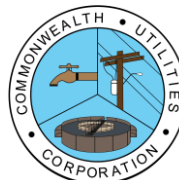




# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 24-010**

**Opening Date: Monday, January 8, 2024**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Management Analyst</b>
<b>DEPARTMENT:</b>	<b>COA / Administration Office</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$37,756.00 to \$50,970.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Contracted</b>
<b>POSITION(S):</b>	<b>Two (2)</b>

The incumbent will be under the direct supervision of the Chief of Administration or his/her designee.

The Commonwealth Utilities Corporation (“CUC”) is seeking for qualified Management Analysts who will be responsible to work with different divisions in the Corporation, analyze data and offer solutions to help achieve the Corporation’s goals.

**Duties:**

- Reviews and prepares a wide variety of technical documents and reports such as impact statements, budgets, project reports, disputed accounts, schedules, monthly reports, narratives, and correspondences.
- Performs research and conducts studies related to departmental operations to include collecting and gathering data, analyzing data, and making recommendations.
- Reviews operational procedures and assists in ensuring compliance with applicable codes, rules, regulations, and laws.
- Collects, monitors, and maintains a wide variety of database information; ensures organization and accessibility of data for reporting purposes.
- Prepares contracts and requirements as assigned by the Chief of Administration.
- May monitor contract information and related expenditures.
- Prepares procurement solicitations and proposals and other processes as required.
- Assists with grant research and writes and prepares grant application requirements.
- Serves as a liaison between assigned department and other departments and organizations; meets with representatives regarding issues or concerns; drafts responses to inquiries; and investigations identified issues of public/government concern.
- Assists with special projects related to departmental operations; prepares and delivers communication materials and presentations.
- Participates in developing and implementing policies and procedures related to departmental operations.
- Performs other duties of a similar nature and level as assigned.

**Minimum Requirements:**

**Education:** Bachelor’s degree in Public or Business Administration, Finance, Economics or related field plus two (2) years of direct related experience performing the duties listed above; or, an equivalent combination of education and experience sufficient to successfully perform the job’s essential duties such as those listed above.

Proficiency in the applications of: Microsoft software – Word, Excel, PowerPoint, and Outlook.

**Knowledge of:** Applicable Federal, Commonwealth State and local laws, codes, regulations and/or ordinances; Research methods; Basic budgeting principles; Principles and practices related to assignment area; Customer service principles; Modern office technology.

**Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Reviewing and preparing a variety of technical reports and documents; Gathering information and conducting research; Analyzing data; Conducting studies, analyzing results and preparing recommendations; Monitoring and maintaining database information; Serving as a liaison with internal and external customers; Preparing and delivering communication materials and presentations; Drafting policies and procedures; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

**Abilities:** Must have **EXCELLENT WRITING** and **EDITING SKILLS** with the ability to communicate clearly and effectively with internal and external clients; Must be able to work occasional extra hours; Must be able to work on/direct

multiple projects at one time without direct supervision and be able to handle deadlines, confidential information and interruptions in the work process; Must be able to multi-task; Must be able to work well with various levels of employees, cross-functional team members and diverse cultures; Must be able to comfortably deal with ambiguity and be able to form a cohesive and effective outcome from potentially incongruous facts (or lack thereof) and individual perspectives.

- **Licensing:**

- Valid CNMI Driver's License with appropriate class.

- **Physical Demands and Work Environment:**

- Generally, an office/desk position using a computer and telephone.
- Occasionally required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 to 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).