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ANNOUNCEMENT

October 23, 2020

THE UNIVERSITY OF GUAM SOLICITS APPLICATION TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 001-21
<p><u>Position Title</u> PROJECT MANAGER</p>
<p><u>Salary Range:</u> UGPP/O-01 \$49,897.00 – UGPP/O-18 \$87,943.00 Per Annum</p>
<p><u>Opening Date:</u> October 23, 2020 <u>Closing Date:</u> November 30, 2020</p>
<p><u>Location:</u> Research and Sponsored Programs/Guam Cancer Trust Fund (GCTF)</p>

MINIMUM QUALIFICATIONS:

- Master’s degree from a U.S. accredited institution (i.e., Business, Public Administration, or related field);
- Five (5) years of professional work experience in developing project reports, following compliance, managing funds, managing procurement and personnel matters.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver’s license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

MINIMUM KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of computer programs with aid on organization and implementation for the Guam Cancer Trust Fund. Must be able to organize and plan projects and events. Must demonstrate proficiency in oral and written communications. Must be proficient in the use of computers for word processing, and spreadsheets. Must have good understanding of budgeting, procurement, hiring, report writing, and general office administration. Must be available to work at all scheduled work hours.

CHARACTER OF DUTIES:

The Guam Cancer Fund (GCTF) Project Manager will oversee the GCTF programs to include reviewing of applications for the GCTF funding, coordinate monthly GCTF meetings, manage Healthy Futures Fund annual appropriations of approximately \$3 million to be awarded to eligible non-profit organizations and serve as liaison of the GCTF to local community. The GCTF Project Manager will also be responsible for writing reports, maintaining official GCTF Rules and Regulations, preparing annual budget, and submit all required documents for audit purposes.

DUTIES AND RESPONSIBILITIES:

The Guam Cancer Fund (GCTF) Project Manager will be responsible for management and oversight of the Guam Cancer Fund located at the University of Guam campus; work closely with the GCTF Council chair and GCTFC Council members about all GCTF related matters. Monitors the GCTF accounts. Recommends policies and procedures that conform to government procurement regulations, checks contracts for compliance and competitiveness, facilitates the preparation and submission of contracts and agreements in accordance with government standards; ensure appropriate authorization and documentations are obtained, interactions with Non-profit organizations in all levels; conduct monthly meetings with the GCTF Council Chair, GCTF Council members and with the public; attends meetings, conferences, workshops, and seminars; prepare minutes for approval before the next scheduled GCTF Council meeting. Coordinate with UOG Business Office to establish accounts, point of contacts; and fiscal year timelines/deadlines; review requisition submission and attachments to ensure compliance with UOG Procurement Policies and Procedures; review invoice for accuracy resulting in vendor/contracts payment; draft and/or approved receiving report, review for accuracy and submit for prompt payment; prepare direct payments and petty cash request, submit receipts and provide justification, when

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requested; coordinate the development, review, production and printing of banners, brochures, newsletters, annual program reports, fact sheets and related forms; review website, recommend changes, request uploads, and provide information to ensure page is current; and assist in other tasks as needed.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Oct 23, 2020 10:59 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Project Manager 10/23/20
Approved by Acting CHRO 10/23/20