



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO 25-050

POSITION: **CONTRACT TECHNICIAN** OPENING DATE: **04/10/2025**
NO. OF VACANCIES: **1** CLOSING DATE: **04/23/2025**
SALARY: **\$26,626.08 P/A - \$32,364.80 P/A**
PAY LEVEL: **04/01-04/05**
LOCATION: Procurement & Supply, Commonwealth Health Center,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Director of Procurement and Supply, the incumbent will provide technical assistance and administrative support and coordination for the department's procurement functions for all aspects of contract administration. The Contract Technician must be able to perform independently under limited supervision with moderate latitude do the use of initiative and independent judgment. Position typically requires processing and interpreting of more complex, less clearly defined issues.

DUTIES:

- Received and reviews proposed ITB/RFP's and Contracts for conformance, compliance and adherence to CHCC's Procurement Regulations, its policies and procedures and provides recommendations for language additions and modifications as needed.
- Drafts proposed Contract using the Laserfiche System's CHCC Contract Agreement templates to conform and comply with CHCC standards and requirements that best meet the needs and intent for procured services and commodities/merchandise.
- Process contract amendments and change orders thru Laserfiche System.
- Process/initiates encumbrance of Contracts in Munis and assist Program's with their inquiries related to Contract encumbrance.
- Reviews Contracts, Agreements, memorandums and related contractual documentation to ensure objective, services and deliverables complies with CHCC's standards operating policies.
- Ensure contracts' performance are in accordance with the terms and conditions of the contract agreements, including providing proof of documentations such as, bonds, insurance, certificates, licensure, registrations, etc. as applicable.
- Reviews and evaluates various records and documentation in monitoring compliance (i.e. bid requests, evaluation worksheets, change orders, budget documents and cost estimates)
- Provides information, assistance and technical expertise to other staff members, contractors, responds to questions, concerns or complaints and initiates resolutions.
- Assist in the monthly QAPI reports using QAPI's portal reporting tool.
- Prepares and drafts Memos.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Any combination equivalent to an Associate degree in accounting or related field.

EXPERIENCE: Two (2) year of experience in processing procurement contracts and/or background in finance or accounting.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

KNOWLEDGE/SKILLS/ABILITIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Communication — ability to convey information clearly and concisely. Strong Communication Skills also includes written communication, it is important to be able to write clear emails and memos that explain complex topics in any easy—to understand way.
- Attention Detail—the ability to notice small details and make sure they're correct. Review documents for accuracy or check all necessary information and signatures to present. Make use of attention to details when entering data into computer system.
- Vendor Management — is the ability to manage and track all its contractors/supplies which includes expiration of contracts, completion of deliverables and obligation of funds.
- Contract Review — coordinator must be able to examine and evaluate contract to ensure it meets all necessary requirements.
- Technical Skills — proficiency with contract management system, data analysis tools, and relevant software.
- Organizational Skills — effective time management and ability to prioritize multiple contracts simultaneously.
- General Knowledge — The ability to process contracts and general workflows.
- Oral Comprehension—The ability to listen and understand information and ideas presented through spoken words and sentences.
- **Strong MS Office (Outlook, Word, Excel and Power Point)**
- Ability to maintain strict confidentiality.
- Ability to prioritize requests, anticipate needs, use judgement, and work with a very high level of accuracy.
- Demonstrates initiatives, proactive planning and resourcefulness.
- Highly detail-orientated, organized and responsible
- Able and willing to learn and apply technology and concepts.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**NON-EXEMPT**”, or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Logistics Technician** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three-fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

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Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8951 extensions 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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***Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*