



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096
OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013
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JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-048

OPENING DATE: 09/29/26

CLOSING DATE: 10/13/26

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Federal Program Coordinator II (2 Positions)

PL 11/01 – 11/12

\$24,563.73 - \$42,012.32 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Department of Public Works, Saipan
Energy Division

DUTIES:

Assists the Energy Director with the development of projects as assigned, participates in the collection of information for planning and development, prepares special plans and project outlays. Collaborate closely with grantor and federal agencies on federal program policies and requirements on behalf of DOE-HEAR. Manage program activities and report to the director any change, progress or challenge affected by the program. Attend meetings, conferences and workshops as assigned. Assists in the compilation and submission of financial and narrative reports to U.S. Department of Energy regarding current projects/programs. Disseminates, interacts and maintains liaison regarding federal programs, policies and activities to all interested government agencies, individuals and private sectors. Assists in the development of Request for Proposals and Invitation to Bids and ensures compliance with established Procurement Rules and Regulations in accordance with the NMIAC and laws. Assists in evaluating program effectiveness to develop improved methods; devise evaluation methodologies and implementations; analyzes results and recommends and or takes appropriate actions. Prepare periodic reports on program activities, progress status or other special reports for management. Compiles and conducts energy data analyses. Responsible for working with the CNMI Division of Energy leadership for purposes of completion of all program reporting requirements, including the PAGE Reporting System. Responsible for communicating obstacles to programs or projects to grantor officials and/or CNMI Division of Energy leadership. General Office duties, inclusive of answering telephone calls, facilitating communications via email or facsimile, making photocopies, and other general office requirements. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a major in Business Administration or a related field plus three (3) years of responsible experience in federal grant programs or closely related area. Copy of Degree or Official Transcript and Criminal Record must be attached to the application.

CONDITIONAL REQUIREMENTS:

*This position is **"COVERED"**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Former Rota High School Bldg. Dist. #4
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952