



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

JVA No. 22 – 064

Opening Date: May 12, 2022

Closing Date: May 25, 2022

|                        |   |
|------------------------|---|
| <b>POSITION TITLE:</b> | <b>Training &amp; Development Manager</b>           |
| <b>DEPARTMENT:</b>     | <b>Admin / Executive Director Office</b>            |
| <b>LOCATION:</b>       | <b>Saipan, Northern Marianas Islands, USA</b>       |
| <b>ANNUAL SALARY:</b>  | <b>\$56,439.00 to \$76,192.00 per annum, Exempt</b> |
| <b>CONTRACT:</b>       | <b>Contracted</b>                                   |
| <b>POSITION(S):</b>    | <b>One (1)</b>                                      |

The incumbent will be under the direct supervision of the Executive Director or his/her designee.

### Duties:

- Manages the functions of the training and development program, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or services. Ensures compliance with organizational and Federal, Commonwealth, and local laws, regulations, codes, and/or standards.
- Serves as a liaison with internal departments, officials, agencies, partners, contractors and other external organizations, groups and representatives. Serves as a representative at a variety of meetings, public events, on committees, and/or other related events regarding training and development.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Prepare training budget for department or organization.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Develop and organize training manuals, multimedia visual aids, and other educational materials.
- Develop testing and evaluation procedures.
- Train instructors and supervisors in techniques and skills for training and dealing with employees.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Conduct or arrange for ongoing technical training and personal development classes for staff members.
- Review and evaluate training and apprenticeship programs for compliance with government standards.
- This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.
- Assists in planning, developing, recommending and implementing goals, objectives, policies, procedures and standards. Coordinates operational and program efforts in alignment with goals and objectives of assigned area of responsibility.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

**Education:** Bachelor's Degree in a directly related field and 5 years of professional experience in the assigned field including 2 years of leadership experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Customer service principles; Supervisory Principles; Generally Accepted Accounting Principles and other applicable laws, rules and regulations. Budgeting Principles; and Basic mathematics.

**Skills in:** Monitoring and evaluating staff; Prioritizing and assigning work to staff; Applying Federal, State, and/or Local laws, rules, and regulations; Performing mathematical calculations; Applying accounting procedures and principles; Developing and implementing procedures and standards; Recording, analyzing, verifying, reconciling, and reporting accounting transactions; Preparing and analyzing financial statements and reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Licensing:

- Valid CNMI Driver's License with appropriate class.

### Physical Demands:

- Occasional lifting of objects; Subject to standing, walking sitting, bending, reaching, kneeling, pushing and pulling.

All applicants may be tested and all applicants are subject to pre-employment drug test.

**How to Apply:** Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday and Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

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CUC is an Equal Opportunity Provider and Employer.