



VACANCY ANNOUNCEMENT JVA 16-008

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin. MVA is an equal opportunity employer.

POSITION TITLE: STATISTICS SPECIALIST I
PAY LEVEL : 10/01 -10/02
ANNUAL SALARY: \$23,394.029- \$24,563.731**
LOCATION: Marianas Visitors Authority, Saipan

Opening Date: 03/31/17

Closing Date: 04/13/17*

***The salary given will be determined by the qualifications of the selected applicant.*

**Applications must be submitted by 5:00pm on the closing of business hours. If not filled, applications will be reviewed every two weeks thereafter until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

NATURE OF POSITION

The incumbent in this position performs technical work within the Research Section in gathering and processing tourist-related information that can be used by MVA and the travel/tour/hospitality industry in the CNMI to better understand the make-up and interests of the tourist who come to the CNMI. This work will involve the preparation of periodic reports that display the collected statistical information to MVA members, travel-tourism partners and the general public. This work is performed under the supervision of the Deputy Managing Director and a higher level Statistics Specialist II or III.

DUTIES AND RESPONSIBILITIES

- Assist the Deputy Managing Director or higher level Statistics Specialist II or III in development of market research objectives to help the MVA meet its strategic goals.
- Analyze current research and statistical techniques and evaluates the latest research developments to develop new market research methods.
- Establish statistical method such as survey, opinion poll or questionnaire and design means for collecting data for each project.
- Assist the research manager in developing and conducting surveys and focus groups to analyze clientele travel preferences, and the marketing effectiveness of MVA's image.
- Research statistics and market conditions and conducts feasibility studies to determine travel demand for existing market.
- Gather, analyze and compare data from the different markets.
- Maintain market intelligence database and uses the computer to examine, analyze and compile statistical data.
- Prepare reports, including charts and graphs and presents recommendations for action to the research manager.
- Assist in the collection and compilation of the travel arrival information which include but limited to editing, scanning, importing and report generation.

- Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Education: Associate's degree from an accredited college or university or has an equivalent additional two years of research, statistics-related or administrative work experience.

Work Experience: One year of experience in a research, statistics-related or administrative field of work.

OTHER QUALIFICATION REQUIREMENTS

- Ability to operate office equipment e.g., personal computer, photocopier, scanner, facsimile and other office equipment.
- Ability to prepare correspondence and make oral presentation.
- Must possess a valid driver's license.

Conditional Requirements

This position is "Non-Exempt" and is eligible to receive overtime compensation pursuant to MVA Personnel Regulations §424 and the Fair Labor Standards Act (FLSA).

HOW TO APPLY

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01. A completed application must be submitted together with the required documents for consideration until search is closed. A resume may be attached, but the application form must be filled out in full.