



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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CONSULTANT POSITION ANNOUNCEMENT

Position Title	Training Coordinator Consultant – Tropical Island Training and Evaluation Center (TITEC)
Position Status	Independent Technical Consultant
Period of Performance	Immediately through June 30, 2025, with possible extension contingent on funding and performance
Duty Station	Remote with duty travel

ORGANIZATIONAL BACKGROUND: Established in 1986, the Pacific Island Health Officers' Association (PIHOA) represents the collective health interests of the U.S. Affiliated Pacific Islands (USAPIs), which include American Samoa, Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau (ROP). Operating as an independent nonprofit organization with headquarters in Honolulu, Hawaii, and a field office in Hagåtña, Guam, PIHOA's mission is to improve the health and well-being of the USAPIs by providing, through consensus, a unified, credible voice on health issues of regional significance.

PIHOA's membership is comprised of the ministers, directors, and secretaries of health of the five USAPIs (Executives), their deputies and chief executive officers of local public hospitals (Associates), and Pacific regional professional associations (Affiliates). PIHOA's Secretariat, comprised of executive, administrative, and technical staff, as well as technical consultants, provide assistance to the USAPI health ministries and departments to strengthen their health systems and build capacities in these 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.

Major challenges in preventing mosquito-borne diseases among the five USAPIs include the expansive geographic spread of the islands, differences in the composition of vectors, each with unique ecologies, and differences in public health approaches and vector-borne disease (VBD) control and prevention. To prevent future mosquito-borne disease outbreaks, the Puerto Rico Science Technology and Research Trust (PRSTRT) has partnered with PIHOA to establish the Tropical Island Training and Evaluation Center (TITEC) as one of five CDC Regional Training and Evaluation Centers. The TITEC will address challenges unique to islands in the Caribbean and Pacific and aims to 1) increase the number of trained vector management personnel in the Caribbean and Pacific islands, 2) develop and implement evaluation activities and projects that lead to the use of recommended practices and the adoption of new vector management technologies, and 3) increase the number of partnerships among state/local public health agencies, academic institutions, and other stakeholders that are involved in vector control activities.

SUMMARY OF DUTIES: Under the oversight of PIHOA's Regional Medical Entomologist (RME), the Training Coordinator Consultant (TCC) - TITEC for the Pacific will: 1) coordinate TITEC training and evaluation activities for the USAPIs, 2) support the development of TITEC communication materials, and 3) support the partnership between PIHOA, USAPIs, and TITEC members and partners. The PIHOA TCC - TITEC will work remotely, with some duty travel to the USAPIs. Continuation of the consultancy depends upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable federal/state/local laws.

SCOPE OF POSITION:

1. **Reports To:** PIHOA RME
2. **Geographic Areas of Responsibility:** USAPIs
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** Must be able to work independently and in collaboration with other team members and project stakeholders. Must be able to follow complex instructions and have the initiative to complete multiple competing tasks. Must possess exceptional organizational, communication, and time management skills. Must be flexible and capable of working in resource-limited settings with limited communications and other infrastructure. Must also be able to work in varying cultural, social, and political settings where English fluency is variable.
6. **Special Requirements:** Travel is expected for the position. PIHOA staff and contractors 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. The position will require travel from the duty station for short periods of time and sometimes to multiple locations at a time. 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. Must possess a valid US passport, Green Card, or other relevant visa type that allows residence and work in the US and its territories. Must possess a valid driver's license

MAJOR DUTIES AND RESPONSIBILITIES/DELIVERABLES:

Essential Duties:

1. Coordinate with the Puerto Rico Vector Control Unit, TITEC training, and evaluation activities to improve USAPIs vector management workforce and operations. The next training is February 24-28th in San Juan, Puerto Rico, and plans for two additional vector training in the Pacific for 2025.
2. Support developing and disseminating TITEC communication materials on outbreak prevention and response for the Pacific public health workforce, local stakeholders, local community, regional partners, and Pacific-Caribbean collaborators.
3. Support the partnership between PIHOA, USAPIs, Pacific Island Vector Management Council (PIVMC), and TITEC members and partners to develop and deliver vector management training programs to establish a tropical island Community of Practice.

Additional Duties:

1. Submission of monthly invoice and activity progress reports, or as needed/determined by grantor/Secretariat.
2. May participate in meetings to report on the status of assigned projects at the direction of the PIHOA RME and management.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum bachelor's in biology or other related science/field from an accredited

academic institution.

- **Experience:** Minimum two (2) years of experience in mosquito surveillance and control management
- **Knowledge:** Knowledge of the principles and best practices of integrated pest management. Experience in supporting multi-disciplinary teams working across multiple locations. Knowledge of policies, protocols, and programming is a plus.
- **Skills and Abilities:** Must be able to effectively instruct individuals and groups on mosquito-borne disease prevention. Must understand and interpret laws, rules, and regulations.
- **Other Requirements:** Must have advanced written and oral communication skills in English; must be proficient in Microsoft Office software applications (e.g., Excel, PowerPoint, Word, Outlook).
- **Travel:** Must be willing and able to travel internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **Citizenship and Other Requirements:** Must be a US citizen, possess a valid US Passport, or have a 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 employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

PREFERRED QUALIFICATION:

- Master's degree from an accredited college or university in a related field.
- Knowledge of and experience working in the Pacific region or other similar resource-limited settings.
- Ability to work in diverse teams and demonstrate flexibility of schedule across multiple time zones to achieve results.
- Demonstrated experience working with a wide range of development partners.
- Familiarity with the cultural and traditional workings of the Pacific region and/or in developing low-resource countries.

PHYSICAL/MENTAL DEMANDS: Requires prolonged sitting and some standing, walking, kneeling, and bending. Requires eye-hand coordination and manual dexterity sufficient to operate a 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 duties. Requires occasional lifting, up to 45 pounds.

COMPENSATION: The consultant will receive a monthly flat-rate fee commensurate with qualifications and experience. Fringe and other benefits are not covered under PIHOA consultancy contracts. Consultants are required to submit monthly invoices for payment with accompanying progress reports that outline the status of deliverables.

TERM OF CONTRACT: This vacancy is considered a short-term independent consultancy with a contract effective immediately through June 30, 2025, with the possibility of renewal/extension based on performance and funding agency approval.

APPLICATION: Submit the following electronically with attention to the PIHOA Contracts Management Officer (keleiser@pihoa.org):

1. **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;
2. **Curriculum Vitae or Resume;** and

3. **Minimum of three (3) professional references** - these references must be from current and past employment supervisors based on the last five (5) years of employment.

For any enquiries related to this consultancy vacancy, please direct them to Keleise Reid (keleiser@pihoa.org) and Janet Camacho, PIHOA Deputy Director, at janetc@pihoa.org.