



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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JOB ANNOUNCEMENT

JOB TITLE: PACIFIC PUBLIC HEALTH FELLOWSHIP PROGRAM ADMINISTRATOR
JOB STATUS: Full-Time, Exempt
LOCATION: Hagåtña, Guam

ORGANIZATIONAL BACKGROUND: Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to improve the health and wellbeing of the USAPIs by providing, through consensus, a unified credible voice on health issues of regional significance.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (governing executive board) of the six USAPIs, their deputies, and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of ten executives, administrative and technical staff and several short and long-term consultants, have been tasked to provide technical assistance to the USAPIs health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

Recently established in 2019, the Pacific Public Health Fellowship Program (PPHFP) is a program under PIHOA's **Regional Human Resources for Health Initiative**. The PPHFP is a two-year educational program that provides promising career-minded individuals with robust and practical hands-on learning and training in a variety of public health career pathways. The PPHFP offers a wide array of opportunities to learn from and work directly with highly experienced and seasoned frontline public health professionals in a health department/ministry/agency setting, and aims to provide meaningful experiences and development of skills and competencies that will ensure a successful future career in public health. The program is specifically designed to prepare new college graduates and early career professionals to meet emerging and future public health challenges in the Pacific, and to expose individuals to innovations in public health practice and health advocacy, leadership and policy.

SUMMARY OF MAJOR DUTIES & RESPONSIBILITIES:

The PIHOA Pacific Public Health Fellowship Program Administrator (PPHFPA) position will be located at the PIHOA Hagåtña Office in Guam. Continuation of employment depends on program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The overall objective of the PPHFPA position is to assist the Pacific Public Health Program Manager (PM) and other PIHOA staff with planning, coordination, and execution of the PPHFP project activities.

PROGRAM SUPPORT

- 1) Assist the PM with all components of program implementation administration such as completing reports;
- 2) Assist with development of a program marketing plan and marketing/promotional materials;
- 3) Work with the PIHOA team to develop PPHFP presence on the PIHOA website and assure interface with appropriate social media platforms;
- 4) Work with the PIHOA Communications Officer (CO) with development of content for PIHOA's social media platforms such as Facebook, Instagram, etc. to assure regular, timely updates on the program's and fellows' progress and activities;
- 5) Assist with tracking each Fellows' training progress on MOODLE, CDC TRAIN and other required mechanisms;
- 6) Manage calendar updates, arrange teleconferences, online meetings, and work meetings in any other forums;
- 7) Participate in all PPHFP implementation and evaluation activities to support achievement of the program's goals and objectives;
- 8) Initiate or lead all approved travel coordination for the PPHFP team and fellows, including but not limited to: airfare, ground transportation, incidental allotments, lodging, and management of reimbursement requests;
- 9) Monitor and troubleshoot all travel and off-site fieldwork logistical problems encountered by the PPHFP project team and fellows;
- 10) Work directly with the PIHOA administration team in the Guam and Honolulu offices to administer all purchasing requests and payment information for payables for PPHFP staff, fellows, and contractors;
- 11) Assist with payment request system entries into PIHOA's Finance system (Microix) and or other systems and conduct acquittal research from vendors, as necessary; and
- 12) Perform other duties in support of the PPHFP.

PROGRAM INTEGRATION

1. Maintain ongoing collaboration, cooperation, and communication across all other PIHOA programs

SCOPE OF POSITION:

1. **Reports to:** Pacific Public Health Fellowship Program Manager
2. **Supervises:** Pacific Public Health Fellowship Program Assistant (upon hire)
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** This is a highly interactive position that requires a unique mix of office and interpersonal skills. A high degree of teamwork capability, cultural humility, and willingness to acquire new skills is essential.

PRIMARY QUALIFICATIONS:

Education:

- Minimum of a bachelor's degree in business, communication, marketing, or other related field that supports position capabilities

Job Experience:

- Minimum of two years of work and program management experience.

Job Knowledge:

- Program, project, or new initiative management
- Demonstrated understanding of cultural humility, respect, and diplomacy when working with different cultural groups.

Other Requirements:

- Strong English written and oral communication skills
- Willingness to learn new skills and expand scope of responsibility
- Proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, WORD), and ability to use cloud-based video communication applications
- Experience with marketing, web page development and working through a variety of social media platforms such as Instagram, Facebook, etc.
- Ability to work flexible work hours across various time zones and days of the week

Travel:

- Must be willing and able to travel in the USAPIs, and the US mainland, and when required, with possible long durations away from home duty station, including working in low-resource settings.
- Must be able to meet vaccination and other public health requirements of the US states and the USAPIs visited.

Citizenship and Other Requirements:

- Must be a US citizen, possess a valid US Passport, or have a valid US Green Card, US Permanent Residency Card, Resident Alien, or other eligibility to live and work in the US permanently, allowing for residency and employment in the US and its territories. (Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment.)
- PIHOA reserves the right to conduct security and background checks on successful applicants.
- Must possess a valid driver's license and be able to drive a motor vehicle

PHYSICAL/MENTAL DEMANDS:

- At times the position 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 to travel within infrastructure and resource-limited and/or rural and jungle/atoll/mountainous environments. Requires normal range of hearing and vision to perform job duties. Requires occasional lifting to 45 pounds.

PREFERRED QUALIFICATIONS:

- Work experience within the USAPIs..
- In-depth knowledge and understanding of the Pacific Island customs and culture.
- Mature individual with experience working in teams.
- Excellent oral and written communication skills.

COMPENSATION:

Commensurate with qualifications and experience, the salary will commence at \$50,000 USD per annum. Comprehensive Benefits package included.

TERM OF POSITION:

To start on or immediately after March 1, 2022. Employment at PIHOA is based on Hawaii state law, which is considered "at-will." Continued employment in this position is determined by availability of grant funding and job performance.

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho (janetc@pihoa.org), Deputy Director:

1) Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above.

2) Resume/Curriculum Vitae; 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.

For any enquiries related to this vacancy, please direct them to Janet Camacho at janetc@pihoa.org.