



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 26-042

Opening Date: Thursday, August 20, 2026

Closing Date: Wednesday, September 2, 2026

POSITION TITLE:	Training & Development Technician
DEPARTMENT:	Executive Director's Office/ Human Resources
LOCATION:	Saipan, Northern Mariana Islands, USA
ANNUAL SALARY:	\$25,730.00 annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of Human Resources Manager or his/her designee.

Duties:

- Performs journey-level administrative support of assigned department, service or specialty area by providing customer support, document review and processing, and by scheduling and coordinating services or resources.
- Responsible for all administrative coordination with structured deadlines.
- Coordinate and support outreach, communications and community engagement for programs and processes.
- Seeing through the application process from beginning to end; updated and draft grant applications.
- Maintain organized filing system.
- Gathers information and prepares and distributes a variety of documents which may include: vouchers; reports, requisitions, work orders, service certifications, correspondence, and status updates.
- Performs work with a high level of accuracy and attention to detail; ability to identify and correct errors.
- Monitors scheduling needs for meetings, equipment maintenance, and/or other relevant service requirements; schedules and coordinates appointments, resources and/or services.
- Reviews and verifies data and documents for accuracy and completion; reconciles data discrepancies; performs data entry; and maintains databases, records and files.
- Maintains and orders office supplies and materials; processes requisitions; monitors and/or inspects equipment for required service needs.
- Assists in the administration and coordination of special events, training, programs and/or projects.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education & Experience: High School Diploma or GED or ABE Program and two (2) years of direct human resources or office experience.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer service principles; Filing and recordkeeping principles; Mathematical concepts; Inventory and supplies maintenance practices; Specialized equipment relevant to area of assignment; Modern office technology. Strong interpersonal and communication skills, clerical skills, and moderate computer proficiency.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards (based on assignment); Providing customer services, Filing, organizing, imaging and maintain records and files; Preparing reports, correspondence and documentation; Managing time and prioritizing requests; Providing attention to detail; Proofreading documents for accuracy; Performing audits, identifying errors and making corrections and recommendations; Reviewing and researching account information or database information; Maintaining confidentiality of records and information; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

Licensing: Valid Driver's License with appropriate class.

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 Department located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through 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

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

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CUC is an Equal Opportunity Provider and Employer.