

File No.:	2401003
Position No.:	00021462
Job Code:	005475
RCUH Pay Range:	E28
FLSA:	Exempt
EEO Cat.:	01B – Manager/Administrator
WC Classification	8810
Effective Date	12/10/10

PROJECT MANAGER, USAPI/PHII

Pacific Island Health Officers Association

- I. SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Island Health Officers Association (PIHOA), U.S.-Affiliated Pacific Islands (USAPI), Public Health Improvement Initiative (PHII), located in Honolulu, Hawaii and Guam. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Manages a major regional initiative focused on improving the public health infrastructure in the USAPI, which include the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, the U.S. Territory of American Samoa, the Commonwealth of Northern Mariana Islands, and the U.S. Territory of Guam. These six entities are the member states of PIHOA. This five-year initiative is designed to support the USAPI as they design, implement and evaluate a variety of activities intended to strengthen a foundational, cross-cutting public health infrastructure in several domains, (strategic planning, health information systems, information technology, workforce development, quality assurance, public health performance management, and health related laws and policy development).

Responsible for the day-to-day management of the initiative. Supports local site in project development, implementation, and evaluation. Ensures that all administrative, programmatic, and financial reporting requirements are met. Manages and writes complex contracts or grants. Assists in the development, refinement, and implementation of project work and evaluation plans. Maintains regular communication and enhances current partnerships among PIHOA membership, project stakeholders, and funders. Identifies and fosters new partnerships that will benefit PHII sites. Identifies and secures resources (i.e. financial, human) that address needs identified by the PHII Technical Working Group. Plans or participates in public relations activities in support of the project. Supervises and helps evaluate project staff.

II. SCOPE OF POSITION:

- A. Reports to:** Principal Investigator (Michael Epp)
- B. Supervises:** PHII Administrative Assistant
(5) Regional Quality Assurance Specialists

(5) Regional Information Technology Specialists

C. Budgetary and/or Fiscal Responsibilities:

Direct:	<u>Amt.</u>	Indirect:	<u>Amt.</u>
Salary	\$150,000	Salary	
Fringes	\$50,000	Fringes	
Other	\$1,500,000	Other	

D. Signature Authorities: None.

E. Level of Interaction: Highly responsible and demanding position requiring a unique mix of experience and skill in communication, management, public health, resource development, community development, and cultural competency. Extensive interaction with national and international public health leadership in Pacific countries and territories, non-governmental organizations, US federal agencies, including the Directors and Secretaries of Health of the USAPI, management of non-governmental and governmental organizations, along with middle-managers and support staff in both the health and education sectors.

The project headquarters will be located in a PIHOA member state (such as Guam) where the project manager is also expected to reside. Requires a significant amount of travel, mostly throughout the Pacific and the continental United States. Works effectively in a culturally complex, consensus driven setting. Works independently, to work under pressure and to meet short deadlines. Able to identify and analyze issues and propose feasible, innovative solutions. Able to exercise initiative and judgment to accomplish assigned tasks. Able to organize and monitor the work of project staff. Able to maintain accurate written records and prepare clear, concise written reports. Able to establish and maintain effective working relationships with associates, superiors, public officials, representatives of other agencies and organizations, and with the general public. Able to coordinate work of a multi-disciplinary and multi-cultural staff.

III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place a to identify the Essential Job Functions) **BOLD all "primary duties":**

35% 1. **Serves as the primary administrator of the PIHOA Public Health Infrastructure Initiative. Manages and coordinates PHII, under the direction of the PIHOA Executive Director and the PHII Technical Working Group. Ensures that all administrative, programmatic, and financial reporting requirements are met, including requirements**

identified in the PHII Technical Working Group Terms of Reference, sub-recipient contracts, donor contracts, and grants secured for the PHII project. Manages and writes complex contracts or grants. Assists with the development of policy and implementation guidelines for special projects. Develops and/or helps strengthen policy and policy decision-making relevant to the project. Develops and/or helps strengthen project work plans, goals, objectives, and evaluation. Provides technical analysis for complex grants or projects. Develops scopes-of-work and schedules for contracts and special projects. Assists with the development of project methodologies and designs. Writes complex program evaluation reports and drafts budget for regional activities funded by the project.

- 35% 2. Maintains regular communication and enhances current partnerships among PIHOA membership, project stakeholders, and funders. Coordinates with other PIHOA programs, initiatives, staff and other 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 the project and PIHOA members. Ensures the effective coordination, facilitation, and staffing of PHII networking groups, such as those for Quality Assurance, Information Technology, Health Information Systems, Human Resources for Health, and the PHII Technical Working Group. Solicits and organizes requests for technical assistance from participating sites.
- 20% 3. Identifies and fosters new partnerships that will benefit PHII sites. Identifies and secures resources (i.e. financial, human) that address needs identified by the PHII Technical Working Group. Plans or participates in public relations activities in support of the project. Upon request, provides technical assistance to PHII sites in preparing grant or other funding proposals and seeking additional resources to support public health strengthening activities that are within the scope of PHII.
- 10% 4. Supervises and helps evaluate project staff. Makes staff hiring recommendations and serves as mentor to students and junior staff who may be involved with the project from time to time.
- % 5. Performs other duties as assigned.

IV. PRIMARY QUALIFICATIONS:

- A. **Education:** Master's Degree from an accredited college or university in Public Health or a Health related field.
- B. **Experience:** At least five (5) years of work experience as a manager in public health. At least ten (10) years of demonstrable experience in

project management and grant writing. Extensive cross-cultural work experience in international health systems development and delivery.

- C. **Knowledge:** Knowledge of the principles of public health and their practical implementation. Knowledge of principles and techniques of public administration. Knowledge of political and governmental processes, and organizational and management practices. Knowledge of government fiscal and accounting systems and processes. Knowledge of organizational theories and techniques. Knowledge of analyzing, planning, implementing, and evaluating programs and/or services. Knowledge of supervisory methods and techniques. Knowledge of negotiation principles.
- D. **Abilities and Skills:** Demonstrated ability to prepare complex documents and reports. Able to effectively present/advocate program issues to a variety of audiences. Proficient in software programs such as; Microsoft Windows, Word, Excel, PowerPoint, Access, and Adobe. Able to gather, analyze and interpret data effectively. Able to prepare charts, graphs, maps, statistical tables, and other visual aids. Able to communicate effectively, both orally and in writing. Must possess facilitation and negotiation skills.
- E. **Physical and/or Medical Demands:** None.
- V. **SECONDARY QUALIFICATIONS:** Ph.D. from an accredited college or university in Public Health or a Health related field. More than five (5) years of experience in a senior manager role in a public health system. Knowledge of funding sources within the US Federal government system. Knowledge of funding and technical assistance organizations nationally and internationally. Available to travel within the region, nationally, and internationally. Extensive cross-cultural experience with the Northern Pacific (US-Affiliated Pacific Islands).

VI. **REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

Signature of Employee

Date

Print Name

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

Signature of Supervisor or RCUH HR Representative

Date

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

PREPARED/RECOMMENDED AND SUBMITTED BY:

Principal Investigator

Date

CLASSIFICATION:

Exempt

RCUH Pay Range: PR-E28

	<u>SLOT</u>		<u>POINTS</u>
KNOW HOW	GIII3		608
	<u>SLOT</u>	.	<u>POINTS</u>
ACCOUNTABILITY	F(3)S		350
	<u>SLOT</u>	<u>Percent</u>	<u>POINTS</u>
PROBLEM SOLVING	F4	50%	304

APPROVED BY:

Director of Human Resources or Designee

Date

ATTACHMENT 1

Completed by: Janet Zukemura

Bulletin Board Posting: 12/28/10
RCUH Website: 12/28/10
Craigslist: 12/28/10
JobsFreeForAll: 12/28/10
Careerbuilder.com: 12/28/10
UH Student Employment & Cooperative Education: TBD

REVISED POSTING: EXTENDED CLOSING DATE

PROJECT MANAGER, USAPI/PHII – ID# 10791. Pacific Island Health Officers Association. Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Island Health Officers Association (PIHOA), U.S.-Affiliated Pacific Islands (USAPI), Public Health Improvement Initiative (PHII), located in Honolulu, Hawaii and Guam. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **MONTHLY SALARY:** Salary commensurate with qualifications. **DUTIES:** Manages a major regional initiative focused on improving the public health infrastructure in the USAPI, which include the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, the U.S. Territory of American Samoa, the Commonwealth of Northern Mariana Islands, and the U.S. Territory of Guam. These six entities are the member states of PIHOA. This five-year initiative is designed to support the USAPI as they design, implement and evaluate a variety of activities intended to strengthen a foundational, cross-cutting public health infrastructure in several domains, (strategic planning, health information systems, information technology, workforce development, quality assurance, public health performance management, and health related laws and policy development). Responsible for the day-to-day management of the initiative. Supports local site in project development, implementation, and evaluation. Ensures that all administrative, programmatic, and financial reporting requirements are met. Manages and writes complex contracts or grants. Assists in the development, refinement, and implementation of project work and evaluation plans. Maintains regular communication and enhances current partnerships among PIHOA membership, project stakeholders, and funders. Identifies and fosters new partnerships that will benefit PHII sites. Identifies and secures resources (i.e. financial, human) that address needs identified by the PHII Technical Working Group. Plans or participates in public relations activities in support of the project. Supervises and helps evaluate project staff. **PRIMARY QUALIFICATIONS: EDUCATION:** Master's Degree from an accredited college or university in Public Health or a Health related field. **EXPERIENCE:** At least five (5) years of work experience as a manager in public health. At least ten (10) years of demonstrable experience in project management and grant writing. Extensive cross-cultural work experience in international health systems development and delivery. **ABIL/KNOW/SKILLS:** Knowledge of the principles of public health and their practical implementation. Knowledge of principles and techniques of public administration. Knowledge of political and governmental processes, and organizational and management practices. Knowledge of government fiscal and accounting systems and processes. Knowledge of organizational theories and techniques. Knowledge of analyzing, planning, implementing, and evaluating programs and/or services. Knowledge of supervisory methods and techniques. Knowledge of negotiation principles. Demonstrated ability to prepare complex documents and reports. Able to effectively present/advocate program issues to a variety of audiences. Proficient in software programs such as; Microsoft Windows, Word, Excel, PowerPoint, Access, and

Adobe. Able to gather, analyze and interpret data effectively. Able to prepare charts, graphs, maps, statistical tables, and other visual aids. Able to communicate effectively, both orally and in writing. Must possess facilitation and negotiation skills.

SECONDARY QUALIFICATIONS: Ph.D. from an accredited college or university in Public Health or a Health related field. More than five (5) years of experience in a senior manager role in a public health system. Knowledge of funding sources within the US Federal government system. Knowledge of funding and technical assistance organizations nationally and internationally. Available to travel within the region, nationally, and internationally. Extensive cross-cultural experience with the Northern Pacific (US-Affiliated Pacific Islands).

INQUIRIES: Regie Tolentino 537-3131 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100. **CLOSING DATE: January 15, 2011.** EEO/AA Employer.