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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 an ad referendum 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 - the public will vote on the proposed agreement and draft constitution for the new Commonwealth. A number of important studies will be undertaken as well covering various aspects of the transition from TT district to self governing commonwealth.

A Joint Marianas-U.S. Commission on Transition has been established to ensure that all parts of the status agreement bearing on transition are faithfully executed and to provide broad policy guidelines for all necessary planning and research to be carried out during the first phase of an 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:

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1. Planning for and holding a constitutional convention, drafting a constitution, development of a public education program on the proposed constitution and holding a popular referendum on the constitution.

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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.

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6. An intensive program of Education for Self-Government; holding a plebiscite on the question of political status, and the election of members of the new government.

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## 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 serves as overall deputy to director 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 tasks 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.

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