



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

737 Bishop Street, Suite 2075 • Honolulu, Hawai'i 96813

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Website: www.pihoa.org

Position Vacancy

JOB TITLE: Data Assistant
JOB STATUS: Full-Time, Consultancy (22 months)
DUTY STATION: Federated States of Micronesia or Republic of the Marshall Islands
APPLICATION DEADLINE: December 15, 2020

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 provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

PIHOA's membership is comprised of the ministers/directors/secretaries of health of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat staff and consultants provide technical assistance to its members 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. For more about PIHOA, visit www.pihoa.org.

In September 2020, PIHOA was awarded a grant from the Bureau of Oceans and International Environmental and Scientific Affairs (OES) at the U.S. Department of State for PIHOA, in collaboration with vector managers in the FSM and RMI, to collect and analyze data related to climate, public health, and socio-demographic variables to pinpoint factors that lead to the spread of disease. The group will construct place-based predictive models for dengue and engage relevant on-island partners for implementation.

SUMMARY OF DUTIES: Under the remote and in-person supervision and guidance of the Project Director/PIHOA Regional Medical Entomologist, assist the project team with gathering, identifying, cleaning, and extracting required data from hardcopy and other digital sources; and assist with project implementation. The Data Assistant is a full-time position to support project work in the Federated States of Micronesia or the Republic of the Marshall Islands.

SCOPE OF POSITION:

1. **Reports to:** PIHOA Regional Medical Entomologist/Project Director

2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None

Level of Interaction: The individual will have regular interaction with the Project Director and other project staff/consultants. Contact and liaison with both internal and external partners, regulatory authorities, research partners and wider stakeholders will be occasional.

MAJOR DUTIES & RESPONSIBILITIES:

1. Participate in the planning and development of assigned projects.
2. Assist the project team (PIHOA, grantor, vector managers, and other consultants) in gathering, identifying, cleaning, and extracting required data (e.g. health, socio-economic, weather/climate, etc.) from hardcopy and other digital sources.
3. Read and understand protocols.
4. Assist the project team in providing end-user training and support implementation of predictive modeling processes into the countries' early warning system.
5. With guidance from the project team, troubleshoot information storage issues and analyze protocols; propose modifications to other researchers/project leader.
6. Assist with the preparation for and delivery of presentations at meetings, webinars, and collaborative activities.
7. Collect, track, and prepare spreadsheets summaries, charts, and tables for reports.
8. Adhere to safety and compliance guidelines.
9. Assist in the development of procedures for the collection and integration of data sources, to include forms and documents needed for data processing and analysis.

PRIMARY QUALIFICATIONS:

- **Education:** Associate degree in biomathematics, environmental science, related biological science or another related field.
- **Job Experience:** One-year experience as a data assistant. Experience with end-user training and support. Experience with using data/statistical software.
- **Job Knowledge:** Experience in supporting multi-disciplinary teams working across multiple locations; 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:** A successful applicant: will have excellent communication and report-writing skills; the ability to work independently on projects; must have advanced English written and oral communication skills; must be proficient with Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook, and Publisher); must meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; communicate with diplomacy and tact, especially concerning difficult and sensitive issues; gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams; and must possess a valid driver's license.
- **Travel:** Must be willing and able to live and work in a USAPI jurisdiction throughout the two-year project period.
- **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 consultancy. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license. May require a valid Business License if home duty station is Guam.

PREFERRED QUALIFICATIONS:

- An undergraduate degree in biomathematics, environmental science, or a related biological science.
- Experience in developing predictive models.
- At least one year of relevant experience related to research, data analysis, management, and processing as stated above.
- Computer skills, good communication, and critical thinking.
- Proficient in basic technical skills and the operation of data collection equipment.
- Able to quickly learn and utilize computer programs as needed.

COMPENSATION: Commensurate with qualifications and experience, the compensation will be at a rate of \$1,000 USD per month, or \$12,000 USD per annum. Fringe and other benefits are not covered under the PIHOA consultancy contract.

TERM OF POSITION: To start on or immediately after December 31, 2020. This position is a temporary consultancy from hire date and not to exceed twenty-two consecutive months. Continuation of consultancy is dependent upon program/operational needs, performance, availability of funds, and compliance with applicable Federal/State laws.

APPLICATION: Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho (janetc@pihoa.org), Deputy Director, and Regie Tolentino, (regiet@pihoa.org), Office Administrator, no later than 5:00pm, December 15, 2020, 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 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. Pacific Island Health Officers Association, 737 Bishop Street, Suite 2075, Honolulu, Hawaii, 96813. Office Telephone: 808.537.3131. Office Fax: 808.537.6868. Website: www.pihoa.org