



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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Consultancy Announcement

POSITION TITLE: Regional Public Health Advisor – Strengthening Operations and Grants Management in the US-Affiliated Pacific Islands

POSITION STATUS: Temporary Consultant

POSITION PERIOD: Immediate through to July 31, 2027

DUTY STATION: Remote

ORGANIZATIONAL BACKGROUND: PIHOA was established in 1986 to serve as a collective voice for advocacy and health policy on the priorities of the US-Affiliated Pacific Islands (USAPIs). Today, PIHOA is a registered 501(c)3 membership organization governed by the chief and deputy health officials of five USAPIs (American Samoa, Guam, FSM, RMI, and Palau) representing both public health departments and local public hospitals, including affiliate members representing Pacific regional professional associations and development partners that serve as technical advisors to PIHOA's executive governing board officers. Continuing its original purpose as a collective advocacy voice for the Pacific, PIHOA now also serves as a USAPI regional health policy-making body with a Secretariat that provides direct technical and other support to PIHOA members.

PIHOA's mission is to improve the health and well-being of the USAPI communities it serves by providing, through consensus, a unified, credible voice on health issues of regional significance. PIHOA's Secretariat, comprised of 25 executive, technical, fiscal, and administrative staff and several 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) leadership development and engagement; 2) regional health policy and advocacy; 3) strategic partnerships; 4) human resources for health/workforce development; 5) health information systems and performance improvement; 6) laboratory strengthening; and 7) enhancing Pacific health security.

SUMMARY OF DUTIES: PIHOA is seeking a qualified and experienced Regional Public Health Advisor (RPHA) to provide programmatic grants management technical assistance support to the US Centers for Disease Control and Prevention (CDC) Office of Readiness and Response (ORR) Division of State and Local Readiness (DSLRL) grantees in the USAPIs.

SCOPE OF POSITION:

1. **Reports to:** PIHOA Executive Director and/or assigned PIHOA Technical Staff
2. **Supervises:** None
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 stakeholders from the local health departments, PIHOA, CDC, and other regional partners.

MAJOR DUTIES AND RESPONSIBILITIES:

The RPHA provides technical assistance and support in project and grant management for CDC ORR DSLR-funded programs. The RPHA will interact with local program managers in the USAPIs via site visits, video conferences, telephone conferences, virtual and in-person training workshops, and email. In addition, the RPHA will work to facilitate and improve communication with/between program managers and CDC staff based in Atlanta. Key responsibilities of the RPHA role include:

1. Provide technical assistance and support for the management of cooperative agreements supported by ORR DSLR to ensure successful program execution. This includes, but is not limited to, grant lifecycle support, including program implementation/monitoring, fiscal management and monitoring, post-award amendments, program development, and closeout support;
2. Conduct remote and site visits to provide targeted TA and support in priority USAPIs, as requested by CDC ORR DSLR and/or USAPI jurisdictions;
3. Develop, coordinate, and implement initial and/or follow-up grants management training sessions for USAPI ORR programs:
 - a. Follow-up training content may be developed in collaboration with CDC ORR DSLR, and should address training topics specifically requested through the 2026 grants management training evaluations for each respective jurisdiction
 - b. Conduct a grants management refresher training at the 2027 Pacific Island Preparedness Emergency Response (PIPER) Summit
 - c. As requested, identify, develop, adopt/adapt, and distribute grants management-related tools, resources, and knowledge-strengthening activities
4. Complete training/technical assistance reports per jurisdiction;
5. Regularly communicate with CDC Atlanta via email, monthly virtual meetings, and quarterly reports;
6. Communicate with USAPI program managers via email, virtual meetings, and site visits;
7. Serve as a liaison between awardees and the CDC Office of Grants Services (OGS) to assist awardees in responding to inquiries from staff, partners/collaborators, etc., and
8. Coordinate public health activities and training with CDC-assigned staff in the USAPIs and Hawaii.

ADDITIONAL DUTIES:

1. Submission of consultant invoices and programmatic progress reports that provide full details and status of dates, activities, and deliverables in accordance with an agreed-upon schedule.
2. Submission of invoices to include travel/trip reports and other supporting documentation.
3. When completed, submission of all final and approved deliverables and reports to PIHOA and CDC.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum of a Bachelor of Science degree in Public Health, Public Administration, or other social or health sciences-related field from an accredited academic institution. Preference for master's level or higher degree.
- **Experience:** Minimum 5 years of professional experience in positions similar to the RPHA. CDC experience a plus, specifically as a Public Health Advisor, Project/Program Officer, or Grants Management Specialist and experience in implementing CDC-funded programs.
- **Knowledge Competencies:**
 - a. Awareness of assigned public health programs and mastery of the theories, concepts, principles, practices, methods, and techniques of public health programs and administration;
 - b. Knowledge of the policies, procedures, and regulations to manage and oversee funds and a variety of grants, cooperative agreements, and awards (such as the OMB Uniform Guidance, HHS Grants Policy Statement, etc.);

- c. Expert knowledge of a wide range of qualitative and/or quantitative methods to review, evaluate, and improve public health program operations, including training needs assessments, (administrative) key performance indicators, etc.;
 - d. Knowledge of agency program goals and objectives and the relationship with other key programs and key functions internal or external to the agency to define requirements, integrate program activities, assess impact, and/or make decisions on use of resources;
 - e. Knowledge of project management tools and techniques to plan, schedule, implement, closeout, and evaluate complex projects and studies;
 - f. Knowledge of and experience in applying adult learning principles, including the ability to prepare lesson plans for COP sessions, and develop associated learning checks/activities to reinforce virtual training sessions;
 - g. Familiarity with process/quality improvement projects and frameworks. Experience implementing and evaluating quality improvement projects preferred;
 - h. Previous training and/or mentoring experience is desirable;
 - i. Demonstrable experience working with a range of partners at the regional and/or country levels;
 - j. Experience developing or reviewing organizational policies and procedures, administrative manuals, and associated standard operating procedures (including grants management, procurement, and HR functions);
 - k. Knowledge of budgeting methods and techniques to prepare analyses and estimates of resource needs;
 - l. Able to train or teach basic grants management and/or accounting principles, particularly among people whom English may not be a primary language.
- **Abilities and Skills:** Must have excellent English oral and written communication skills; must be 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; Experience working with public health programs in the USAPIs or other countries with similar challenges and unique needs.
 - **Travel:** Must be willing and able to travel in the US and internationally, when required, with possible long durations.
 - **Citizenship and Other Requirements:** Must be a US citizen, or have a valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa type that allows for residency and employment in the US and its territories. PIHOA does not cover expenses for passport and visa expenses. These will need to be valid and in good standing prior to contract execution. PIHOA reserves the right to conduct security checks on successful applicants. Must have a valid driver's license.

PHYSICAL/MENTAL DEMANDS: 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; and travel to resource-limited and/or rural environments. Requires occasional lifting of up to 45 pounds.

COMPENSATION: Commensurate with qualifications and experience. Fringe and other benefits are not covered under PIHOA consultancy contracts.

TERM OF POSITION: This position is a temporary consultancy from the contract effective date to July 31, 2027.

APPLICATION: Submit the following electronically with attention to Janet Camacho, PIHOA Deputy Director, and Keleise Reid, PIHOA Contracts Officer at 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 5 years of employment.

Please direct any inquiries related to this consultancy to contracts@pihoa.org.