



NORTHERN MARIANAS HOUSING CORPORATION

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

JOB VACANCY ANNOUNCEMENT

NMHC JVA No.	Positions:	Salary	Opening Date	Closing Date
2023-010	CDBG-DR Compliance Specialist (1-Position)	UNGRADED \$25,000.00 to \$30,000.00 Per annum	February 15, 2023	March 2, 2023 4:00 PM

Employment application form, detailed job description, qualification requirements and other information can be accessed at www.nmhcgov.net and www.cnmi-cdbgdr.com.

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; the CDBG-DR Office located on the 3rd Floor of the Ladera Building, Chalan Laulau, Beach Road; 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.



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.nmhcgov.net>

JOB DESCRIPTION

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

SUMMARY

The Compliance Specialist shall assist the CDBG-DR Compliance Manager in ensuring that all Community Development Block Grant – Disaster Recovery (CDBG-DR) program regulations and policies and procedures are adhere to.

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.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist in the Management, coordination, and monitoring of all approved CDBG-DR projects from inception to completion;
2. Assist the CDBG-DR Compliance Manager perform duplication of benefits analysis for all CDBG-DR projects;
3. Assists in the management and implementation of the following HUD requirements: All applicable Federal Labor Standards provisions; Davis-Bacon Act; Contract Work Hours Safety and Copeland Anti-Kick-Back Acts, among others.
4. Assists the CDBG-DR Compliance Manager in the review of projects for compliance with applicable environmental regulatory agencies, including Section 106 Consultations, NEPA, etc.;
5. Assists in the management and review of the federal acquisition/relocation requirements, especially the Uniform Relocation and Assistance Act and Section 104 (d) of the Housing and Community Development Act;
6. Reviews for compliance procedures used in the construction and rehabilitation of single-family housing;
7. Interacts and understands the operation of CNMI Government in order to effectively communicate with local government officials to proactively solve problems and timely complete projects;
8. Reviews and manages Federal, State, and Local government rural development and assistance regulations, laws, and ordinances governing environmental controls, state and area planning, building construction, appraising, and related project management activities;
9. Prepares and submits timely reports to the CDBG-DR Compliance Manager on all project progress related to DR projects;
10. Coordinates with local officials and DR team to provide technical assistance for CDBG-DR program compliance or application development;
11. Assists the CDBG-DR Compliance Manager in advising government officials on CDBG-DR eligible activity or combination of activities is most suitable to meet their need(s);
12. Assists the CDBG-DR Compliance Manager in reviewing laws and regulations to identify changes or new procedures, etc. and incorporate the changes into presentation materials so that participants will have current compliance information;

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13. Establishes rapport and deal tactfully and effectively with applicants, public officials, engineers, architects, private lenders, property owners, and the general public;
14. Assists in identifying problems and making recommendations for resolution to CDBG-DR Program projects and activities;
15. Identifies potential impediments to timely project completion by comparing project status and tasks completed with approved timetables;
16. Assists in performing outreach activities and interface with the general public, including public hearings related to citizen participation throughout;
17. Assists the CDBG-DR Compliance Manager in the preparation of and in presenting materials at workshops for CDBG-DR applicants or recipients;
18. Assists in presentations at workshops, including preparation of materials;
19. Ensures DR Program compliance within and without the agency;
20. Assist in performing custodial work of all CDBG-DR projects and program-related documents by maintaining working files to assist in program management and reviews correspondence and reports; and
21. Performs other related duties as assigned by the CDBG-DR Compliance Manager.

Education & Experience :

(A) Bachelor’s Degree from a U.S. Accredited college or university with experience in administrative, management, social work, and some background in the field of accounting; (B) Associate’s Degree with two (2) years experience in administrative, management, social work, and some background in the field of accounting; or High School graduate plus four (4) years of work-related experience in administrative, management, social work and some background in the field of accounting.

Knowledge, Skills and Abilities:

Knowledge of project or activity requirements necessary to comply with HUD programs; knowledge of FEMA and/or SBA regulations; knowledge of general construction inspection practices and procedures; Knowledge of safety requirement and safety practices in construction work; Ability to read engineering drawings and specifications and to interpret them for construction control purposes; Ability to establish and maintain effective working relationships with all persons contacted during the course of work; Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from contractors, clients, and the general public; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; and ability to maintain confidentiality in all assignments; Valid CNMI Driver’s License required.

Equal Employment Opportunity: It is the policy of NMHC that the personnel merit system is administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliations or belief, marital status, disability or place of origin.

Conditional Requirements: This position is “NOT EXEMPT”: is eligible to receive overtime payment for overtime hours performed pursuant to the NMHC Personnel Regulations and the Fair Labor Standards Act (FLSA).

Equal Employment Opportunity: No employee will be denied employment because of race, color, religion, sex orientation, ancestry or disability.

NMHC and all its properties are drug-free zones. Selected applicants will undergo a preemployment drug testing.

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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.**

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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			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									

5.	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			
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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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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