



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
P.O. BOX 5153 CHR B SAIPAN, MP 96950-5153  
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HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 18-022**  
**OPENING DATE: 02/2/18**  
**CLOSING DATE: 02/16/18**

**PROMOTIONAL ONLY**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and 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 affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: Administrative Officer III**

**PL 5/01-5/04**  
**\$29,857.36-\$34,563.63 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Department of Public Lands, SAIPAN**

**DUTIES:**

Provides general support and trouble-shoot for Department's projects and activities. Responsible for spearheading special project assigned by the Secretary. Prepares project status reports. Plan, organize, supervise and direct the overall management requirements for DPL's professional services and other contractual agreements. Formulate and recommend to the Secretary administrative policies and procedures for DPL's procurement matters. Process contracts pursuant to adopted Procurement Policies by preparing draft and final contracts as requested/justified. Routes contracts for review and signatures and ensures that documents are completed in a timely manner. Process change orders pursuant to Procurement Policies as requested. Renew contracts by announcing RFP and or IFB on a timely manner to ensure services are not hampered. Monitor projects pursuant to contract specification, track deliverables to ensure timely submittal. Establish and maintain procurement record files containing documentation of actions such as requisitions, purchase orders, contracts, requests for quotations, bid offers, invoices and other documents. Process RFP and IFB specifications in coordination with requesting Division, pursuant to Procurement Policies. Maintain, assign and control log sheets for all RFPs, IFBs and other advertisements placed for the office. Keeps track of bids and proposals closing and opening dates and other pertinent events regarding IFBs and RFPs, attend pre-bid and proposal discussion for the purpose of taking notes/minutes for DPL records. Prepare reports and memo to files on the status of all IFBs and RFPs. Attend meetings, workshops, public hearing, etc. Prepare reports, memos and forms as requested. Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BA Degree in public administration or related field, plus five (5) years of progressively responsible and varied office management or staff work in a public or private organization, including experience in personnel and fiscal management, procurement and supply and contract negotiation. Copy of Degree or Official Transcript and Police Clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:** This position is **"COVERED"**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

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| Office of Personnel Management<br>Springs Plaza, Gualo Rai<br>Saipan, MP 96950 | Office of Personnel Management<br>Songsong Village<br>Rota, MP 96951 | Office of Personnel Management<br>San Jose Village<br>Tinian, MP 96952 |
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