



### **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 CNMI MRC unit and recommendations on project new initiatives and management issues to ensure achievement of stated objectives.

### **State and Local Capacity Building/Sustainability**

- Ensure the building or reinforcing of the commitment and institutional capacities of the State and Local partners starting with taking a strategic approach to the identification of these partners and partnerships and nurturing them throughout the implementation of recruitment activities, trainings, and exercises.

### **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 jurisdictional 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.
- Foster active partnerships, coordination, and collaboration with internal and external partners to build a robust cadre of CNMI MRC Unit volunteers.
- Coordinate across CHCC to improve the recruitment of volunteers in the CNMI, including Tinian and Rota.
- Coordinate in the development of a community engagement strategy for recruitment, incentives for volunteers to be interested and to be recognized their importance through trainings, exercises and participating in community events 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, 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.

### **Others**

- Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from an accredited college or university Bachelor's Degree or higher from an accredited college or university, with 3 years of direct work experience in program implementation, management, and data analysis.

**Experience:** 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, public health related prevention or control trainings, and program coordination, evaluation, grant writing, and/or media campaign development.

### **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 “**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 CHCC MRC Program*, not to exceed 05/31/2025.

### **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) 236-8205/8210/8729/8202

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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.

Trunk Line: (670) 234-8950 ext. 3580/3581/3583  
Fax Line: (670) 233-8756  
10/13/2023 src

***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.*