



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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### JOB ADVERTISEMENT

<b>JOB TITLE:</b>	<b>Human Resources Administrator</b>
<b>JOB STATUS:</b>	<b>Full-Time, Exempt</b>
<b>DUTY STATION:</b>	<b>Honolulu, Hawaii</b>
<b>DATE OF HIRE:</b>	<b>Immediate</b>

**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 non-profit organization headquartered in Honolulu, Hawaii, with a field office in Hagatna, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific, and health systems strengthening.

PIHOA's current membership is comprised of the ministers/directors/secretaries of health (executive governing 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 executive, administrative and technical staff, and a number of short and long-term consultants, have been tasked to provide technical assistance and support to the USAPI health ministries/departments in the areas of health workforce development/human resources for health, epidemiology and surveillance, performance improvement, laboratory services, regional health policy and advocacy, health security, leadership development, and partnership engagement.

**SUMMARY OF DUTIES:** The PIHOA Human Resources Administrator (HRA) is a full-time employment, exempt position located at the PIHOA Headquarters in Honolulu, Hawai'i. Continuation of employment will be dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable federal/state laws. The HRA is a team member of PIHOA's Administration and Finance Team, and will be responsible for supporting PIHOA's organization-wide and daily HR functions to ensure operations run effectively, efficiently and in adherence to all applicable US state/federal labor laws and regulations.

Reporting to PIHOA's Deputy Director of Programs and Operations, the HRA's primary duties include planning, management, administration and coordination of:

1. Staff compensation and benefit plans;
2. Staff/consultant/contractor talent acquisition and associated recruitment and contracting processes and onboarding;
3. Internal (in-service) HR training and development (including worksite wellness);
4. Staff/consultant/contractor performance reviews and associated processes;
5. File-keeping and archiving of staff/consultant/contractor files including establishment and maintenance of electronic HR database and associated data entry and reporting;
6. On-going refinement and updating of PIHOA's HR/Personnel policies and procedures in compliance with most current and applicable US state/federal labor laws and regulations;

7. Drafting and executing consultant/contractor contracts, including maintenance of PIHOA's consultant/contractor database;
8. Compilation and reporting of PIHOA HR issues/topics to the PIHOA Executive Governing Board in coordination with other PIHOA Finance and Administration Team members when required;
9. Provide external HR technical advisory assistance and training to PIHOA membership when requested;
10. Perform other duties as assigned by PIHOA management (e.g. administrative support to PIHOA Executive Board Meetings); and
11. Assist PIHOA management to identify and troubleshoot staff/consultant/contractor performance issues and grievances as they arise, including facilitation of grievance arbitration and addressing Equal Opportunity Employment (EEO) issues.

**Level of Interaction:** This is a highly responsible, creative, demanding and often time-intensive position requiring a unique mix of qualifications and competencies, professionalism and maturity, and prior work experience in HR administration and management. The HRA must: 1) be able to work independently with minimal supervision and be highly adaptive in a very diverse working environment; 2) be an active and collaborative team member of PIHOA's Administration and Finance Team; 3) follow complex instructions, and initiate and complete multiple and concurrent tasks in a timely and quality manner; 4) have working knowledge of best-practice office/HR practices and procedures; 5) demonstrate understanding and application of relevant state/federal labor laws and regulations in a non-profit setting; 6) possess exceptional organizational, time management, and communication skills (oral and written); and 7) be willing and able to travel domestically and internationally in the performance of duties and responsibilities.

#### **PRIMARY QUALIFICATIONS:**

- **Education:** Bachelor's degree in Human Resources Management, Business Administration, or related field from an accredited academic institution.
- **Job Experience:** A minimum of five (5) years of experience as an HR administrator, or senior HR administrative position. Has experience in HR processes and best practices; experience with HR databases; ability to work with HR software; thorough knowledge of state and federal labor laws and regulations.
- **Job Knowledge:** Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus; broad knowledge of HR functions as well as general administrative responsibilities; in-depth understanding of sourcing tools, like resume databases and online communities; familiarity with social media recruiting; and 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;
- **Other Requirements:** Must have advanced English written and oral communication skills; must be proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook, and Publisher); ability to handle data with confidentiality; and familiarity with HR software and workforce assessment tools is preferred; excellent verbal and written communication skills; excellent interpersonal, negotiation and conflict resolution skills; excellent organizational skills and attention to detail; excellent time management skills with proven ability to meet deadlines; strong analytical and problem-solving skills.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows 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.

**PREFERRED QUALIFICATIONS:**

- Master's in Public Administration (or Non-Profit Management) with HR specialization and additional HR certifications are desirable.
- Ability to work in diverse teams to achieve results; balanced, open professional work style that includes both (1) teamwork and participation, and (2) leadership and individual initiatives.
- Excellent oral and written communication skills; ability to deeply understand technical details and effectively communicate strategic insights to leadership.
- Familiarity in the cultural and traditional workings of the Pacific region and/or in developing low-resource countries.

**COMPENSATION:** Commensurate with qualifications and experience, the salary will commence at \$55,000 USD per annum. Comprehensive Benefits package included.

**TERM OF POSITION:** To start immediately after August 1, 2021. Employment at PIHOA is based on Hawaii state law, which is considered "at-will" employment state. Continued employment in this position will be determined by funding available, need for the position and job performance.

**APPLICATION:** Interested applicants may submit the following electronically with attention to Janet Camacho ([janetc@pihoa.org](mailto:janetc@pihoa.org)), Deputy Director of Programs and Operations, no later than 5:00pm, August 16, 2021, Hawaii Standard Time:

- 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 from the last 5-10 years of employment.

For any enquiries related to this vacancy, please direct them to Janet Camacho at [janetc@pihoa.org](mailto:janetc@pihoa.org).

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