



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH
1440 Kapiolani Boulevard, Suite 1410 | Honolulu, Hawaii 96814 U.S.A.
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OCEANIA PROGRAM MANAGER

This is a regular “at-will” position that will range from part-time to full-time based on the availability of funding. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Specifically, this position will report to the PICHTR Programs Director, and will work closely with PICHTR’s Allied Nations International Dual-Use Program Manager. Primary duties include, but are not limited to:

- Collaborates with directors, managers, subject matter experts (SME’s), and consultants in the formulation of strategic plans and policies as it relates to PICHTR Oceania.
- Serves as the central point of contact with PICHTR Oceania programs.
- Manages, and ensures smooth operations of the PICHTR Oceania office in American Samoa, and serves as Office Principal.
- Manages, conducts, and coordinates the submission of documents required by funding agencies for each program or project.
- Develops new project proposals and collaborative efforts with other partners and organizations locally, nationally, and internationally.
- Establish networks and contacts at conferences to advance the work of PICHTR.
- Maintains relationships with various organizations that have signed MOUs with PICHTR.
- Performs other duties as assigned.

Education: Degree from an accredited college or university in Political Science, Mathematics, Engineering, Law, or related field.

Experience: Fifteen to Twenty (15-20) years of progressively responsible professional experience that involved finance, operations, human resources, information systems, and business development.

Abilities, Skills and Knowledge: Applicant must possess knowledge of: 1) American Samoa and Polynesia, 2) Micronesia, and 3) Hawaii, and other Pacific Island economies. Applicant must also be able to: 1) communicate effectively orally and in writing, write and edit technical training materials, make presentations to professional groups using training aids, e.g., PowerPoint, 2) demonstrate their ability to establish and maintain effective working relationships in a positive, service-oriented manner with colleagues, internal and external customers/organizations, vendors, groups, team leaders, and project staff, and 3) demonstrate their proficiency with relevant word processing, spreadsheet, and database software. Japanese language capability highly desired. Applicant must be able to work with minimal supervision.

Physical and/or Medical Demands: must be able to manage travel to/from international locations and within the United States.

Security Clearance: not required at this time but highly desired.

Annual Salary Range: \$108,000 - \$132,000 at 100% FTE

Interested parties should send a cover letter and resume to the following address or by e-mail to janel.pang@pichtr.org or via mail to:

PICHTR HUMAN RESOURCES

Attn: Janel Pang

1440 Kapiolani Boulevard, Suite 1410

Honolulu, Hawaii 96814

This posting shall remain open until position is filled.

PICHTR is an EEO/AA employer. EEOC/AA Employer