



RALPH DLG. TORRES
GOVERNOR

ARNOLD I. PALACIOS
LIEUTENANT GOVERNOR

COMMONWEALTH of the NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR
OFFICE OF PLANNING & DEVELOPMENT



A. KODIP OGUMORO-ULUDONG
DIRECTOR

CHRISTOPHER A. CONCEPCION
DEPUTY DIRECTOR

JOB ANNOUNCEMENT

POSITION

Solid Waste / SSG Planner & Project Coordinator, Full Time

LOCATION

Commonwealth of the Northern Mariana Islands – Office of the Governor, Office of Planning and Development

CLOSING DATE

Open until a suitable candidate is identified.

SALARY

Salary will be commensurate with qualifications of the appointee.

POSITION OVERVIEW

Under the guidance of the Director of the Office of Planning and Development (OPD) and the general supervision of the Lead Planner, the employee will oversee the Solid Waste Management (SWM) and Smart, Safe Growth (SSG) Planning project in coordination with the Department of Public Works (DPW) and the Offices of the Mayors of Saipan, Tinian, and Rota. At the instruction of the Director or Planning Manager, employee will support efforts to convene and liaise with relevant CNMI agencies, taskforces, and boards to provide technical planning assistance to ensure efforts align with OPD's goals and efforts.

DUTIES AND RESPONSIBILITIES

- Facilitates and oversees weekly project team meetings and monthly Interisland Solid Waste Management Taskforce (ISWMT) planning meetings, including ensuring documentation of meeting minutes and tracking of project needs, next steps, and deliverables;
- Reviews contractor technical deliverables, project completion and financial reporting, and resolves issues relative to deliverables and financial reports;
- Oversees the development and maintenance of OPD web-based (digital) program management tools to report, track, and share program milestones, deliverables, and communicate progress as well as the development and maintenance of a public stakeholder/inter-island web-based program management tools to report, track, and share program milestones, deliverables, and communicate progress;

- Manages assigned work plan components including drafting procurement services requests for review by project team to ensure timely progress is being made toward grant deliverables and milestones;
- Leads review of proposals and job applications relevant to Solid Waste management project and SSG planning efforts;
- Facilitates “Zero Waste” planning project in close coordination with ISWMT;
- Supports project management components including drafting, publication, contracting, and permitting needs for construction, capacity building, and tool development such as digital project management tracking and SSG assessment tool;
- Drafts quarterly grant reports and ensures timely completion of project deliverables in close coordination with ISWMT, OPD, and DPW;
- Develops targeted solid waste and SSG communications materials for OPD and partner agencies;
- Supports compilation of planning information and local reports as well as regulatory review and revision recommendation efforts once they are initiated;

And perform other related duties as assigned to support OPD’s mission to promote sustainable growth throughout CNMI specific to the waste programs.

REQUIRED SKILL AND QUALIFICATIONS

General knowledge of project management, contract or grant management training or experience, and strong written and oral communication skills, meeting organization, facilitation, and note-taking capabilities are required. Candidate must demonstrate computer literacy, interpersonal communication skills, proactivity, time management and critical thinking abilities. Knowledge of and skills in compliance procedures, capital planning principles, and proficiency of Microsoft Office, Analytical and Budgeting tools are necessary. Solid Waste Industry Knowledge preferred but not required, but is encouraged. At minimum an Associate’s Degree is required; a Bachelor’s Degree is recommended.

TO APPLY

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Kodep Ogumoro-Uludong, OPD Director (kodep.uludong@opd.gov.mp), cc Erin Derrington (erin.derrington@opd.gov.mp). Alternatively, hard copies of all documents can be sent to Kodep Ogumoro-Uludong, Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Erin Derrington (erin.derrington@opd.gov.mp).