will support the identification, review, and prevention of all pregnancy-associated deaths in the RMI by coordinating case identification and abstraction activities, supporting key informant interviews, organizing MMRC meetings, supporting the use of the MMRIA, facilitating communication among partners, and tracking the implementation of committee recommendations through to completion.

KEY RESPONSIBILITIES: Under the directions of the RMI Maternal and Child Health Coordinator or other designated RMI MoHHS leadership, the ERASE MM Coordinator will carry out the following duties:

1. Coordinate the planning and implementation of RMI ERASE MM activities
2. Develop and maintain a secure tracking system for and case log for all pregnancy-associated death cases
3. Support case abstractors by assigning pregnancy-associated death cases, monitoring abstraction progress, and ensuring appropriate training and support
4. Plan and organize MMRC meetings
5. Develop committee meeting agendas, compile meeting minutes, document committee decisions, and ensure the completion of committee decision forms
6. Provide support for committee members through necessary training and resources, and ensure that all members have signed confidentiality forms
7. Support the MMRC in developing specific, feasible, and actionable recommendations based on case-review findings

8. Coordinate the review-to-response cycle of the program, track recommendations through to completion, disseminate findings and agreed actions back to reporting facilities and programs, and report on implementation progress
9. Prepare ERASE MM reporting for RMI MoHHS leadership, CDC, PIHOA, and Pacific regional reporting requirements as directed
10. Complete CDC MMRIA training and attend annual MUM meetings in Atlanta, GA and other relevant trainings (virtual or in person) as directed and sponsored by the RMI MoHHS. Local, RMI domestic, and international travel required in the conduct of contracted work will be covered by RMI MOHHS. All other trips not associated with contracted work will be at the expense of the candidate.
11. Participate in monthly virtual meetings with CDC and PIHOA
12. Assist in the procurement process and preparation of financial reports
13. Document standard operating procedures for the program's review-and-response cycle and support the orientation and training of incoming MOHHS staff so that capacity is sustained beyond the contract period
14. Submit monthly progress reports to PIHOA after review and approval from the RMI MoHHS designated supervisor
15. Perform additional duties as assigned

SKILLS AND QUALIFICATIONS

Qualifications

1. **Education and Experience:** At least an associate degree or bachelor's degree preferred. Minimum two (2) years of experience in the public health field, including program management or program coordination experience. Experience coordinating a committee, working group, or grant-funded workplan is an advantage.
2. **Language Proficiency:** Fluency in English is required. Spoken, writing and working knowledge of Marshallese language will be a plus.

Skills

1. Strong attention to detail
2. Ability to maintain confidentiality
3. Ability to form relationships with organizations and individuals to support abstractors in obtaining records
4. Strong organizational and time management skills
5. Proficiency in Microsoft Office and web-based platforms
6. Strong written and verbal communication skills
7. Ability to track cases from notification through review, and follow up on delays
8. Ability to plan and service committee meetings, including agendas, papers, and records of decisions
9. Ability to track recommendations through to completion and report on progress

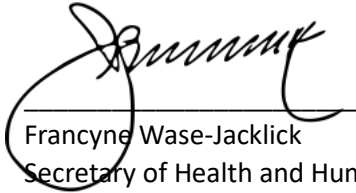
ADDITIONAL INFORMATION

- 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 RMI MOHHS. 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): Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above; Curriculum Vitae or Resume; and 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.

Approved by:



Francyne Wase-Jacklick
Secretary of Health and Human Services

Date: 8-13-2026