



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-135

POSITION: **Program Coordinator I** OPENING DATE: **08/05/2022**
NO. OF VACANCIES: **1** CLOSING DATE: **08/18/2022**
SALARY: **\$35,682.40 P/A**
LOCATION: Epidemiology and Laboratory Capacity (ELC) Program
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the ELC Program Coordinator/Manager, the employee in this position will provide managerial/administrative, programmatic, financial, and data oversight of the respective Program areas, adhering to CHCC policies, external funding guidelines, approved activities, project planning, design, implementation, monitoring, evaluation and project objectives.

DUTIES:

- **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.
- **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.
- **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.
- **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.
- **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

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implementation.

- **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.
- **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.
- **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.
- **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: Any combination equivalent to graduation from a recognized college or university with a Bachelor's degree

Experience: With one (1) year of direct work experience in program implementation, management, and data analysis.

KNOWLEDGE:

- 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.
- Clerical — knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS:

- 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.
- Speaking — talking to others to convey information effectively.
- Service Orientation — actively looking for ways to help people.
- Technology — experience or willingness to learn the use of electronic health record and Microsoft Office software.

WORK STYLES:

- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- Dependability — job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — job requires being sensitive to others needs and feelings and being understanding and helpful on the job.

OTHER QUALIFICATION REQUIREMENTS:

Knowledge and skills with principles and methods of program planning, design, and evaluation. Management and administration techniques, supervision. Knowledge of budget planning, contract development, and budget administration, grants funded programs management, program evaluation. Knowledge of performance management (PM) model and continuous quality improvement (CQI) methods in a public health setting. Skills in applying written and oral communication skills. Effective communication, writing and presentation skills. Skills in building partnerships and/or coalitions. Ability to make decisions and recommendations based on available information and evidence-based practice. Ability to work as a member of a team. Ability to adapt to changing environments.

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 “Covered”, 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 **Administrative Specialist** 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; subject to funding availability through federal funds awarded to the *Epidemiology and Laboratory Capacity (ELC) Program*, not to exceed 07/31/2023.

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

1 Lower Navy Hill Road, Navy Hill, 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) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

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.*