



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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

Telephone (808) 537-3131 • FAX (808) 537-6868

Website: www.pihoa.org

Position Vacancy

JOB TITLE: Program and Operations Support Officer
JOB STATUS: Full-Time, Exempt
DUTY STATION: Hagatna, Guam
APPLICATION DEADLINE: January 10, 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 field offices 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.

Today, PIHOA's 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 to the USAPI 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.

PIHOA is a recognized and officially endorsed regional partner to the World Health Organization for the Western Pacific Region (WPRO) and the Pacific Community (SPC), and a Pacific regional partner to the US Department of Health and Human Services (HHS) and Association of State and Territorial Health Officers (ASTHO). PIHOA's Secretariat current sits as the Secretariat of the Regional Health Committee of the Micronesia Islands Forum; an advisory member of the US Centers for Disease Control and Prevention's (CDC) State, Tribal, Local and Territorial Support Sub-Committee (a sub-committee of the Advisory Committee to the CDC Director); coordinating body team member of SPC's Pacific Public Health Surveillance Network (PPHSN); coordinating body team member of the WHO Pacific's Monitoring Alliance for Non Communicable Disease Action (MANA); regional partner member to the WHO Pacific's Pacific Health Security Working Group (PaHSec); technical advisor to the United Nation Population Fund (UNPFA) Pacific Office's Pacific Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) Workforce Technical Advisory Council; and grant reviewer for the US Health and Human Services' (HRSA) Title X Maternal Child Health Bureau.

SUMMARY OF DUTIES: The Program and Operations Support Officer position with the Pacific Island Health Officers Association (PIHOA) will be in the U.S. Territory of Guam. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Responsible for the day-to-day coordination of health systems strengthening initiatives and programs under the applicable Federally funded programs. Ensures that all administrative and programmatic requirements and deliverables of initiatives are met. Supports contracts administration and tracking/monitoring of deliverables in coordination with respective technical staff or the Deputy Director and Executive Director, and where needed, entry of contractor/consultant invoices into the PIHOA financial system. Assists in the development, refinement, and implementation of project work and evaluation plans. Fosters regular communication and enhances current partnerships among PIHOA membership, staff, project stakeholders, and funders. Provides program and project support and administration services as required. Assists Deputy Director/Executive Director with preparation of Guam-based operational and grants budgets, including monitoring and reporting of approved Guam-based program and operational budgets, when assigned. Assists with organization-wide and program-specific financial audits as assigned.

Provides programmatic and project functions and support, as well as support for the day-to-day operational and administrative needs of the Guam PIHOA office. Initiates, prepares, and reconciles payment requests and invoices, tracks procurement transactions, manages office inventory, follows up on delinquent accounts receivables/payables, and administers financial and administrative files for the office. Overall supervision of travel (airfare, lodging, and ground transportation) and per diem requests as assigned. Upon request, assists in other special PIHOA programs and projects. Tracks and maintains the Lab Revolving Fund (LRF) registry under the supervision of the Regional Lab Coordinator. Serves as a point of contact for delivery and shipping of goods or equipment upon request.

SCOPE OF POSITION:

1. **Reports to:** Executive Director
2. **Supervises:** None
3. **Fiscal Responsibilities:** Yes
4. **Signature Authorities:** None
5. **Level of Interaction:** Must be able to work independently and in collaboration with other team members. Must be able to follow complex instructions. Must have the initiative to complete multiple tasks. Knowledge of acceptable office practices and procedures. Must possess exceptional organizational, communication, and time management skills.
6. **Special Requirements:** Given the nature of PIHOA work in the Pacific region and travel requirements for the position, PIHOA staff may potentially be exposed to vector-borne and local infectious diseases, rough terrain, inclement weather conditions, high humidity, intense heat and sun, vicious animals, poisonous plants/sea creatures, and travel in small commuter planes and small boats. Candidate must be able to work in resource-limited, rural island environments with limited public infrastructure and communications, and often less than 1 to 2-star accommodation with little to no disability access.

MAJOR DUTIES & RESPONSIBILITIES:

1. Responsible for the overall coordination for programs and grants assigned to PIHOA regional initiatives, based out of the Guam PIHOA office, focused on improving health systems strengthening in the USAPI, under the direction of the PIHOA Executive Director. Ensures that all programmatic, operations, and financial reporting requirements are met for regional activities based out of the Guam PIHOA office. Assists in the development of projects and health systems strengthening project work plans, goals, objectives, and evaluations. Assist the Deputy Director with preparation of Guam-based operational and grants budgets, and monitoring and reporting of approved Guam-based program and operational budgets, when assigned. Assists with organization-wide and program-specific financial audits as assigned.
2. Manages the overall administration and operation of the PIHOA Guam office that includes, but is not limited to the following: initiates, prepares, and reconciles payment requests and invoices, tracks procurement transactions, manages office inventory, follows up on delinquent accounts receivables/payables, and maintains financial and administrative files for the office. Approves travel and per diem requests for employees and non-employees in accordance with fiscal policies and procedures. Serves as the petty cash custodian and conducts regular counts of petty cash in coordination with the PIHOA Deputy Director and Accountant as outlined in the PIHOA fiscal policies and procedures.
3. Tracks and maintains the Lab Revolving Fund (LRF) registry under the supervision of the Regional Lab Strengthening Coordinator. Reconciles the registry in coordination with the Honolulu Administrative Staff. Assists the PIHOA Accountant to track and reconcile LRF invoices and payments, as needed, including follow-up with LRF vendors. Prepares LRF reports to the board.
4. Maintains close coordination with and provided support to the Regional Lab Strengthening Coordinator.
5. Performs duties assigned by the HRSA PCO Principal Grant Manager, to include; assistance to PBPCO Coordinator to gather primary care data, on request, and monitor/support HRSA PCO-funded contractors/consultants.
6. Assists in other special PIHOA programs and projects. Assists in the preparation and set up of meeting/training materials and resources.
7. Provides administrative support for the different PIHOA program initiatives. Serves as the primary point of contact for delivery and shipping of goods or equipment. Participates in and provides logistical support for mandatory bi-annual PIHOA Board Meetings which includes staff travel to other sites in the Pacific. Creates associated Board reporting processes, as assigned.
8. Coordinates with PIHOA regional partners, such as the World Health Organization, the Secretariat of the Pacific Community, and other donor and technical assistance stakeholders, to the benefit of PIHOA members. Provides administrative support to the CDC Field Assignees to the PIHOA Guam Office as requested. This includes but it is not limited to office reception duties, support to visiting CDC Staff, organizing conference calls, purchasing of office supplies, and is a point of contact for any emergencies.
9. Support Communications Officer to identify stories to be posted on PIHOA website, Facebook, etc., including follow up with PIHOA and jurisdiction staff and partners.
10. Ensures Guam office operations and program support complies with PIHOA policies and procedures.
11. Participates in professional development activities on an as needed basis and per availability of funds. Performs other duties as assigned.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum of a bachelor's degree in Health Administration, Public Health, or other health related field from an accredited academic institution.
- **Job Experience:** Minimum of two (3) years of experience in grants management, contracting, federal programmatic and project support, and operations support as stated in the Major Duties and Responsibilities section noted above.
- **Job Knowledge:** Knowledge of business principles, grammar, spelling, and basic arithmetic. Must be proficient in Microsoft Office software (Excel, PowerPoint, Word, Outlook, Publisher). Knowledge of basic accounting/booking principles. Familiarity with US federal grants guidelines and cost principles for non-profits.
- **Abilities and Skills:** Must have excellent English and written communication skills. Ability to type/keyboard with high degree of accuracy at moderate rate (at least 45 wpm) and proficiently use or operate common office equipment. Must possess valid driver's license.
 - Experience in supporting multi-disciplinary teams
 - Relevant project management experience
 - Must be 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.
 - Proficiency in Microsoft office applications

DESIRED QUALIFICATIONS:

- Master's Degree in Health care / Business Administration, or a related field from an accredited four (4) year college or university.
- Knowledge and understanding of business management and financial principles.
- Knowledge of basic information technology principles (computer networking, website management, email list serves, printing protocols).
- Experience in setting up and managing a program and project support office and teams.
- Proficiency in Microsoft project software.
- Experience and familiarity working with the US-Affiliated Pacific Island population.

TRAVEL: Must possess a valid passport. Be able to travel out of the country for a minimum of twice a year for the bi-annual PIHOA Executive Board Meetings, and other locations as required.

PHYSICAL/MENTAL DEMANDS: Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity enough to operate computer keyboard and office equipment, and to travel in 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. Must be able to drive a vehicle and hold a valid driver's license. Duties require extensive traveling, so a valid passport is required.

COMPENSATION: Commiserated with qualifications and experience based on Level 5 of the PIHOA Pay Structure.

TERM OF POSITION: To start on or after January 2020. Employment at PIHOA is primarily based on Hawaii state law. Employment in Hawaii is considered “at-will” and is determined by funding availability and job performance.

APPLICATION: Submit the following electronically with attention to Janet Camacho (janetc@pihoa.org), Deputy Director, and Regie Tolentino, Office Administrator (regiet@pihoa.org), no later than 5pm, January 10, 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) **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 Regie Tolentino at regiet@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