



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



HUMAN RESOURCES

****Re-Announcement****

EXAMINATION ANNOUNCEMENT NO. 25-091

POSITION:	Project Specialist (Policy Change)	OPENING DATE:	<u>06/11/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/25/2025</u>
SALARY:	\$30,823.52 P/A		
PAY LEVEL:	05/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Non-Communicable Disease Program, Public Health Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Through supporting the delivery of Non-Communicable Disease Program (NCDP) project activities, the objectives of this position are: to increase capacity in implementing and supporting policy changes at the population level, in order to reduce the incidence and burden of non-communicable diseases; to assist in the strengthening of community partnerships and advocates for policy changes that support sustained and improved health outcomes; and to increase the implementation and evaluation of NCD-related projects and interventions aimed at improving population health outcomes.

DUTIES:

- Assists in the development, implementation, and evaluation of program activities, relating to policy changes.
- Conducts research and gathers evidence or data to support the implementation of policy changes aimed at the prevention and management of non-communicable diseases.
- Develops, builds, and maintains partnerships with both internal and external stakeholders.
- Provides project support to partners and coalitions in the development and delivery of community-based interventions.
- Gathers, develops, and edits resource materials appropriate for program projects.
- Conducts health education/promotion activities in the community on topics central to the goals and objectives of the program including but not limited to: legislation of tobacco, betel nut, and other health related laws, as well as general prevention information.
- Works with databases to input results from surveys and other data sources.
- Develops and edits program and project policies and protocols.
- Assesses effectiveness of policies and procedures that are developed to reduce the burden of chronic diseases.
- Attends workshops, conferences, meetings, and other related seminars as identified by the supervisor.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to an Associate's degree in public health or related field.

Experience: Three (3) years of experience in community collaboration, outreach, media development, and/or project development.

KNOWLEDGE/SKILL/ABILITY:

- 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.

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.

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Understanding of NCDP's and related risk factors.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Organizational Skills — Able to complete tasks in a timely manner to meet program outcomes.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Microsoft Office Software — Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Flexibility — The ability to generate or use different set of rules for combining or grouping things in different way to provide quality services to people.
- Originality — The ability to come up with ideas about a topic or situation to solve a problem.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Innovation — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening 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. 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; *subject to funding availability through funds awarded to the CNMI Tobacco Control Funds.*

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

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

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) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

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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.*

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