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POSITION DESCRIPTION

Physical Planner
Joint U.S.-Marianas Transition Secretariat

I. Nature and Purpose of Work

The U.S. Government and representatives of the Marianas District of the Trust Territory of the Pacific Islands have concluded a tentative agreement providing for the establishment of a U.S. Commonwealth of the Northern Mariana Islands.

Prior to the establishment of the new commonwealth government - estimated to be about July 1, 1976 - a number of important studies will be undertaken as well as the holding of public votes on the crucial issues of the proposed future political status and draft constitution for the new Commonwealth.

A Joint Marianas-U.S. Commission on Transition has been established to ensure that all parts of the status agreement bearing on transition to Commonwealth are faithfully executed and to provide broad policy guidelines for all necessary planning and research to be carried out during the first phase of the agreed transition program. It will also provide policy guidance to a Joint Secretariat and oversee or review all relevant studies and transition activities.

The Transition Commission will be assisted by a Joint Transition Secretariat as its operating arm. The Secretariat will be headquartered in Saipan and will be responsible to the Joint Commission.

The primary role of the Secretariat will be to manage the study program approved by the Joint Commission and to ensure that all the essential steps toward the new political status (constitutional convention, referendum, plebiscite, etc.) are carried out in the manner prescribed and

on schedule.

The Secretariat will administer the funds provided for all approved studies and events and issue periodic reports on the status of the program, employ private firms or consultants as may be required, and respond to requests for assistance from the Marianas representatives on implementation of transition studies and activities undertaken by the Marianas people directly.

In broad terms, the transition program consists of:

1. The planning for and the holding of a constitutional convention, the drafting of a constitution, a public education program on the proposed constitution and a popular referendum on the constitution.
2. Research and planning for the organization of the new government.
3. The development of an initial legislative program for the new government.
4. Research into the range and scope of U.S. Federal programs and services that might usefully be made applicable to the new Commonwealth.
5. Studies in the field of economic and social development; government fiscal and revenue policy; master planning for the use of land resources; and the impact on the human and financial resources of the Marianas when the capital of the TTPI is moved from Saipan.
6. An intensive program of Education for Self-Government; the holding of a plebiscite on the question of political status, and the election of members of the new government.

II. Duties

The physical planner will be an advisor to the Director of the Secretariat and to the Joint Commission, as deemed necessary by the Director, on the physical/master planning undertaken under the aegis and financed by the Transition program.

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He will advise on timing and scope of individual parts of the total study.

He will advise on the interrelationship of the studies on physical planning to the studies on economic development and will work closely with the Secretariat's Development Economist to insure that the appropriate linkages are made.

He will be responsible for collecting all material on studies already completed or in progress in order to limit the new work to those areas for which there is an urgent unfulfilled need and to provide this information to economic development planners as well as physical planners.

He will assess the quality of completed studies to help determine the need for new areas of work.

He will undertake alone, or in concert with other experts, specific studies so long as they do not impinge on his primary Secretariat responsibilities.

He will advise on how the studies might best be carried out - whether by direct hire or by contract; or whether by seconding experts already working with the U.S. Government.

He will be responsible for the preparation of position descriptions for the hiring of individual experts and for the preparation of Requests for Proposals (RFP) for contracts.

He will monitor the work of the experts/contractors on a day to day basis to insure compliance with terms of employment and the intent of the program. He will recommend termination whenever he determines the goals of the program will not be met by the incumbent's performance.

He will insure the preparation of regular program progress reports, their accuracy, and their distribution to end-users along with his own commentary.

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III. Qualifications

The preferred candidate will have had higher level academic training in relevant disciplines, e.g., architecture, engineering, urban planning.

He will have had broad experience in municipal or state planning officers and/or in the conduct of major master planning undertakings in the U.S. or abroad. The requirement is for an expert who has demonstrated capability in managing such studies as well as having performed studies directly.

IV. Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$22000 plus a 25% allowance and free housing and transportation to and from Saipan for employee and eligible dependents (children under 18 years of age and dependent parents).

The duration of the assignment is a minimum of 18 months; the employment will be by a personal service contract that can be terminated by either party with 60 days notice.

In order to be eligible for free return transportation to the U.S., the employee must have been employed at least 12 months or terminated for the convenience of the contractor.