Commonwealth Utilities Corporation

Job Vacancy Announcement

JVA No. 27-018

Opening Date: Wednesday, November 18, 2026
Closing Date: Thursday, December 3, 2026

POSITION TITLE:	**Purchasing Technician I**
DEPARTMENT:	**Executive Director's Office/ Procurement & Supply/ Contracting**
LOCATION:	**Saipan, Northern Marianas Islands, USA**
ANNUAL SALARY:	**$25,730.00 per annum, Non-Exempt**
CONTRACT:	**Not Contracted**
POSITION(S):	**One (1)**

The incumbent will be under the general supervision as assigned by the Executive Director. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of Procurement & Supply Division.

Duties:

- Purchasing records maintenance; purchase order processing; preparing voucher reports, performing data entry; processing quotations; and assisting with vendor relationship management.
- Receives purchase requisition vouchers for materials, parts and/or services and reviews vouchers for complete information and authorization.
- Determines and contacts vendors by phone or sends requests for quotations to vendors via email or fax; monitors due dates for quotations; reviews quotations upon receipt; awards small purchase bids based on lowest cost, lead time, availability, requirements, vendor support and payment terms.
- Processes and distributes purchase orders and related correspondence; enters and updates system records; prepares justification documentation for vendor selection and bid awards; organizes and maintains files and records.
- Monitors and follows up on purchase orders and payment schedules; works with accounts payable on prepayment requirements.
- Creates and monitors ticklers to follows up on project status.
- Monitors and follows up on contractors' performance evaluations from project managers.
- Collects information from respective project managers and files and creates summary reports.
- Coordinates and attends meetings with Bid/Proposal Committees as assigned.
- Researches and provides findings for contract disputes and protests.
- Prepares forms for review and signatures.
- Coordinates pick-up and delivery of materials, parts and/or services with internal and external customers.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education & Experience: High School Diploma, General Education Diploma, or Adult Basic Education and two (2) years of experience related to purchasing.

Knowledge of: Customer service principles; Basic mathematical concepts; Record keeping methods; Modern office technology.

Skills in: Reviewing documents for completion and appropriate authorization; contacting vendors to gather purchase information; Reviewing quotations for specific criteria and awarding bids for small purchases; Processing and distributing purchase orders and related documents; Updating and maintaining purchase data in system; Monitoring schedules and due dates; Organizing and maintain files and records; Coordinating service deliveries; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor the general public, and others to sufficiently exchange or convey information and to receive work direction.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, from Monday to Friday, 7:30am – 4:30pm. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org.