



*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**

<b>Position Title</b>	<b>Public Health Nurse</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Public Health
<b>Location</b>	Delap Village, Majuro Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Viema Lue Bale, Acting Director of Nursing, Majuro Hospital (Public Health)
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Public Health Nurse, 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 COVID-19 public health response.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Public Health Nurse will be responsible for:

**A. Contact Tracing/Investigations**

1. In the event of confirmed COVID-19 community spread, support the RMI MOHHS Public Health response team to plan, coordinate and implement COVID-19 suspect and confirmed contact investigations and other contact tracing activities, including associated data collection, entry and reporting responsibilities to effectively identify, isolate and monitor suspect and confirmed contacts in a timely manner;
2. Support COVID-19 education and information dissemination efforts to community leadership and household members during contact investigation/tracing efforts in the community;
3. Collaborate with RMI MOHHS/Government quarantine enforcement and surveillance teams to ensure identified contacts are quarantined immediately and monitored for quarantine compliance;
4. Work with RMI MOHHS Infection Prevention and Control (IPC) team to implement and assure proper IPC guidelines and protocols are strictly adhered to for the prevention of onward COVID-19 transmission during all contact investigation/tracing interactions; and
5. When requested, assist the RMI MOHHS Supervisor to review and refine existing COVID-19 contact investigation and tracing policies and procedures.

**B. Arrival Quarantine and Isolation**

6. As RMI borders are currently closed to prevent COVID-19 community transmission in the RMI, support the RMI MOHHS quarantine team to coordinate and implement the RMI MOHHS' COVID-19 border screening and arrival quarantine/isolation procedures for RMI citizens repatriating back to the RMI and other in-bound essential

workers, including COVID-19 screening and testing on arrival and during quarantine, monitoring adherence to quarantine/isolation requirements, and ensure IPC measures are implemented;

7. Support on-going COVID-19 education and information dissemination efforts to persons in quarantine/isolation, including distribution and correct use of PPEs; and
8. When requested, assist the RMI MOHHS Supervisor and quarantine team to review and refine existing COVID-19 arrival screening, quarantine and isolation policies and procedures.

**C. COVID-19 Vaccination**

9. Support the RMI MOHHS immunization team to coordinate and implement RMI MOHHS's COVID-19 vaccination plan, including monitoring and assuring cold chain requirements to maintain vaccine integrity, registering patients and administering COVID-19 vaccinations, and assisting with data collection and entry; and
10. Support RMI MOHHS public information and other information dissemination efforts to government officials and community members to encourage vaccine participation.

**D. Other**

11. As needed and requested, support the RMI MOHHS Supervisor to conduct in-service trainings and other coaching/mentorship activities to local public health counterparts;
12. If needed, support the RMI MOHHS Supervisor and Public Health team to compile and report on COVID-19 public health efforts and progress to RMI MOHHS' Senior Leadership Team and National COVID-19 Response Task Force; and
13. Any other duties as assigned by the designated RMI MOHHS Supervisor in line with the core duties and responsibilities of this position.

**Key Deliverables:**

1. 100% of suspected and/or confirmed COVID-19 cases are investigated and all high-risk contacts identified and referred for testing in a timely manner; and, as needed, referred onward to quarantine, isolation or further medical assessment/treatment per RMI MOHHS COVID-19 guidelines
2. Contact investigation and tracing guidelines/protocols reviewed and updated based on current evidence-base
3. 100% adherence to border screening and quarantine/isolation testing and quarantine/isolation protocols of repatriated RMI citizens and essential workers to mitigate likelihood of community spread
4. COVID-19 border screening and quarantine/isolation policies, procedures and guidelines reviewed and updated based on current evidence-base
5. Number of individuals fully immunized for COVID-19
6. RMI MOHHS leadership and National COVID-19 Response Task Force fully informed of COVID-19 public health response status and progress

**DESIRABLE REQUIREMENTS:**

**Qualification:**

1. Minimum of a Bachelor's degree in Nursing, or Public Health Nursing, from an accredited tertiary institution; Master's-level degree in Nursing preferred, but not required
2. Current Nursing License from a recognized certification body
3. Valid CPR (Cardiopulmonary Resuscitation) Certificate from recognized certification body

**Skills:**

1. Minimum of 5 years working experience in public health nursing, with practical experience in limited-resource settings preferred;
2. Demonstrated advanced knowledge of practical nursing competencies and application of evidence-based, best-practice public health nursing approaches and strategies;

3. Must have demonstrated high-level interpersonal skills and ability to facilitate effective communication amongst staff, patients and partner organizations;
4. Must have advanced computer and English speaking/writing skills given the intensity for timely and effective communication requirements of the position;
5. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making;
6. Must be self-motivated, disciplined and able to operate with limited supervision;
7. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions, and working with populations from diverse cultures, languages, religious practices and values;
8. Demonstrated ability to work collaboratively with other healthcare professionals and external technical partners in a team-based environment;
9. Must have valid passport to be able to travel domestically and internationally; and
10. When requested, must be able to submit to a Background Check for verification of good standing.

**Other Requirements:**

1. If relevant to the position, must be able to be able to submit for a Certificate or License of Professional 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



*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**

<b>Position Title</b>	<b>Public Health Nurse</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Kwajelein Atoll Health Care Services, Ebeye Hospital
<b>Location</b>	Ebeye Island, Kwajelein Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Lilietta Snoddy, Acting Chief Nurse, Ebeye Hospital (Public Health)
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of the RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities; paid in monthly installments (USD)

**JOB PURPOSE:** The Public Health Nurse, 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 COVID-19 public health response.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Public Health Nurse will be responsible for:

**A. Contact Tracing/Investigations**

1. In the event of confirmed COVID-19 community spread, support the RMI MOHHS Public Health response team to plan, coordinate and implement COVID-19 suspect and confirmed contact investigations and other contact tracing activities, including associated data collection, entry and reporting responsibilities to effectively identify, isolate and monitor suspect and confirmed contacts in a timely manner;
2. Support COVID-19 education and information dissemination efforts to community leadership and household members during contact investigation/tracing efforts in the community;
3. Collaborate with RMI MOHHS/Government quarantine enforcement and surveillance teams to ensure identified contacts are quarantined immediately and monitored for quarantine compliance;
4. Work with RMI MOHHS Infection Prevention and Control (IPC) team to implement and assure proper IPC guidelines and protocols are strictly adhered to for the prevention of onward COVID-19 transmission during all contact investigation/tracing interactions; and
5. When requested, assist the RMI MOHHS Supervisor to review and refine existing COVID-19 contact investigation and tracing policies and procedures.

**B. Arrival Quarantine and Isolation**

6. As RMI borders are currently closed to prevent COVID-19 community transmission in the RMI, support the RMI MOHHS quarantine team to coordinate and implement the RMI MOHHS' COVID-19 border screening and arrival quarantine/isolation procedures for RMI citizens repatriating back to the RMI and other in-bound essential

workers, including COVID-19 screening and testing on arrival and during quarantine, monitoring adherence to quarantine/isolation requirements, and ensure IPC measures are implemented;

7. Support on-going COVID-19 education and information dissemination efforts to persons in quarantine/isolation, including distribution and correct use of PPEs; and
8. When requested, assist the RMI MOHHS Supervisor and quarantine team to review and refine existing COVID-19 arrival screening, quarantine and isolation policies and procedures.

**C. COVID-19 Vaccination**

9. Support the RMI MOHHS immunization team to coordinate and implement RMI MOHHS's COVID-19 vaccination plan, including monitoring and assuring cold chain requirements to maintain vaccine integrity, registering patients and administering COVID-19 vaccinations, and assisting with data collection and entry; and
10. Support RMI MOHHS public information and other information dissemination efforts to government officials and community members to encourage vaccine participation.

**D. Other**

11. As needed and requested, support the RMI MOHHS Supervisor to conduct in-service trainings and other coaching/mentorship activities to local public health counterparts;
12. If needed, support the RMI MOHHS Supervisor and Public Health team to compile and report on COVID-19 public health efforts and progress to RMI MOHHS' Senior Leadership Team and National COVID-19 Response Task Force; and
13. Any other duties as assigned by the designated RMI MOHHS Supervisor in line with the core duties and responsibilities of this position.

**Key Deliverables:**

1. 100% of suspected and/or confirmed COVID-19 cases are investigated and all high-risk contacts identified and referred for testing in a timely manner; and, as needed, referred onward to quarantine, isolation or further medical assessment/treatment per RMI MOHHS COVID-19 guidelines
2. Contact investigation and tracing guidelines/protocols reviewed and updated based on current evidence-base
3. 100% adherence to border screening and quarantine/isolation testing and quarantine/isolation protocols of repatriated RMI citizens and essential workers to mitigate likelihood of community spread
4. COVID-19 border screening and quarantine/isolation policies, procedures and guidelines reviewed and updated based on current evidence-base
5. Number of individuals fully immunized for COVID-19
6. RMI MOHHS leadership and National COVID-19 Response Task Force fully informed of COVID-19 public health response status and progress

**DESIRABLE REQUIREMENTS:**

**Qualification:**

1. Minimum of a Bachelor's degree in Nursing, or Public Health Nursing, from an accredited tertiary institution; Master's-level degree in Nursing preferred, but not required
2. Current Nursing License from a recognized certification body
3. Valid CPR (Cardiopulmonary Resuscitation) Certificate from recognized certification body

**Skills:**

1. Minimum of 5 years working experience in public health nursing, with practical experience in limited-resource settings preferred;
2. Demonstrated advanced knowledge of practical nursing competencies and application of evidence-based, best-practice public health nursing approaches and strategies;

3. Must have demonstrated high-level interpersonal skills and ability to facilitate effective communication amongst staff, patients and partner organizations;
4. Must have advanced computer and English speaking/writing skills given the intensity for timely and effective communication requirements of the position;
5. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making;
6. Must be self-motivated, disciplined and able to operate with limited supervision;
7. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions, and working with populations from diverse cultures, languages, religious practices and values;
8. Demonstrated ability to work collaboratively with other healthcare professionals and external technical partners in a team-based environment;
9. Must have valid passport to be able to travel domestically and internationally; and
10. When requested, must be able to submit to a Background Check for verification of good standing.

**Other Requirements:**

1. If relevant to the position, must be able to be able to submit for a Certificate or License of Professional 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