



**Republic of the Marshall Islands**  
**Office of the Public Service Commission**

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*EA NO: RMI-027-24*  
*OPENING DATE: 02/20/2024*  
*CLOSING DATE: 03/04/2024*

**EMPLOYMENT ANNOUNCEMENT**

**CM of 02/09/2024**

<b>Position Title:</b>	<b>Health Policy Administrator</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL 12/1-12/3</b>	<b>Salary: \$24,000.00-\$27,000.00</b>
<b>Ministry and Division:</b>	<b>Ministry of Health and Human Services</b>	<b>Office of Health Planning, Policy, Preparedness, Personnel and Epidemiology ( OHPPPPE)</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Health Informatics Director</b>	

**JOB PURPOSE:** This position exists within the OHPPPPE and provides planning, coordination, guidance and policy analysis for the MoHHS’ comprehensive health emerging diseases including but not limited to COVID-19. The Policy & Planning Administrator will play a key role in supporting MoHHS activities focused on Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases. The Planning & Policy Administrator will focus on activities related to supporting infectious disease leadership development, training, MoHHS policy progress review, Ministry’s Strategic Plan (MSP) evaluation review, and capacity building support to workforce development roadmap. This will include supporting leadership teams, management, & epidemiologists to inform health performance measures, policy development, supporting efforts for government agencies and community partners to build key competencies, working with health departments on identifying and collecting success stories, workgroups or committees, supporting webinar series or telehealth programs, and/or creating policy guidance for responding to planning and policy program requests.

**KEY RESPONSIBILITIES:**

- Provide programmatic and technical support for ministry’s leadership and infectious disease leadership development, training, evaluation and capacity building
- Use evaluation and continuous improvement methodologies to make data-driven recommendations
- Provide project management to develop and manage portfolio activities

- Organizes policy review with leadership and relevant key program or departments
- Supports the updating and reviewing of the ministry's key performance indicators and reports
- Supports the reviewing and updating of the ministry's strategic plan (MSP)
- Develop written communications (e.g. emails, success stories, reports, etc)
- Communicate and convene with partners
- Facilitate virtual meetings
- Support a gap analysis of governance and institutional mechanisms for mainstreaming emerging or infectious diseases into Ministry of Health and Human Services (MOHHS) programs, policies, and plans.
- Manage activities of cooperative agreements or contract, coordinating sponsor expectations with member needs as appropriate, consulting with other HID or ELC staff as required to coordinate activities, and networking with other relevant activities
- Participate in required in-person/virtual team meetings
- Promote ELC membership and engages new and current members in projects and activities
- Exemplify ELC core values of commitment to service, teamwork and excellence through integrity and respect for all
- Perform other duties as required

**DESIRABLE REQUIREMENTS:**

- Bachelor degree in public health administration or related field from an accredited university or program is required, preferably with a concentration or coursework in public health epidemiology
- Minimum of 2 years of experience and/or demonstrated knowledge in the field of health surveillance practice, surveillance policy and/or epidemiology.
- Exceptional attention to detail is required
- Program, project, and/or process management experience is required
- Demonstrated capability to work on concurrent projects with overlapping and competing deadlines and to manage time effectively
- Ability to accommodate urgent tasks in addition to normal workflow
- Knowledge and understanding of grant management, community engagement, government public policy development and an understanding of MoHHS functions.
- Technical writing and/or editing, report development
- Written and verbal presentation skills required
- Convening, consensus building, and/or meeting facilitation experience
- Ability to foster professional relationships and networking
- Ability and willingness to travel, if required.
- Ability to sustain a wide variety of networking contacts in order to effectively identify and track health activities which may impact health outcomes.
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**Skills:**

- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff and outside organizations;
- Excel in Microsoft Office, research and internet skills
- Excellent observation skills, able to think critically and make quick and effective decisions;
- Caring and quality driven commitment to provide excellent health services;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrated ability to function both, independently and in collaboration with other health care professionals

**FILINF INSTRUCTIONS:**


Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-[pscrmi.net](http://pscrmi.net). For more information, please contact the email address: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **4<sup>th</sup> of March, 2024.**

Issued by the Public Service Commission on this: **20<sup>th</sup> of February, 2024.**

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Mr. Michael Konelios  
Chairman, PSC

  
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Ms. Amenta Matthew  
Commissioner, PSC

  
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Mr. Edward O'Brien  
Commissioner, PSC