



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



JOB DESCRIPTION

Position Title	Epidemiologist
Position Type	Short-term, Technical Consultant/Contractor
Ministry and Division	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Majuro Hospital
Location	Delap Village, Majuro Atoll
Contract Period	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
Immediate Supervisor	Ms. Edlen Anzures, Health Informatics Director, Office of Health Planning, Policy, Preparedness and Epidemiology Also reports to: Mr. Jack Neidenthal, Secretary of Health, RMI MOHHS, Majuro
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
Salary/Compensation	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

JOB PURPOSE: The Epidemiologist, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

KEY RESPONSIBILITIES: Under the direction and supervision of the designated RMI MOHHS Supervisor, the Epidemiologist will:

1. Work collaboratively with RMI MOHHS epidemiology and surveillance staff to review and verify data collected from hospital medical records, lab information systems and other sources to inform routine maintenance, compilation and dissemination of timely and accurate weekly National COVID-19 Situation Reports (sitreps) and associated COVID-19 response dashboards to key RMI MOHHS leadership, staff, local stakeholders and partners;
2. Support designated RMI MOHHS Supervisor and local clinical teams to review suspected COVID-19 Persons Under Investigation (PUIs) per CDC and WHO-recommended criteria for surveillance reporting and case investigation, including technical support for the refinement of field-based contact tracing standard operating procedures (SOPs), protocols and data recording/reporting templates for public health surveillance and reporting purposes, including supporting contract tracer training efforts, as needed;
3. Perform epidemiological and statistical analyses on data with interpretation for program and policy development, and propose corrective actions or public health responses/interventions to prevent or alleviate COVID-19 transmission risk based on epidemiological findings;
4. When required, support contact tracing and other epidemiological/case investigation efforts in the field/community and at active COVID-19 quarantine sites;
5. Assist the RMI MOHHS' Senior Leadership Team (SLT) to develop and further refine evidence and science-based national health policies for comprehensive, quality and timely surveillance, including context-appropriate COVID-19 testing strategies for clinical and public health purposes;

6. Support coordination of COVID-19 surveillance and national reporting efforts with key partners including the US CDC, WHO (IHR and PSSN) and SPC PPHSN, and when required;
7. Support RMI MOHHS and its local and regional partner efforts to conduct post-COVID-19 evaluations/after-action reviews (AARs) and other similar post-response assessment activities to inform on-going epidemiology and surveillance program improvement efforts;
8. Support on-going capacity development, training and coaching/mentorship of local RMI MOHHS epidemiology and surveillance counterparts and relevant program staff, including assisting and/or serving as adjunct faculty for the Pacific regional roll-out of the Strengthening Health Interventions in the Pacific (SHIP) field epidemiology training program (FETP) jointly implemented by SPC, WHO, PIHOA and US CDC accredited by Fiji National University;
9. Attend regularly scheduled conference calls with grantors (CDC) and other related epidemiology and infection program conference calls and meetings;
10. If and when assigned, be an active team member to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center, including assisting with any public information dissemination efforts when required; and
11. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

Key Deliverables:

1. Contribute to quality and accurate weekly National COVID-19 Situation Reports (SitReps) and associated COVID-19 response dashboards issued to key RMI government stakeholders and relevant partner reporting mechanisms;
2. Updated RMI MOHHS epidemiological investigation and public health surveillance SOPs and protocols for COVID-19;
3. Key RMI MOHHS and government stakeholders and partners are kept informed of critical COVID-19 epidemiological information and public health risk to support effective and timely responses; and
4. Train/coach/mentor RMI MOHHS staff who participate in the Strengthening Health Interventions in the Pacific (SHIP) Field Epidemiology Training Program (FETP).

DESIRABLE REQUIREMENTS:

Qualification:

1. Minimum of a Master's degree in Public Health from an accredited tertiary institution, with specialization in epidemiology, biostatistics, or health data analytics; a Doctorate in Public Health or medical degree is strongly preferred

Skills:

1. Minimum of 5 years working experience as an Epidemiologist or Surveillance Officer, with strong preference for candidates with working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience carrying out a variety of surveys, investigations, tests and analyses of human disease and chronic/communicable health conditions;
3. Demonstrated field-based epidemiology experience specifically with outbreak-prone/infectious diseases, with fieldwork experience in urban and rural tropical settings a plus;
4. Demonstrated experience in training and coaching/mentoring senior and junior health staff in the core principles of epidemiology/surveillance;
5. Must have intermediate to advanced knowledge and working experience with data management systems, including but not limited to MS Excel-based data management platforms, STATA, SPSS
6. Must have demonstrated high level of interpersonal skills and the ability to facilitate effective communication amongst all level of staff, patients and outside organizations

7. Must have excellent computer, English speaking and English writing skills given the intensity for timely and effective communication and reporting requirements of the position
8. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making
9. Must be self-motivated, disciplined and able to operate with limited supervision
10. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
11. Demonstrated ability to work collaboratively with other healthcare professionals and external technical partners in a team-based environment
12. Must have valid passport to be able to travel domestically and internationally
13. When requested, must be able to submit a Police Report of good standing

Other Requirements:

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

Other Information/Benefits:

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated RMI government quarantine facilities in Fiji or Hawaii, and on Majuro, RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

MOHHS Secretary of Health

Date



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JOB DESCRIPTION

Position Title	Epidemiologist
Position Type	Short-term, Technical Consultant/Contractor
Ministry and Division	Ministry of Health and Human Services, Kwajeleln Atoll Health Care Services, Ebeye Hospital
Location	Ebeye Island, Kwajeleln Atoll
Contract Period	12 months; possible extension for up to another 12 months pending need, work performance, and funding availability
Immediate Supervisor	Ms. Edlen Anzures, Health Informatics Director, Office of Health Planning, Policy, Preparedness and Epidemiology, Ministry of Health and Human Services, Majuro Also reports to Mrs. Glorine Jeadrik, Assistant Secretary, Kwajeleln Atoll Health Care Services, Ebeye
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
Salary/Compensation	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

JOB PURPOSE: The Epidemiologist, as a short-term technical consultant/contractor, will support the planning, coordination, and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with a specific focus on strengthening systems, policies, protocols, and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

KEY RESPONSIBILITIES: Under the direction and supervision of the designated RMI MOHHS Supervisor, the Epidemiologist will:

1. Review and verify data collected from local hospital medical records, lab information systems, and other sources to inform and contribute to the routine maintenance, compilation, and dissemination of timely and accurate weekly National COVID-19 Situation Reports (sitreps) and associated COVID-19 response dashboards to key RMI MOHHS leadership, staff, local stakeholders and partners. The National COVID-19 Situation Report is collated and distributed by the RMI MOHHS Epidemiology and Surveillance team based in Majuro. This position will be responsible for collecting, collating, and transferring COVID-19 and related epidemiological information from the Kwajeleln Atoll Health Care Services to the RMI MOHHS Epidemiology and Surveillance team lead in Majuro;
2. Support designated RMI MOHHS Supervisor and local clinical teams to review suspected COVID-19 Persons Under Investigation (PUIs) per CDC and WHO-recommended criteria for surveillance reporting and case investigation, including technical support for the refinement of field-based contact tracing standard operating procedures (SOPs), protocols, and data recording/reporting templates for public health surveillance and reporting purposes, including supporting contract tracer training efforts, as needed;
3. Perform epidemiological and statistical analyses on data with interpretation for program and policy development, and propose corrective actions or public health responses/interventions to prevent or alleviate COVID-19 transmission risk based on epidemiological findings;
4. When required, support contact tracing and other epidemiological/case investigation efforts in the field/community and at active COVID-19 quarantine sites;

5. Assist the RMI MOHHS' Senior Leadership Team (SLT) to develop and further refine evidence and science-based national health policies for comprehensive, quality, and timely surveillance, including context-appropriate COVID-19 testing strategies for clinical and public health purposes;
6. Support coordination of COVID-19 surveillance and national reporting efforts with key partners including the US CDC, WHO (IHR and PSSN), and SPC PPHSN, and when required;
7. Support RMI MOHHS and its local and regional partner efforts to conduct post-COVID-19 evaluations/after-action reviews (AARs) and other similar post-response assessment activities to inform on-going epidemiology and surveillance program improvement efforts;
8. Support on-going capacity development, training, and coaching/mentorship of local RMI MOHHS epidemiology and surveillance counterparts and relevant program staff, including assisting and/or serving as adjunct faculty for the Pacific regional roll-out of the Strengthening Health Interventions in the Pacific (SHIP) field epidemiology training program (FETP) jointly implemented by SPC, WHO, PIHOA and US CDC accredited by Fiji National University;
9. Attend regularly scheduled conference calls with grantors (CDC) and other related epidemiology and infection program conference calls and meetings;
10. If and when assigned, be an active team member to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center, including assisting with any public information dissemination efforts when required; and
11. Perform other duties assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

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DESIRABLE REQUIREMENTS:

Qualification:

1. Minimum of a Master's degree in Public Health from an accredited tertiary institution, with specialization in epidemiology, biostatistics, or health data analytics; a Doctorate in Public Health or medical degree is strongly preferred

Skills:

1. Minimum of 5 years working experience as an Epidemiologist or Surveillance Officer, with a strong preference for candidates with working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience carrying out a variety of surveys, investigations, tests, and analyses of human disease and chronic/communicable health conditions;
3. Demonstrated field-based epidemiology experience specifically with outbreak-prone/infectious diseases, with fieldwork experience in urban and rural tropical settings a plus;
4. Demonstrated experience in training and coaching/mentoring senior and junior health staff in the core principles of epidemiology/surveillance;
5. Must have intermediate to advanced knowledge and working experience with data management systems, including but not limited to MS Excel-based data management platforms, STATA, SPSS

6. Must have demonstrated a high level of interpersonal skills and the ability to facilitate effective communication amongst all level of staff, patients, and outside organizations
7. Must have excellent computer, English speaking, and English writing skills given the intensity for timely and effective communication and reporting requirements of the position
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MOHHS Secretary of Health

Date