



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF PLANNING & DEVELOPMENT
OFFICE OF THE GOVERNOR



JOB VACANCY ANNOUNCEMENT

POSITION

Rota Project Coordinator, Full Time

LOCATION

Commonwealth of the Northern Mariana Islands – Office of the Governor Office of Planning and Development; Office of the Mayor of Rota

CLOSING DATE

Close of Business, April 23, 2024

SALARY

\$30,000.00 - \$35,000.00 (*Salary will be commensurate with the qualifications of the appointee*)

POSITION OVERVIEW

Under the guidance and general supervision of the Director of the Office of Planning and Development (OPD) and the Director of Public Works, Rota, the employee will oversee the coordination of all Solid Waste Management Planning project activities in accordance with CNMI's Smart, Safe Growth (SSG) Guidance and goals, and in coordination with the Department of Public Works (DPW) and the Office of the Mayor of Rota. At the instruction of the Mayor of Rota, the OPD-Director, the employee will support efforts to convene and liaise with relevant CNMI agencies, taskforces, and boards to provide technical planning assistance, aligning with OPD's goals and efforts, and is tasked with leading solid waste planning and project implementation efforts for the Island of Rota.

DUTIES AND RESPONSIBILITIES

- Attends weekly project team meetings and monthly Inter- Island Solid Waste Management Taskforce (ISWMT) planning meetings, including ensuring documentation of meeting minutes and tracking of project needs, next steps, and deliverables specific to Rota are communicated with the DPW and relevant Rota Leadership and solid waste management planning and project implementation staff;
- Drafts procurement services requests for review by the project team to ensure timely progress is being made toward grant deliverables and milestones;
- Leads review of proposals and job applications relevant to Solid Waste management projects in accordance with SSG planning efforts;
- Facilitates “Zero Waste” planning project in close coordination with ISWMT;
- Supports project management components including drafting, publication, contracting, and permitting needs for construction, capacity building, and tool development (i.e., digital project management tracking and SSG assessment tool);
- Drafts quarterly grant reports and ensures timely completion of project deliverables in close coordination with ISWMT, OPD, and DPW;

- Develops targeted solid waste and SSG communications materials for OPD and partner agencies specific to solid/zero/hazardous waste programs;
- Supports compilation of planning information and local reports as well as regulatory review and revision recommendation efforts once they are initiated;

And performs other related duties as assigned to support OPD's mission to promote sustainable growth throughout CNMI.

REQUIRED SKILLS AND QUALIFICATIONS

The Rota Project Coordinator must meet the following educational requirements:

Associate's degree (or higher), with at least 12 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management or related studies.

In addition:

- Strong written and oral communication skills, meeting organization, facilitation, note-taking, computer literacy, interpersonal communication skills, proactivity, time management, and critical thinking, as well as knowledge of planning processes are required.

Recommended Qualification and Skills Include:

- Detail-oriented project management experience that demonstrates strong analytical and budgeting skills is recommended;
- Solid Waste Industry Knowledge is preferred but not required.

TO APPLY

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Elizabeth Balajadia, OPD Acting Director (elizabeth.balajadia@gov.mp), cc Chris Sablan (christopher.sablan@opd.gov.mp) and Alex Castro (alex.castro@opd.gov.mp). Alternatively, hard copies of all documents can be sent to Elizabeth Balajadia, Acting Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Alex Castro (alex.castro@opd.gov.mp).