



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
2024-014	Human Resources (HR) Manager/Executive Assistant (1-Position) <i>Re-Announcement</i>	UNGRADED \$40,000.00 to \$45,000.00 Per annum	July 23, 2024	August 7, 2024 4:00 PM
2024-017	CDBG-DR Accountant (1-Position) <i>Re-Announcement</i>	UNGRADED \$25,000.00 to \$30,000.00 Per annum	May 24, 2024	Until Filled
2024-019	CDBG-DR Compliance Specialist (1-Position)	UNGRADED \$25,000.00 to \$30,000.00 Per annum	July 10, 2024	Until Filled
2024-021	CDBG-DR Internal Auditor (1-Position)	UNGRADED \$50,000.00 to \$65,000.00 Per annum	July 23, 2024	August 7, 2024 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.

/s/
Zenie P. Mafnas
Acting 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: Human Resources (HR) Manager/Executive Assistant
Division: Administrative
Immediate Supervisor: Deputy Corporate Director
Division Manager: Corporate Director

SUMMARY

Highly responsible technical work in public personnel administration and office administration.

An employee in this class is responsible for performing the full range of technical personnel assignments involving supervision and coordination of work activities in one or more specialized areas of personnel such as position classification and / or compensation, employment/employee relations, training or general personnel administration regarding NMHC employees. The employee normally exercises supervision over lower-level specialists and clerical personnel. General supervision is received from the corporate director or deputy corporate director who reviews work through conferences and reports but the employee is given considerable latitude for developing work methods and procedures in his/ her functional area.

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 AND RESPONSIBILITIES:

1. Performs the full range of technical personnel assignments in a functional area such a position classification and compensation, employment/ employee relations, training or in general personnel administration as regards to NMHC employees.
2. Responsible for the overall office administration.
3. Provides advise and assistance to department heads, supervisors and employees regarding problems relating to the assigned function area.
4. Plans, conducts and / or assigns staff members to participate in various duties connected with the assigned functional area.
5. Plans and conducts position classification studies; conduct desk and field audits; prepare new class specifications or revises specifications as necessary and recommends appropriate play levels; conducts salary or wage data collection surveys and surveys of fringe benefits.
6. Plans and assists in the administration of programs of employment and employee relations; Plans and coordinates a comprehensives program of recruitment and placement for NMHC program divisions; coordinates a program of employment examinations and certification of eligibles with operating divisions.
7. Assists in the development of personnel policies, standards, regulations and procedures.
8. Performs general personnel administration relative to NMHC employees; administers pay and position management functions; counsels NMHC employees on problems relating to classification and pay, adverse



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- actions, grievances and other employee problems; advises managers/supervisors on personnel laws, regulations and rules and how to deal with employees.
9. Conducts special personnel studies and prepares staff reports including analysis and recommendations.
 - a. Answers inquiries in area of specialization.
 - b. Performs other related duties as assigned.

REQUIREMENTS OF WORK

1. Knowledge of the principles and practices of modern personnel management and of the techniques and objectives of public personnel administration.
2. Knowledge of one or more of the specialized areas of personnel such as classification and wage analysis, employment/ employee relations, training and employee development or the NMHC personnel administration.
3. Knowledge of organization and operation of NMHC and its field offices.
4. Ability to assign, plan, provide technical guidance and coordinate activities of technical and clerical employees.
5. Ability to visualize and initiate needed changes and improvement in a personnel management system.
6. Ability to organize, originate and develop clear and meaningful written communications such as reports and studies to present orally and discuss complex matters in clear and convincing manner.
7. Ability to establish and maintain effective working relationship with government officials and the general public.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Any combination equivalent to graduation from a recognized college or university with a B.A. Degree in public or personnel administration, business administration or industrial relations, psychology or related fields plus five (5) years of progressively responsible experience in the personnel area or office administration and some managerial experience. High school diploma plus seven (7) years of progressively responsible experience in the personnel area or office administration and three (3) years of managerial experience.

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



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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.**

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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										

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		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

3.	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

4.	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	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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