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GOVERNOR

ARNOLD I. PALACIOS  
LIEUTENANT GOVERNOR

COMMONWEALTH of the NORTHERN MARIANA ISLANDS  
**OFFICE OF THE GOVERNOR**  
OFFICE OF PLANNING & DEVELOPMENT



A. KODEP OGUMORO-ULUDONG  
DIRECTOR

CHRISTOPHER A. CONCEPCION  
DEPUTY DIRECTOR

## ***JOB ANNOUNCEMENT***

### **POSITION**

Solid Waste Technical Analyst, Full Time

### **LOCATION**

Commonwealth of the Northern Mariana Islands – Office of the Governor, Office of Planning and Development

### **CLOSING DATE**

Open until a suitable candidate is identified.

### **SALARY**

Salary will be commensurate with qualifications of the appointee.

### **POSITION OVERVIEW**

Under the guidance and general supervision of the Director of the Office of Planning and Development (OPD) and the support of the CIP Administrator, OPD Lead Planner and OPD SW/SSG Planner, the employee will support Solid Waste Management planning efforts with the Department of Public Works (DPW) and the Offices of the Mayors of Saipan, Tinian, and Rota. Employee will support technical project development, review, and management of solid waste management planning and technical component development including budgeting, procurement, contract management, report review and feedback, and overall support of planning efforts and grant administration. The Technical Analyst will lead data collection, statistical tabulation, as well as establishment of Standard Operating Guidance specific to the project to support monitoring, management, and internal controls and support preparation and presentation of project reports and development of communications materials in alignment with project coordinators and management team. Performance of this work requires the use of considerable independent judgment, initiative, and tact in dealing with individuals, contractors, other municipalities and various civic groups. Assignments are made orally or in writing, and work is reviewed through observation of results obtained, conference and periodic reports or evaluations, therefore, it is expected that this position will be able to independently identify project needs and work with management to address them throughout the course of the solid waste management assessment, planning, and implementation project phases.

### **DUTIES AND RESPONSIBILITIES**

- Participates in weekly project team meetings and monthly Interisland Solid Waste Management Taskforce (ISWMT) planning meetings, including reviewing documentation of meeting minutes and tracking of project needs, next steps, and deliverables and leading on task follow-ups specific to technical implementation components of planning, construction implementation, and O&M;

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- Develops specifications and requests for performance of contracts including supporting development of Tinian Zero Waste proposal requirements in close coordination with USEPA and Project Team;
- Supports task management and implementation documentation production and provides technical feedback to support identification and capacity building / training needs;
- Coordinates programs and activities with federal, CNMI, and municipalities and agencies as well as schools and local businesses as directed to support a concerted effort toward achievement of the CNMI's CSDP-identified percentage recycling goal and related municipal management objectives;
- Monitors, inspects, and coordinates contract requirements concerning waste management facility operations, landfill operations, franchise collection, and other related recycling, waste reduction, and reuse efforts;
- Compiles data for statistical tabulation and analysis; submits comprehensive reports to state and local officials covering the current accomplishments of recycling and waste reduction programs;
- Pursues and administers additional grants and loans from state and other public and private sources as appropriate with prior approval from the OPD Director and DPW Secretary and Tinian / Rota Mayors if applicable;
- Reviews, evaluates, and produces formal critiques of proposed legislative changes;
- Provides content for press releases and website pages related to integrated solid waste management project as assigned or requested by project team;
- Drafts quarterly grant reports to EPA and ensures timely completion of project deliverables in close coordination with ISWMT, OPD, and DPW;

And perform other related duties as assigned to support OPD's mission to promote sustainable growth throughout CNMI and promote sustainable production and consumption patterns specific to integrated solid waste management planning.

#### **REQUIRED SKILL AND QUALIFICATIONS**

Strong written and oral communication skills, meeting organization, facilitation, and note-taking, computer literacy, interpersonal communication skills, proactivity, time management and critical thinking, as well as knowledge of planning processes are required. Detail-oriented project management experience that demonstrates strong analytical and budgeting skills is recommended; Solid Waste Industry Knowledge is preferred but not required. At minimum an Associate's Degree is required with evidence of successful completion of 1 year of study that included at least 6 semester hours of courses in one or a combination of courses such as drafting, surveying, mathematics, physical science, industrial technology, industrial arts, or technical subjects pertinent to construction; or engineering technician work such as electricity, material testing, or engineering mechanics. A Bachelor's Degree is recommended and a Master's Degree is preferred.

#### **TO APPLY**

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Kodep Ogumoro-Uludong, OPD Director ([kodep.uludong@opd.gov.mp](mailto:kodep.uludong@opd.gov.mp)), cc Erin Derrington ([erin.derrington@opd.gov.mp](mailto:erin.derrington@opd.gov.mp)). Alternatively, hard copies of all documents can be sent to Kodep Ogumoro-Uludong, Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Erin Derrington ([erin.derrington@opd.gov.mp](mailto:erin.derrington@opd.gov.mp)).