



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 26-006

POSITION:	<b>Program Manager II</b>	OPENING DATE:	<b><u>01/23/2026</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>02/05/2026</u></b>
SALARY:	<b>\$47,821.28 - \$52,723.84 P/A</b>		
PAY LEVEL:	<b>07/04 – 07/06</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Maternal, Infant, Early Childhood Home Visiting Programs, Public Health Services, Commonwealth Healthcare Corporation, Saipan		

#### **NATURE OF WORK**

Under the direct supervision of the respective unit Administrator, the employee in this position will provide programmatic, financial, and data management of the respective program areas, adhering to CHCC policies, external funding guidelines, approved activities, project planning, design, implementation, monitoring, evaluation and project objectives. This position will be responsible for the day to day management of Home Visiting program services that are targeted to improve the health and wellness outcomes for women, children, and families at risk on the islands of Saipan, Tinian, and Rota. The incumbent in this position will represent the program and CHCC DPHS as a member/contributor to the CNMI's early childhood system.

Through supporting the delivery of project activities, the objectives of the positions are:

#### **DUTIES & RESPONSIBILITIES:**

Within the delegated authority and the respective organizational set-up. The incumbent may be accounted for:

##### **1. Project Development and Management**

- Responsible for coordination and management of resources, staff for project development. Administer a consistent and transparent monitoring system; providing accurate analysis of implementation activities and project chronogram. Ensure preparation and update of project work.

##### **2. Optimum Use of Program Funds**

- Responsible for establishing project work plans and monitoring progress and compliance. Leads allocation and disbursement of project funds, ensuring that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of project funds. Ensure project efficiency and delivery through transparent approach to project planning, monitoring and evaluation.

##### **3. Project Monitoring and Evaluation**

- Undertakes field visits to monitor and assess project implementation and decides on required corrective action.
- Carry out a rigorous and transparent approach to evaluation and participate in the major project evaluation exercises in consultation with the Program Coordinator, the Operations Officer, ensure the timely preparation of annual project status reports.

#### **4. Rights-Based and Results-Based Project Management Approach**

- Bring coherence, synergy and added value to the project planning and design processes using a results-based management approach to project design and implementation.
- Ensure viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on project new initiatives and management issues to ensure achievement of stated objectives.

#### **5. National and Local Capacity Building/Sustainability**

- Ensure the building or reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships and nurturing them throughout the implementation

#### **6. Multi-sector and Multiple-stakeholder Partnership, Coordination and Collaboration**

- Develop partnership and collaboration with internal and external counterparts, in order to improve the ability to collect and disseminate development data and information, exchange information on project status and implementation and movement/distribution of supplies.
- Collaborate with all technical staff in the Program and maintain sound internal controls supportive of project endeavors and to coordinate financial and supply management requirements and accountability.
- Plans, develops and implements sectoral activities and actions by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals.

#### **7. Administrative**

- Develop and maintain program policy and procedures; update as needed.
- Maintain grant compliance at all levels.
- Ensure program infrastructure to support organizational capacity, program operations, funding stability, and fiscal accountability.
- Monitor budgets and all funding to ensure expenditures are appropriate.
- Assess staffing capacity to conduct required activities, making modifications as needed.
- Assess staff training needs and provide opportunities for training and workforce development.
- Management of the external funding agreement including completion of the grant application, budget, progress reports, and annual reports; ensure completion of grant objectives; and follow grant and federal requirements.
- Develop supportive and trusting relationships with staff in order to facilitate a cohesive and effective team.
- Manage personnel matters per department and division policies/procedures by identifying issues, communicating clearly with staff regarding expectations and staff performance, developing strategies and plans for responding to issues, recognizing exemplary performance, and keeping management and human resources updated on issues through clear and regular communication.

#### **8. Internal & External Partnerships**

- Coordinate and collaborate with the following but not limited to government and private agencies and businesses, private clinics, public and private schools, as applicable, to implement program activities and/or service delivery.
- Foster active partnerships, coordination, and collaboration with internal and external partners to build consensus to maximize reach and effectiveness at the population level.
- Coordinate across CHCC Population Health Programs and Clinical Services to improve the overall health of the people in the CNMI, including Tinian and Rota.
- Coordinate in the development of a community engagement strategy for disease prevention, education, and mitigation for communities within the CNMI, including Tinian and Rota.

#### **9. Data**

- Explore and recommend data source enhancements, replacements and/or supplementations to address issues of data quality or limitations.

- Ensure the collection of valid and reliable program data and information from program areas and other relevant sources.
- Conduct data analysis on program reporting requirements, performance and outcome measures, and impact on the CNMI population (Saipan, Tinian, and Rota).
- Evaluate program data to ensure that performance indicators are being met for program areas and other relevant sources.
- Maintain and enhance data quality, surveillance, tracking, and follow-up mechanism such as quality standardized data elements.
- Provide reports and feedback on all performance indicators for program areas and other relevant sources.
- Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's Degree from an accredited college or university in Public Health or related field.

**Experience:** Plus, four (4) years of direct work experience in program implementation, management, and data analysis.

**Other:** Preferred experience in program/project management, data analysis, community-based work, and project/program proposal development. In addition, training credits or experience should include at least 100 credit hours in health education, MICAH related services or prevention training, and program coordination, evaluation, grant writing, and/or media campaign development.

#### **KNOWLEDGE/ SKILL/ ABILITIES:**

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Instructing — Teaching others how to do something.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Time Management — Managing one's own time and the time of others.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Speech Clarity — The ability to speak clearly so others can understand you.

- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

### **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 “**Exempt**” or is NOT 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 federal funds awarded to the *CNMI Family Planning Services, Public Health Services* not to exceed 03/31/2027.

#### **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](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3410/3427/3583/3444/3584

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.***