



NORTHERN MARIANAS HOUSING CORPORATION

Community Development Block Grant-Disaster Recovery (CDBG-DR) Program

JOB VACANCY ANNOUNCEMENT

OPENING DATE: August 26, 2020

CLOSING DATE: September 11, 2020 TIME: 10:00 A.M.

NMHC JVA No.	Positions:	Salary:
2020-012	Internal Auditor (1-Position)	UNGRADED \$50,000.00 to \$60,000.00 per annum
2020-013	Senior Accountant (2- Positions)	UNGRADED \$35,000.00 to \$45,000.00 per annum
2020-014	Accountant (2-Positions)	UNGRADED \$25,000.00 to \$30,000.00 per annum
2020-015	Project Supervisor (1-Position)	UNGRADED \$35,000.00 to \$45,000.00 per annum
2020-016	Construction Inspector (3-Positions)	UNGRADED \$25,000.00 to \$30,000.00 per annum
2020-017	Administrative Specialist (2-Positions)	UNGRADED \$25,000.00 to \$30,000.00 per annum
2020-018	Receptionist (1-Position)	UNGRADED \$20,000.00 to \$25,000.00 per annum

Employment application form, detailed job description, qualification requirements and other information can be accessed at www.nmhcgov.net located on the "Job Vacancies Announcements" tab.

Applicants may submit their applications through the following options: Submission at the NMHC Central Office in Garapan, Saipan; Drop Box located in front of the NMHC Central Office building; or email application and documents to officemanager@nmhcgov.net.

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>

JOB DESCRIPTION

Position: CDBG-DR Administrative Specialist
Division: CDBG-DR Office
Immediate Supervisor: CDBG-DR Administrative Manager
Division Manager: CDBG-DR Administrative Manager

This position involves moderate to highly complex responsibilities associated with office administration and management. Incumbent exercises wide latitude of judgment and makes decisions based on knowledge of administrative operations and coordinating activities and projects within the office. Incumbent reports directly to the CDBG-DR Administrative Manager.

This position is a contract position for a period of two (2) years and renewable every two (2) years depending on satisfactory performance and funding availability.

Duties and Responsibilities:

1. Assist the Administrative Manager in coordinating activities related to administrative matters;
2. Assist the Administrative Manager in the development and implementation of policies and procedures;
3. Assists the Administrative Manager in the preparation of other written materials;
4. Assist the Administrative Manager in facilitating programs and activities of the CDBG-DR program to the public;
5. Coordinate with program managers to ensure that reports and/or deadlines are completed and met.
6. Monitor reception activities to ensure that flow of documents is in accordance with established procedures.
7. Ensure that customer reception and facilitation of clients are extended courteously and professionally.
8. Assist in travel arrangement for program manager and staff.
9. Assist with Administrative Manager with procurement matters of the CDBG-DR office.
10. Maintain all CDBG-DR files.
11. Assist in the monitoring of all CDBG-DR procurement contracts.
12. Conduct inventory of CDBG-DR office furniture, equipment, and fixtures.
13. Coordinate CDBG-DR program events and functions.
14. Coordinate with the NMHC Central Office of vendor payments
15. Perform other duties as assigned.

Minimum Qualification Requirements:

Education/Experience:

Graduation from High school plus four (4) years of progressively responsible management/administrative/secretarial plus one (1) year of supervisory work experience; (B) any equivalent combination of education, experience and training to satisfactorily perform the required duties and responsibilities may be substituted for requirements.

Knowledge & Abilities:

Must have knowledge on office operation; Has the Ability to deal tactfully and effectively with staff and the public; Ability to express effectively, verbally and in writing; Ability to operate various electronic equipment and other office equipment; Must have knowledge on basic computer software and hardware; Must possess good computer skills; Has the ability to write and prepare routine to moderately/highly complex correspondences and reports are essential to program requirements; Must have the ability to handle and work under pressure associated with complex deadlines, work-related demands and/or assignments; Has the ability to multi-task; Must possess good reading and comprehension skills.



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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)		

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	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

3.	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

4.	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

5.	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			
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)



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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.

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