



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Revised

**OFFICE OF THE GOVERNOR
OFFICE OF PERSONNEL MANAGEMENT**

P.O. Box 5153 CHRB, SAIPAN, MP 96950 - 5153
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FAX NO.: (670) 234-1013

EXAMINATION ANNOUNCEMENT NO: 12-003

OPENING DATE: 01/04/12

CLOSING DATE: 01/18/12

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Coral Education & Outreach Coordinator

**Ungraded
\$34,000.00 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Office of the Governor
Coastal Resources Management**

DUTIES:

This position will serve as a coral reef outreach coordinator at the Coastal Resources Management Office. She/He will be responsible for implementing priority outreach-related aspects of the CNMI Coral Reef Protection Local Action Strategy, and communicating with, motivating and working with the public on coral reef and environmental issues. Some specific tasks follows; Develops and implements and outreach education strategy for CRMO coral-related programs including permitting, enforcement, wetlands, watershed protection, beach restoration, public access, and no point source pollution. Helps coordinate environmental outreach efforts with a variety of agencies and public and private stakeholder groups including the interagency CNM Organization for Conservation Outreach Working group. Develops interpretive, education and information materials, displays and programs for coral reef and coastal management issues. Write articles for the newspapers, agency websites, and other media summarizing CNMI coral reef protection and CRMO coastal management efforts, accomplishments, and plans. Helps develop presentations and materials to be given and distributed at various local, regional and national meetings. Coordinates hiring process summer internship. Develops and write final campaign reports submitted to Directors of CRM, DEQ and DFW. Perform other duties as assigned by the CRMO Administrator.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a B.A. degree in any field plus two (2) years relevant experience in social science survey techniques or mater's degree in social science field. Copy of degree/official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is "**COVERED**": Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 19(A) through (F) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
J.M. Building, Garapan
Saipan, MP 96950

Office of Personnel Management
Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952