



# Commonwealth Ports Authority

Main Office: SAIPAN INTERNATIONAL AIRPORT, 2ND Floor Arrival Bldg.  
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## JOB VACANCY ANNOUNCEMENT # 02-2025

Opening date: January 08, 2025

Closing date: January 22, 2025

Location: SAIPAN

SALARY: UNCLASSIFIED

### EXECUTIVE DIRECTOR

#### NATURE OF WORK

The Executive Director is the CPA chief executive officer, serving at the pleasure of the CPA Board of Directors and responsible for implementing the policies and decisions of the CPA Board of Directors. Statutory powers and duties of the Executive Director are listed in the Commonwealth Code at 2 CMC §2127.

Under the general direction of the CPA Board of Directors, the Executive Director is responsible for the planning, supervision, and coordination of the management, operation, and maintenance of all CNMI airports and seaports, as stated in the CPA statute and regulations. The Executive Director is in charge and control of the operation and maintenance of all CPA ports. The Executive Director is also in full charge and control of construction of all CPA ports, facilities, and other necessary or incidental works controlled by or required to be constructed or repaired by CPA. The Executive Director exercises independent judgment in finding solutions to situations or problems in which no clear precedents exist.

The Executive Director is to devote full time to the business of CPA. The Executive Director shall be on call at all times after normal working hours and on weekends and holidays. The Executive Director shall also make recommendations to the CPA Board of Directors on matters impacting airport and seaport management, maintenance, and operation, represent CPA at meetings and conferences and before community groups, service organizations, civic committees, and technical industry organizations with respect to airport and seaport matters, and perform related duties as required.

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Employment Application must be accompanied with a copy of all required diploma/certificates and/or official sealed transcripts, original copy of recent police record not more than six (6) months old, original copy of U.S. Department of Defense Form DD214 for retired members or veterans of our Armed Forces, and other documents as required for the position. Public Law 11-70 requires that all male applicants age 18 to 25 years old must submit documentation evidencing his registration with the Federal Selective Service System. All applications and required documents must be submitted to the **CPA Administration Office, 2nd Floor Arrival Building, Francisco C. Ada/Saipan International Airport or CPA Administration Office, Tinian International Airport, or Benjamin Taisacan Manglona International Airport**. Failure to provide any of the required documents will result in automatic disqualification. Certain vacancies may require written and/or physical test. Selected applicants will be subjected to pre-employment drug screening, 10-year Criminal History Record Check and 49 CFR Part 1542.209(d) Requirements. CPA reserves the right to waive or implement other qualifications to meet its needs. The deadline for submission of applications and required documents to the CPA Administration Office (Saipan) or at the Tinian International Airport or Benjamin Taisacan Manglona International Airport is no later than 5:00 P.M. on Wednesday, January 22, 2025.

Detailed information on qualifications and position descriptions for the above positions may be picked up along with the application form from Monday-Friday, 8:00 A.M. to 5:00 P.M., except on holidays, at the CPA Administration Office (2nd Floor) of the Francisco C. Ada/Saipan International Airport, Arrival Terminal or CPA Admin, Office at the Tinian International Airport or at the Benjamin Taisacan Manglona International Airport. For additional information, please contact the CPA Human Resources Office by email at [lorna.robert@cnmiports.com](mailto:lorna.robert@cnmiports.com) and [hrrspecialist@cnmiports.com](mailto:hrrspecialist@cnmiports.com) or by phone at (670)237-6500.

CPA is an Equal Opportunity Employer and CPA hires those who are legally entitled to employment in the CNMI.

**RAMON A. TEBUTEB**  
Chairman, CPA Board of Directors