



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 20-187

POSITION: **CONTRACT SPECIALIST**                      OPENING DATE: **07/30/2020**

NO. OF VACANCIES: **1**    CLOSING DATE: **08/13/2020**

SALARY: **\$29,000.00 P/A - \$32,000.00 P/A**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Material Supply Office, Commonwealth Health Center,  
Commonwealth Healthcare Corporation, Saipan**

#### DUTIES:

This position is under the general supervision of the Director of Procurement and Supply. The Contract Specialist is responsible for providing technical assistance, administrative support and coordination for the department's procurement functions for all aspects of contract administration. The incumbent will perform duties independently under limited supervision with moderate latitude for the use of initiative and independent judgment. This position typically requires processing and interpreting of more complex, less clearly defined issues. Adheres to all department/ facility policies. Receives and reviews proposed ITB/RFP's and Contracts for conformance, compliance and adherence to CHCC's Procurement Regulations, its policies and procedures and provides recommendations for language additions and modifications as needed. Drafts proposed Contract using the CHCC Contract Agreement templates to conform and comply with CHCC standards and requirements that best meet the needs and intent for procured services and commodities/merchandise. Reviews Contract Agreements, memorandums and related contractual documentation to ensure objective, services and deliverables complies with CHCC's standards operating policies. Monitors and evaluates adherence to contract provisions for the purpose of ensuring full receipt of deliverables prior to payment authorizations. Conducts reconciliation of contracts payments, monitors fund's and prepares payment vouchers. Ensure contracts' performance are in accordance with the terms and conditions of the contract agreements, including providing proof of documentations such as, bonds, insurance, certificates, licensure, registrations, etc. Compiles and maintains active vendor/contractor information; ensures filing of all required documentations with appropriate CHCC Department's. Reviews and evaluates various records and documentation in monitoring compliance (i.e. bid requests, evaluation worksheets, change orders, budget documents and cost estimates). Assists and participates in all other aspects of the department's procurement functions as needed or directed. Provides information, assistance and technical expertise to other staff members, contractors, responds to questions, concerns or complaints and initiates resolutions. Prepares various reports, analyses and statistics for tracking performance, demonstrating compliance, and responding to audits and management requests. Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college with an Associate degree in Computer literacy and competency or related field. Three (3) years of progressive work experience in clerical or general office setting.

#### OTHER QUALIFICATION REQUIREMENTS:

Computer literacy and competency. Proficient in Microsoft Office. Knowledge of specific management principles related to general office management, personnel, budgetary and fiscal practices, office record keeping, and composing comprehensive reports. Ability to make minor administrative decisions conforming to prescribed department policy. Ability carry out special and general oral and written assignment. Ability to deal tactfully and courteously with others.

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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.

## **CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

### ***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.*

## **OTHERS:**

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.

**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.*

## **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: [humanresources@dph.gov.mp](mailto:humanresources@dph.gov.mp)

Direct Line: (670) 236-8205/8210/8729/8202

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

Fax Line: (670) 236-8756