

## PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

### POSITION VACANCY

<b>JOB TITLE:</b>	Epidemiologist/Surveillance Officer
<b>REPORTS TO:</b>	Director, Bureau of Health Planning and Statistics
<b>GRADE/CLASSIFICATION:</b>	Consultant
<b>PERIOD OF WORK:</b>	10 months, Full-Time (with possible extension pending funding availability but not guaranteed)
<b>LOCATION:</b>	Majuro, Republic of the Marshall Islands
<b>COMPENSATION:</b>	To be provided on request
<b>RECRUITMENT TIMELINE:</b>	Immediate

### POSITION SUMMARY

**INTRODUCTION:** Reporting to and under the supervision of the Republic of the Marshall Islands Ministry of Health's (RMI MOH) Director of the Bureau of Health Planning and Statistics, the position will support the strengthening of RMI MOH's surveillance capacities and response to Zika virus disease and related conditions, including strengthening of epidemiologic systems and health agency staff skills and information to effectively control, manage, and respond to Zika. This position will work in partnership and collaboration with other local and regionally-recruited Zika surge response consultants and relevant local health agency staff to control and prevent Zika spread. Local health agency staff, include but are not limited to: senior health leadership, local Public Health Emergency and Preparedness (PHEP) and Hospital Preparedness Program (HPP) Coordinators, environmental health and relevant ancillary services staff (lab, medical supply, etc.), and local EpiNet/Emergency Response teams.

The project is funded by the US Centers for Disease Control and Prevention (CDC) through its cooperative agreement with the Pacific Island Health Officers Association (PIHOA). The region of engagement will be the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Guam, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), inclusive of its states: Chuuk, Kosrae, Pohnpei and Yap, Republic of Palau, and the Republic of the Marshall Islands (RMI). Current Zika-affected areas of American Samoa, RMI, and Kosrae, FSM will be the primary project targets. This position shall comply with any and all relevant federal, state and local government rules and regulations over grants administrative and programmatic requirements, and the appropriate application of various cost principles and allowable activities as indicated in the CDC's Notice of Award (NoA) to PIHOA.

In addition to working under the direction of appointed RMI MOH staff, and to effectively perform duties and activities as indicated in the approved Zika Work Plan and Budget, the position shall also liaise and interact with the RMI MOH's National PHEP/HPP Coordinator and local EpiNet Chairs, as well as the regional Zika team including the Zika Surge Response Project Manager, Zika Surge Response Project Assistant, CDC's Regional Career Epidemiology Field Officer (CEFO) co-located at the PIHOA Guam Office, other Zika regional technical consultants, and relevant PIHOA administrative and technical staff assigned to the project.

**MAJOR DUTIES:** Work closely with the Majuro and Ebeye EpiNet Team Chairs and Communicable Disease Surveillance Officer in delivering the following types of assistance:

1. Maintain up to date entries of RMI Zika cases into the CDC Arbonet and Zika Pregnancy Registries.
2. Assist the RMI with maintaining and strengthening its routine communicable disease surveillance reporting and standard operating procedures with special attention to the outer atolls;

3. Assist RMI with integrating surveillance for prenatal (by ultrasound testing) and neonatal microcephaly and neurologic impairment into routine surveillance activities;
4. Assist the RMI with prompt recognition and response to the outbreak alerts that come from routine surveillance system with special attention to the outer atolls, with close reference for response measures to the Pacific Outbreak Manual of the Pacific Public Health Surveillance Network (PPHSN);
5. Assist the RMI Communicable Disease Surveillance Officer and EpiNet Chairs with preparation and targeting of Situation Reports during outbreaks.

Work with other MOH staff to build Zika-related functions:

6. Work with the Director of Public Health and associated RMI MOH program staff to review the standard indicators for Family Planning and MCH Program and strengthen routine reports giving special attention to assuring quality and completeness of data capture and establishing standard operating procedures for assembly of reports;
7. Work with the Bureau of Health Planning and Statistics office staff to strengthen vital statistics reporting quality and completeness in line with the RMI Civil Registration and Vital Statistics Strengthening Plan, with special attention to implementing verbal autopsy reporting for deaths in the outer atolls;
8. Work with IT staff and Majuro Hospital Lab Department staff to work through glitches and activate recently installed lab information system;
9. Work with Bureau of Health Planning and Statistics office IT staff to institute automated reporting for notifiable disease diagnoses from hospital encounter and Lab Information System databases in Majuro and Ebeye (and incorporate these reports into the weekly routine communicable disease surveillance report);
10. Work with regional Environmental Health specialist and RMI Environmental Health Unit staff to design and institute routine GIS-based surveillance reporting for mosquitos and other environmental health hazards, and to monitor geographical coverage of vector control measures in routine practice and when ramped-up during outbreaks;
11. Work with Infection Control nurses at Majuro and Ebeye hospitals to develop and institute simple routine infection control surveillance standard operating procedures;

Organize and assist regional partners in the delivery of the EpiTech-Data for Decision Making (DDM) series of courses as widely as possible for improvement of epi capacity at the technician level across USAPI when it commences in the RMI:

12. Serve as a mentor for DDM and other epidemiology-related projects undertaken by RMI MOH staff;
13. Assure that preparedness related surveillance activities and capacity building measures fit well within the larger surveillance and health information systems of these small island states, and with the health information capacity building plans and activities of regional partners such as PIHOA, the Public Health Information Network, the PPHSN, WHO, the Secretariat of the Pacific Community, the community college public health training programs in the USAPI and the several universities around the Pacific rim that are engaged in HIS-related work in the region.

Ensure effective coordination of Zika-related work across the region:

14. Attend the Regional Zika Training Workshop (TBC in Guam) in early 2017;
15. Attend regular Zika team meetings/conference calls as directed by the Director of the Bureau of Health Planning and Statistics, Local EpiNet Chairs, RMI MOH PHEP/HPP Coordinator, and/or Zika Surge Response Project Manager (based in PIHOA);
16. As needed, attend PIHOA Executive Board Meetings to update USAPI health officials on Zika response progress;
17. Regularly collect, compile, analyze and submit to the Zika Surge Response Project Manager all capacity development/training data, activities, and outputs/results/impacts that will be included into programmatic reports to the CDC as per NoA performance reporting requirements and timelines, and which will be collectively evaluated with other Zika project results by the Zika Project Evaluation Specialist at the conclusion of the project period.

## Qualifications:

1. Master's degree in epidemiology or related public health field with at least two (2) years' experience in epidemiological investigation and analysis;
2. Medical, nursing or veterinary background a plus;
3. Minimum two (2) years' experience in supervising and training staff involved in public health programs, with strong preference for experience working in limited resource and isolated settings;
4. Demonstrates a solid understanding of epidemiological principals and knowledge of:
  - public health planning frameworks;
  - disease surveillance systems;
  - quality monitoring systems;
  - frameworks for program evaluation; and
  - reporting and use of health information in public health and clinical service units.
5. Must have demonstrated understanding of health care needs in the Pacific islands and ability to work with individuals from various cultural, linguistic, and socioeconomic backgrounds;
6. Experience teaching epidemiology and statistics at the undergraduate and post-graduate levels;
7. Must be highly organized and able to carry out all responsibilities of the position with minimal day-to-day supervision;
8. Must have good English verbal and written communication skills including the ability to communicate medical, statistical, and public health concepts to medical and non-medical persons;
9. Ability to clearly write reports, recommendations, and policies and procedures;
10. Training and experience in epidemiological study design, management and reporting, as well as demonstrated ability to design and analyze survey data, including ability to use major statistical software packages such as SAS, SPSS, Excel, and Epi Info;
11. Minimum two (2) years' experience in supervising staff involved in community based surveys and epidemiological investigations;
12. Must be able to travel extensively throughout the Pacific region and the US in the performance of duties;
13. Ability to work in a team-based environment, as well as independently with minimal supervision, and under pressure with very tight deadlines.

## PHYSICAL/MENTAL DEMANDS

Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate computer keyboard and office equipment. Requires normal range of hearing and vision to perform job duties. Must be mentally adaptable and flexible in dealing with a variety of people from a variety of different circumstances, languages, cultural beliefs and practices, and health knowledge. Must be able drive a vehicle and have a valid driver's license. Duties require extensive traveling, so a valid passport or relevant travel ID is required.

**APPLICATION: Position open until filled.** Please submit the following electronically with attention to Emi Chutarro ([emic@pihoa.org](mailto:emic@pihoa.org)), Executive Director, and cc to Andrea Whitt ([andrew@pihoa.org](mailto:andrew@pihoa.org)), Office and Program Support Officer, and Zoya Tayag ([lizoya79@gmail.com](mailto:lizoya79@gmail.com)), RMI MOH HR contact:

- 1) **Letter of Interest** that outlines your overall qualifications and experience in response to the Essential Functions and Qualifications of the position vacancy announcement;
- 2) **Curriculum Vitae** and/or **Resume**; and
- 3) Minimum of **two (2) work references** current to the last 2 years of professional work.

For any enquiries related to this vacancy, please direct them to Emi Chutarro at [emic@pihoa.org](mailto:emic@pihoa.org), or (808) 537-3131.