



NORTHERN MARIANAS HOUSING CORPORATION

JOB VACANCY ANNOUNCEMENT

OPENING DATE: August 20, 2019

CLOSING DATE: September 04, 2019 TIME: 10:00 A.M.

NMHC JVA No.	Positions:	Salary:
2019-004	Special Assistant for Housing and Low Income Housing Tax Credit (LIHTC) Programs	UNGRADED \$40,000.00 to \$45,000.00-per annum

Employment application form, detailed job description, qualification requirements and other information may be picked up, at the NMHC Central Office in Garapan, Saipan during regular working hours, 7:30 a.m. to 4:30 p.m., Monday through Friday, except CNMI holidays.

All applicants must complete and submit the NMHC Employment Application Form together with required documents that are listed in the Employment Application Package. Failure to provide the required documents will result in automatic disqualification. NMHC and all its properties are drug-free zones; therefore, selected applicant will be subject to pre-employment drug screening.

It is the policy of the Northern Marianas Housing Corporation (NMHC) that the merit system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by its personnel regulations and the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

For inquiries, please contact Mr. Jacob Muna, Office Manager, at (670) 234-6866/9447 or by email to officemanager@nmhcgov.net. NMHC is a fair housing agency and an equal opportunity provider, lender and employer.

/s/

JESSE S. PALACIOS

Corporate Director



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>



WHAT TO CONSIDER WHEN COMPLETING YOUR APPLICATION FOR EMPLOYMENT

1. Complete as thoroughly and correctly as possible each of the thirty-one (31) items listed on the Employment Application.
2. Before submitting your Employment Application, make sure that you attach the following:
 - a. Cover Letter and Resume
 - b. NMHC Applicant's Statement
 - c. High School Diploma or GED Certificate
 - d. College Degree and/or Official Transcript when claiming a Degree
 - e. Police Clearance (Criminal Record – Good within 90 days)
 - f. Certificate of Training/Workshops
 - g. Professional/occupational License (if any related to the job applied for)
 - h. Form DD-214 (Military Discharge Paper)
 - i. Permanent Resident Card/Passport if not a U.S. Citizen
 - j. Valid CNMI Driver's License
3. Make sure that you sign and date your Employment Application before submitting.
4. If you are applying for a specific job vacancy, make sure that you include position title.
5. Application and required documents must be submitted on or before the closing date of the announcement.

NOTE: FAILURE TO PROVIDE ALL DOCUMENTS NOTED ABOVE WILL BE SUBJECT TO DISQUALIFICATION.

**NMHC IS A DRUGFREE WORKPLACE.
A DRUG SCREENING IS REQUIRED FOR ALL APPLICANTS WHO ARE
CONSIDERED FOR EMPLOYMENT.**

“NMHC is an equal employment and fair housing public agency”

APPLICATION FOR EMPLOYMENT

GENERAL INSTRUCTIONS: BEFORE COMPLETING, PLEASE READ THE CERTIFICATION SECTION AT THE END OF THIS APPLICATION. TYPE OR PRINT ALL ANSWERS CLEARLY WITH A DARK BALL POINT PEN. ANSWER ALL QUESTIONS FULLY AND ACCURATELY; SIGN, DATE AND RETURN THE APPLICATION TO THE NORTHERN MARIANAS HOUSING CORPORATION FOR PROCESSING.						DO NOT WRITE IN THIS SPACE.	
1. POSITION(S) APPLIED FOR		2. ANNOUNCEMENT NUMBER					
3. POSITION(S) APPLIED FOR		4. ANNOUNCEMENT NUMBER					
5. NAME (FIRST, Middle, Last)		6. SOCIAL SECURITY NUMBER					
7. MAILING ADDRESS (P.O. Box Number or Number and Street)		8. PHONE NUMBERS <small>Home Work</small>					
9. ISLAND (or City and State)		10. ZIP CODE					
11. BIRTHDATE (Month, Date, Year)		12. BIRTHPLACE				13. CITIZENSHIP United States <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____	
14. GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		15. MARITAL STATUS (Married, Single, Widowed, Divorced, Separated)					
16. INDICATE PLACE OF RESIDENCE		PERMANENT RESIDENCE		PRESENT RESIDENCE		17. PERSON ABLE TO CONTACT YOU <small>(Name, Address, Phone Number)</small> 19. OTHER NAMES WHICH YOU ARE OR HAVE BEEN KNOWN BY	
18. LIST THE LANGUAGES YOU KNOW		Indicate your knowledge by placing "X" in the proper columns.					
		Read	Speak	Understand	Write		
20. WITHIN THE LAST FIVE YEARS OF EMPLOYMENT HAVE YOU:		a) BEEN TERMINATED FOR ANY REASONS? Yes <input type="checkbox"/> No <input type="checkbox"/>		b) QUIT A JOB TO AVOID BEING TERMINATED Yes <input type="checkbox"/> No <input type="checkbox"/>		c) BEEN CONVICTED OF ANY CRIMINAL OFFENSE Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your answer is "yes" to 20, give details in item 29.							
21. LOWEST PAY YOU WILL ACCEPT \$ _____ per		22. WILL YOU ACCEPT TO TRAVEL (Check one) None <input type="checkbox"/> Some <input type="checkbox"/> Often <input type="checkbox"/>			23. WHEN WILL YOU BE AVAILABLE TO BEGIN WORKING?		
24. LAST PREVIOUS EMPLOYMENT WITH TRUST TERRITORY GOVERNMENT OF THE NORTHERN MARIANA ISLANDS							
(A) Are you retired from and receiving retirement benefits from the Commonwealth government?		a) Yes <input type="checkbox"/>		b) Yes, but qualify for Exemption payment to 1 CMC §8392(a) <input type="checkbox"/>		c) No <input type="checkbox"/>	
(B) Job Title	Organization	Grade or Pay Level		From (Month, Year)	To (Month, Year)		

25. EDUCATION AND TRAINING (Official school transcript and diploma or certificates must be attached to this application upon submission for all education and training claimed under A through I)								
(A) Name and Location of Elementary / High School attended			(B) Highest Grade Completed		(C) If Graduated, Give Date			
(D) Name and location of College/University attended (Start with your present to previous)			Dates attended		Credits Completed		Type of degree	Year of degree
			From	To	Semester Hours	Quarter Hours		
(E) Chief undergraduate college subjects		Credits Completed		(F) Chief graduate college subjects			Credits Completed	
		Semester Hours	Quarter Hours				Semester Hours	Quarter Hours
(G) Name and location of other schools attended (trade, Vocational, business, military, correspondences)		Credits Completed		(H) Subject studied			If Certificate received, give date	
		From	To					
(I) Special qualifications, skills, honors (licenses, operate office machines, data processing equipment, vehicles, construction equipment, etc.)							Words per minute	
							Typing	Shorthand
26. EXPERIENCE: Fill in each block completely. Start with your present or most recent employer and work back. Describe all of your work listing your most important duties first. If you supervised others, describe your supervisory responsibilities. If work was part-time show average number of hours worked per week. Account the periods over the last ten years.								
1.	Dates of Employment (Month, Year) From To		Position Title				Do not write in this space	
	Salary Starting \$ per Final \$ per		Place of Employment		Grade or Pay Level			
Name and Address of employer			Name and Title of Immediate Supervisor			Hours Per Week		
Reasons for Leaving					Number and Kind of Employees Supervised			
Description of Work								

IF YOU NEED ADDITIONAL SPACE TO DESCRIBE YOUR WORK EXPERIENCE, USE PLAIN SHEET OF PAPER AND ATTACH TOGETHER WITH THIS APPLICATION.

2.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting \$ per Final \$ per		Place of Employment	
Name and Address of employer		Name and Title of Immediate Supervisor	Hours Per Week
Reasons for Leaving		Number and Kind of Employees Supervised	
Description of Work			
3.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting \$ per Final \$ per		Place of Employment	
Name and Address of employer		Name and Title of Immediate Supervisor	Hours Per Week
Reasons for Leaving		Number and Kind of Employees Supervised	
Description of Work			
4.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting \$ per Final \$ per		Place of Employment	
Name and Address of employer		Name and Title of Immediate Supervisor	Hours Per Week
Reasons for Leaving		Number and Kind of Employees Supervised	
Description of Work			

5.	Dates of Employment (Month, Year) From _____ To _____	Position Title	Do not write in this space	
Salary		Place of Employment	Grade or Pay Level	
Starting \$ _____ per _____				
Final \$ _____ per _____				
Name and Address of employer		Name and Title of Immediate Supervisor		Hours Per Week
Reasons for Leaving			Number and Kind of Employees Supervised	
Description of Work				
27. LIST THREE PERSONS NOT RELATED TO YOU WHO HAVE DEFINITE KNOWLEDGE OF YOUR QUALIFICATIONS AND FITNESS FOR THE JOB FOR WHICH YOU ARE APPLYING. (Do not list supervisors you listed under Item 26.)				
Full Name		Present Address		Business or occupation
28. MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes <input type="checkbox"/> No <input type="checkbox"/>				
29. FOR DETAILED ANSWERS, use space below. (Correspond your answer to the item number)				
Item Number				
30. ARE YOU OR ANY IMMEDIATE FAMILY A TENANT/LANDLORD UNDER NMHC'S SECTION 8 PROGRAM? Yes <input type="checkbox"/> No <input type="checkbox"/>				
31. ARE YOU OR YOUR IMMEDIATELY FAMILY A RECIPIENT OF THE HOME LOAN PROGRAM? Yes <input type="checkbox"/> No <input type="checkbox"/>				

ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

A false answer or statement, or attempt to deceive or defraud in this application is grounds for rating you ineligible for employment with the; as per PART III A B G of the PSSR&R COMMONWEALTH GOVERNMENT OF THE NORTHERN MARIANA ISLANDS or for dismissing you from employment with the Northern Marianas after appointment. All statements made in this application are subject to investigation, including a check of court records and former employers. All information pertinent to this application will be considered in determining your present fitness for employment with the NORTHERN MARIANAS HOUSING CORPORATION, COMMONWELATH OF THE NORTHERN MARIANA ISLANDS.

CERTIFICATION

I CERTIFY that I have read and understand the foregoing paragraph. I FURTHER CERTIFY that all of the answers and statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE OF APPLICANT (DO NOT PRINT)

DATE (Month, day, year)



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

Tel: (670)234-6866/9447

Fax: (670)234-9021



NOTE: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS ADDENDUM TO THE APPLICATION FOR EMPLOYMENT.

APPLICANT'S STATEMENT

I hereby certify that the information provided on my Application for Employment (and accompanying resume, if any) is true and completed to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize NMHC to make a thorough investigation of my past employment and activities, agree to cooperate in such investigations, and release from any liability or responsibility all persons and companies requesting or supplying information.

I further agree to submit to any lawful drug or other aptitude testing that may be required as a condition of employment or continued employment, and understand that unless otherwise prohibited by law, refusal to submit to drug testing during the course of my employment may result in discharge pursuant to NMHC's Employee Drug and Alcohol Policy.

I certify that I have read and do understand the foregoing paragraphs.

Signed: _____ Date: _____

NMHC is an equal opportunity employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law.

“NMHC is an equal employment and fair housing public agency”



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>



Job Title: *Special Assistant for Housing and LIHTC Programs*

Job Description:

The Special Assistant for Housing and LIHTC Programs assists the Northern Marianas Housing Corporation (NMHC) in expanding opportunities for housing and community development programs for NMHC's tenants and other families residing in the Commonwealth of the Northern Marianas Islands (CNMI). The Special Assistant for Housing and LIHTC Programs will provide technical assistance to NMHC in the formulation and development of its Five-Year Consolidated Action Plan, as well as other plans and/or federal grants that can be tapped to enable NMHC to further its mission as a Public Housing Agency (PHA).

The Special Assistant for Housing and LIHTC Programs will work under a two (2)-year contract (option for renewal will be considered upon performance accomplishments, and NMHC's needs). The Special Assistant for Housing and LIHTC Programs will report directly to and receive general direction from the Corporate Director. Pursuant to Executive Order 94-3, NMHC, a subsidiary Corporation of the Commonwealth Development Authority (CDA) is under the control and supervision of the Board of Directors of NMHC.

Essential and important responsibilities (specific to NMHC's needs) and duties may include, but are not limited to the following:

1. Formulate and develop programs and activities to further the mission of housing programs throughout the CNMI;
2. Develop and maintain positive tenant and community relationships – foster social adjustment and development of families participating in the program;
3. Prepare annual plans for review and approval by the Corporate Director, and conducts required public hearings – submits summary, comments received, and recommendations;
4. Work with management to design and implement fraud prevention and monitoring systems for compliance to the Section 8 Housing Assistance Program and the Low Income Housing Tax Credit (LIHTC) Programs;
5. Prepare reports for HUD, the local government, the Corporate Director, and the Board of Directors;
6. Coordinate with the Corporate Director, Deputy Director, Program and Housing Division Manager, and the Planner/Environmental Officer to seek out and implement new programs and funding sources to address family self-sufficiency and the preservation of NMHC's housing units;
7. Assists the Corporate Director and the Chief Financial Officer in the preparation of and execution of the Section 8 Housing Assistance Program Budget;
8. Work with management to address tenants' nonpayment of rent, delinquencies, and/or eviction/termination;
9. Ensure the integrity of the Section 8 Housing Assistance Program and the Low Income Housing Tax Credit (LIHTC) Program through the safeguarding of highly confidential and sensitive personal information regarding participants on the Section 8 Housing Assistance Program and the Low Income Housing Tax Credit (LIHTC) Program;
10. Reviews Low Income Housing Tax Credit (LIHTC) Program Applications to ensure compliance with program requirements.
11. Conduct random audit inspections of tenant files to ensure compliance with documentation and programs requirements;
12. Establish systems that will enhance verification of applicant or tenant assets;
13. Assist when necessary during orientation or recertification of tenants;
14. Work with management in executing various HUD programs such as PIC, TRACS, SEMAP, RIM, etc.; inputs data into computer and prints out a variety of documents;

“NMHC is an equal employment and fair housing public agency”

15. Conduct research and interprets applicable federal guidelines that applies to the Section 8 Housing Assistance Program and the Low Income Housing Tax Credit (LIHTC) Program and holds briefings as necessary with management and staff on these regulation;
16. Performs other related duties as assigned by the Corporate Director.

Minimum Qualifications and Requirements:

- **Education:** Minimum of a Bachelor's Degree from a U.S. recognized university with a major study in Sociology, Economics, Public or Business Administration. Each additional year of approved formal education may be substituted for one (1) year of required work experience.
- **Experience:** A minimum of three (3) years in the design, development, and management of programs, preferably in the area of housing or social services programs, with responsibility for any or a combination of elements in management, planning, monitoring, and evaluation. Utilization of the principles or knowledge of accounting/math computation in any of these elements is essential to job requirements. Each additional year of approved work experience may be substituted for one (1) year of required formal education.
- **Knowledge of:** Program operations and execution of goals and objectives to meet housing needs and meeting those needs in challenging environment. Knowledge of pertinent federal and local laws, codes, and regulations that impact upon housing programs and activities. Knowledge and understanding, as well as preferred experience in the U.S. Department of Housing and Urban Development (HUD), Section 42 on the Internal Revenue Code, or other related social program including accounting/math computation which are essential to performance and a plus in the evaluation and selection process.
- **Ability to:** Must have the ability to formulate plans and programs; ability to prepare, analyze, and interpret technical reports, Federal and local policies, procedures, and regulations; analyze data obtained through reports and/or surveys to develop plans and needed programs. Establish and maintain effective working relationships with individuals and/or groups, committees, and the general public. Must have the ability to relate to staff and management, Board of Directors, local officials, and residents. Must have excellent oral and written communication skills. Must be computer literate to and execute a variety of HUD software that is required for reporting and transmitting tenant/resident and other related data electronically to HUD, including word processors, spreadsheet, database, and statistical analysis software. Must have the ability to handle math computation, determine value of tenants' assets, etc. able to work independently and is a good coordinator/organizer.