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add Nature and Purpose of work

POSITION DESCRIPTION

DIRECTOR OF THE JOINT SECRETARIAT

Duties

The Director will be responsible for ensuring that the policies and programs relating to transition to self-government in the Northern Marianas are carried out as set forth by the Transition Commission in a timely and efficient manner.

In this respect, he will be responsible for a final detailed work plan covering Phase I of the Transition period and for obtaining the approval of the Commission of this program and all other guidance and authority as may be required to implement the joint plan of transition, as outlined in the report of the special Ad Hoc Committee on Transition.

He will also direct the activities of the professional staff of the Secretariat and for ensuring that maximum and efficient use is made of locally available resources and talent.

One of his tasks will be to stay abreast with the progress of the various study groups and to report periodically to the Commission on the status of all major undertakings, making appropriate recommendations whenever it appears that new guidance or additional resources is required.

He will remain in close liaison with the leaders of the Marianas community and key officials in the local and T.T. Administration, to ensure that they have an understanding of the work underway and will be in a position to offer advice on assistance in time of need.

The Director will rely to the maximum extent possible on his professional staff for technical advice and the selection and guidance of specific work programs, related contracts, and activities. He should refrain from the

temptation of intervening directly in a project area unless the circumstances clearly dictate such a move.

Qualifications+

The Director of the Secretariat should be a man of exceptional background and standing among his peers in the ^{Marianas} Chamorro Community; one with broad and exemplary experience in the field of public affairs capable of working effectively with local leaders as well as appointed officials of the administration and one who can manage a program of the magnitude and complexity as that outlined in the report of the special Ad Hoc Committee.

In essence, he should possess strong qualities of leadership and be able to make the important decisions regarding the allocation of the resources made available to him in the fulfillment of the program objectives in an expeditious manner. Sound judgment, great integrity and substantial experience in responsible positions in government or related professional areas are all prime qualifications for this uniquely important assignment.

Terms of Employment+

Salary will be no less than \$25,000 per annum plus free housing and a travel allowance for a minimum of 18 months from the time of appointment.

POSITION DESCRIPTION

Deputy Director - Executive Officer
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 ^{a referendum} 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 ^{the Director, Office of Transition Studies} 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 ^{Director, O. of T-S} 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 ^{Director} 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 Deputy Director - Executive Officer - will be responsible to the Director of the Secretariat but, because of the importance of the position,

will be selected by the Joint Commission. It is expected that he will be a U.S. citizen; the Director being a citizen of the Marianas.

He will serve as the Director of the Secretariat whenever the Director is absent from duty.

His principal responsibility will be in the area of management of funds, progress reporting, and overall administrative arrangements for transition studies and activities.

Under the guidance of the Director, he will arrange for employment of experts and contractors, arrange for logistics support and establish criteria for conditions of employment, pay scales, allowances, etc.

Working with the Director and the individual experts in the Transition Secretariat staff, he will develop a work schedule for the entire transition program, develop progress reporting requirements, and arrange for the orderly dissemination and follow-up on such reports.

III. Qualifications

The incumbent should have broad experience with government or industry in a senior executive/managerial capacity plus a general interest in the problems of political and economic development and an ability to adapt to new surroundings and to cope with a wide range of administrative matters.

He or she should be able to negotiate effectively with skilled professionals or representatives of research firms and to work harmoniously with local political leaders and senior U.S. officials.

Ideally, the incumbent will have had experience in selecting and managing research programs abroad, such as the development of requests for proposals, the screening of eligible candidates or contractors, and in the provision of necessary support and guidance. The experience most relevant would be a contract officer for a governmental agency or a manager or program

director of an overseas team charged with politico-economic research or related activities directly pertinent to the task cited above.

IV. Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate, but cannot exceed \$24,000, 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 will be 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.

POSITION DESCRIPTION

Public Administration Expert
Joint U.S.-Mariana 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

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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 incumbent will be the advisor to the Director of the Secretariat - and to the Joint Commission as deemed necessary by the Director - on the conduct of the political and legal elements of the transition program.

He will advise on the best method for conducting the studies and the best time sequence, He will recommend whether to use direct hire consultants and where to seek such talent or to use contractors and develop a list of eligible contract firms on the basis of his knowledge of competence and experience.

He will develop job descriptions for consultants and/or Requests for Proposals (RFP) for contractors. He will organize a local review committee (District Government and relevant private experts) to assist in the selection of experts and contractors from applications received.

He will monitor the work of the experts/contractors on a day to day basis to insure compliance with the 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 reports, their accuracy, and their distribution to end-users along with his own commentary.

He will undertake such specific studies himself or in concert with Trust Territory or other experts as may be deemed feasible within the time constraints of all other duties.

He will assist the Marianas representatives in the conduct of their constitutional convention, referendum, plebiscite and election.

III. Qualifications

The preferred candidate is a political scientist preferably with a graduate degree or comparable experience, in constitutional law or public administration. He will be responsible for advising the Director of the Secretariat - and the Joint Commission, when necessary - on constitutional issues, legislative programs, government organization, etc. Consequently, he should have had broad experience in state and local government in the U.S. in relevant fields and/or in university level teaching in these fields.

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IV. Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$22,000 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.

POSITION DESCRIPTION

Development Economist 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

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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 development economist will be an advisor to the Director of the Secretariat - and to the Joint Commission as deemed necessary by the Director - on the selection and conduct of economic development studies

undertaken the aegis of and financed by the Transition program.

He will advise on the timing and scope of individual elements of the total economic development study.

He will advise on the method of accomplishing the goals of the Transition program in the field of economic development studies - as between individual experts and consultants, U.S. Government personnel in Trust Territory Government or in other agencies, contracts with private firms, or non-profit organizations and foundations.

He will assure the availability of all relevant previously made studies and reports including resource inventories, census data, U.N. reports, special reports for the convenience of those undertaking new studies.

He will be responsible for the preparation of position descriptions to 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.

He will undertake such specific studies himself or in concert with Trust Territory or other experts as may be deemed feasible within the time constraints of all other duties.

III. Qualifications

The preferred candidate will have had wide experience in the economic development and in the conduct of or the arranging for economic development studies.

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The requirement is for a broad gauged development planner - as opposed to a technician in a particular development field or discipline. He will have held responsible positions in the management of development programs or economic development studies.

The emphasis will be on practical experience and proven capability in this field as well as professional training.

Relevant experience would be senior positions with UNDP, World Bank, AID, and field team leaders for economic development survey.

Training will preferably be in the field of economics, and particularly in the field of economic development of less developed countries.

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.

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.

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 Secretariate 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.

POSITION DESCRIPTION

Liaison Officer
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

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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 liaison officer's role in the Secretariat is a unique one; while he will not be in charge of an area of studies, he will undertake specific tasks assigned him by the Director of the Secretariat. For example:

(1) He will examine in detail, the full range of U.S. Federal programs and services available to the States and the Territories of the U.S. in order to submit recommendations on the programs and services that should be made applicable to the Marianas; and

(2) He will study these programs from the standpoint of:

- a. their relevance to the Marianas
- b. the amount of money or other resources that could reasonably be expected to be realized from the individual programs.
- c. the likelihood of getting the Marianas made eligible.
- d. the conditions under which such assistance is provided, e.g., matching contributions and a determination whether the Marianas could be expected to meet such conditions.
- e. the likelihood of such assistance being continued in the future in light of the movement to "revenue sharing" in which the territories do not participate.
- f. the priority items to be concentrated on in light of need and timing imperatives.

He will prepare regular reports on his activities and file a final report containing a full set of recommendations and back-up data.

III. Qualifications

The candidate will be a resident of the Marianas with an excellent command of English.

If possible the candidate will have held a senior position in the Trust Territory Headquarters or District Government and is knowledgeable concerning the full range of development needs and on-going government programs in the Marianas.

The selected candidate must be prepared to be away from the Marianas during a major part of the assignment. He may visit other territories to discuss the programs applicable to those territories, but will spend most of his time in

Washington D.C. consulting with the Department of the Interior, other U.S. agencies, and Congressional Committee staff members on the details of Federal programs.

IV. Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$18,000 a year. Allowance for travel and per diem will be in accordance with Trust Territory standard regulations.

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