

POSITION DESCRIPTION

Public Administration Expert
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 incumbent will be the advisor to the Director of the Secretariat and to the Joint Commission, as deemed necessary by the Director, on conduct of the public administration 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 constraint 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 \$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.