



The Republic of the Marshall Islands  
**MINISTRY OF HEALTH AND HUMAN SERVICES**  
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## JOB DESCRIPTION

<b>Position Title</b>	<b>Project Management and Technical Support - Human Resources Management Support Specialist</b>
<b>Position Type</b>	Multi-Year, Technical Consultant
<b>Ministry and Division</b>	Ministry of Health and Human Services, Majuro Hospital
<b>Location</b>	Delap Village, Majuro Atoll
<b>Contract Period</b>	2 years starting immediately to May 31, 2026
<b>Immediate Supervisors</b>	Workforce Development Specialist (WDS), and Dr Ola Ajayi, Project Management and Technical Support (PMTS) Team Lead (TL)
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Project Management and Technical Support (PMTS) – Human Resources Management Support Specialist (HRMSS) will be a key resource for the overall planning, coordination, implementation, monitoring and evaluation support of the workforce development activities under Strategy A1, under the RMI MOHHS' Strengthening Public Health Infrastructure, Workforce, and Data Systems (OE22-2203) Grant funded by the US Centers for Disease Control and Prevention's (CDC) Center for Surveillance, Epidemiology, and Laboratory Services (CELS).

The HRMSS will be guided by and report to the Workforce Development Specialist (WDS), PMTS Team Lead (TL), RMI MOHHS Health Informatics Director, the RMI MOHHS Ministry Leadership Team (MLT) and the RMI MOHHS' OE22-2203 Project Management Unit (PMU). The PMU is comprised of designated RMI MOHHS staff and OE22-2203-funded consultant technical leads. The PMU will be responsible for the daily management oversight, planning, coordination, and monitoring of OE22-2203-funded activities. The PMU will be further supported by the RMI MOHHS' OE22-2203 bona fide agent, the Pacific Islands Health Officers' Association (PIHOA), who will provide administrative and fiscal support for the RMI MOHHS' OE22-2203 grant.

**KEY RESPONSIBILITIES:** Under the guidance of the RMI MOHHS PMU, co-supervision of the RMI MOHHS Health Informatics Director, the WDS and the PMTS TL, the PMTS HRMSS will:

1. Support the Transitioning of Hiring Authority from the RMI Public Service Commission (PSC) to MOHHS, and associated internalization of Human Resources Management from PSC to MOHHS under the direction of the Workforce Development Specialist (WDS) in collaboration with MOHHS HR Director and Staff, the Transition Planning Consultant, the HR Management Adviser, PHIG Partners providing Technical Assistance on the transition, and local key stakeholders, and in coordination with the TL;
2. Coach, mentor and work with the HR Director in carrying out core HR functions. These include, but are not limited to, recruitment, advertising, interviewing, credential checks, reference checks, hiring, onboarding and offboarding;
3. Assist with staff development, transfers, promotions and terminations;

4. Promote workforce diversity, provide diversity training as needed, and assist the HR Department to address and resolve diversity related conflicts and/or discrimination;
5. Support the HR Director to monitor fair remunerations, compensations, benefits, rewards and benefit costs;
6. Advise/support the HR Department in the effective management of biometrics-based and/or paper-based time sheets for compensation and benefits purposes;
7. Revise and refine the established standards for various kinds of leaves and support staff orientation to leave allowances, and leave pays when applicable;
8. Plan, organize and conduct Human Resources Management Training for HR staff in Majuro, Ebeye and Neighboring Island Health Centers (NIHCs);
9. Plan, organize and conduct applicable orientation and training on HR processes and SOPs for non-HR Departments' personnel;
10. Advise, and implement strategies to address HR issues such as absenteeism, recurrent tardiness, non - performance and conflicts;
11. Support process for addressing grievances, complaints and harassment at work, and escalation processes;
12. Be a change agent, and promote change within the HR Department and across the entire MOHHS;
13. Serve as an intermediary between the HR Department and other Bureaus and Departments in MOHHS, and across other RMI Government entities and the private sector;
14. Support the WDS to plan and conduct an onsite baseline environmental scan and gaps assessment of the RMI MOHHS' human resources/workforce environment;
15. In relation to the Internalization of HR Management by MOHHS; work with the WDS and HR Director to operationalize the new Workforce Development (WD) Plan;
16. Continuous refinement, coordination, implementation, monitoring and reporting of the OE22-2203-funded workforce development (WD) activities in alignment with the RMI MOHHS' 8-Year (2023 – 2030) Ministry Strategy Plan (MSP) in coordination with the WDS and the TL;
17. Continuously review prevailing policies and procedures and monitor compliance;
18. Review, refine, and draft new policies and procedures as required;
19. Support/refine the optimal physical HR staff workstation position in the HR Department aligned with the HR core functions, inter-relationships, workflows and processes;
20. Support the TL in the recruitment and performance monitoring of other grant-funded PHIG consultants and contractors;
21. Plan, organize and facilitate WD planning meetings with RMI MOHHS MLT, PMU, and relevant program staff and local/international partners;
22. Support the WDS execution of mid- and end-term grant WD evaluation activities, and associated reports;
23. Support the PMTS TL and PIHOA to compile and collate any WD-related required CDC progress reports and other grant-required submissions;
24. Provide other WD technical advisory support on request by the RMI MOHHS;
25. In consultation with the TL, collaborate with the Data Modernization Initiative Specialist and the WDS to pilot, rollout and train users in Majuro, Ebeye and NIHCs in effective use of the HR Management Information System;
26. Advise/support the transitioning of paper-based HR Employees filing system to the HRMIS to reduce the use of paper in HR management to the barest minimum, and also realize efficient and effective automated generation of HR Reports;
27. Coach and mentor the HR Director and HR Department Team in the Training of Trainers for use of HRMIS;
28. Mentor and work with the HR Director to track Workforce KPIs and WD indicators stipulated in the MOHSS MSP, as well as applicable indicators for the PHIG WD Component A, and Foundational Capabilities Component B;
29. When requested, attend and actively participate in all assigned OE22-2203 grants management meetings with the PMU, PIHOA, and CDC to discuss planning, implementation status, reporting, and troubleshooting of approved WD activities; and
30. Perform other duties assigned by the TL and or MOHHS.

## **KEY PERFORMANCE MEASURES AND DELIVERABLES**

1. Complete targets set by the TL for domestic neighboring island trips for initial project scoping, environmental scan, HRM Training and HRMIS
2. Initiatives implemented to address baseline and annual WD environment scan gaps
3. Active support of the rollout of the Transition Plan, and documentation of phased outcomes and achievements
4. Minimum 75% implementation rate of approved activities for this position per the WD Plan
5. Provision of WD technical assistance, training and mentorship
6. New and/or updated human resources SOPs and Workflows
7. New and/or Updated JDs for all established MOHHS workforce positions
8. HRMIS operations challenges and applicable solutions reports
9. HR WD Monthly Monitoring Reports
10. Annual HR Performance Report

## **SKILLS AND QUALIFICATIONS**

### **Qualifications**

1. Minimum bachelor's degree in human resources, Public Health, Health Administration, Public Administration, or another health-related field from a recognized university with substantive directly related work. Master's degree or above preferred. Demonstrable ability to design training curriculums will be an added advantage.
2. Minimum five years of experience in health workforce development, ideally in low-resource settings.

### **Skills**

1. Must have experience in HR processes and best practices; experience with HRMIS; cross-sectoral coordination (particularly with partners in education); drafting policies to address health workforce issues; and licensure and credentialing standards.
2. Must have knowledge of labor laws and regulations.
3. Must have demonstrated experience working collaboratively with other healthcare professionals and leadership in a team-based environment.
4. Must have advanced interpersonal skills and demonstrated ability to facilitate effective, professional, and compassionate communication and consultations with health agency leadership and program staff, community stakeholders, partners, and funders.
5. Must have computer skills, including familiarity with MS Office applications such as Word, Excel, and PowerPoint, and fluency in a variety of applicable programming languages, software, and systems.
6. Must have advanced English-speaking and writing skills.
7. Must have excellent observational skills and attention to detail, including high-level critical thinking and timely, effective decision-making to adapt to and resolve problems as they arise.
8. Must be self-motivated, disciplined, and able to operate with limited supervision.
9. Must demonstrate compassion, patience, and ability to adapt to less-than-ideal, complex, and intense working conditions, including environments with little or no English-speaking skills and diverse cultural/ideological beliefs and practices.
10. Must have a valid passport to be able to travel domestically and internationally.
11. When requested, must be able to submit Police and Medical Clearance Reports as part of entry requirements into the RMI.
12. Must have a valid driver's license.

## **ADDITIONAL INFORMATION**

- Office and program equipment and supplies needed to conduct contract work will be provided by PIHOA and

the RMI MOHHS, including but not limited to a desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies (PIHOA) and office space (RMI MOHHS).

- Travel expenses between the candidate's home base and the duty station in Majuro, RMI will be fully covered by PIHOA using the most economical and direct travel route (coach class) at the start and conclusion of the contracted performance period, including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel), arrival/departure fees, and transit daily subsistence allowance per PIHOA's Travel Policy. Any accompanied luggage/air cargo, excess weight expenses, and travel insurance fees may be eligible for reimbursement upon submission of proper expense receipts from the airline and travel insurance provider. Transportation of household furniture, goods, personal vehicle, etc., will not be covered.
- At the start of the contract, PIHOA will cover up to 14 days of hotel accommodation, daily subsistence allowance, ground transportation, and other eligible relocation expenses to allow time for the successful candidate to identify more permanent local housing.
- Any local, RMI domestic travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other travels not associated with contracted work will be at the expense of the candidate.
- Eligible dependent travel may be eligible to be covered at the start and end of the contract performance period and will be reviewed on a case-by-case basis and pending the availability of funds.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.