



MICRONESIAN LEGAL SERVICES CORPORATION

**JOB VACANCY ANNOUNCEMENT**  
**DEPUTY DIRECTOR - SAIPAN**

Dated: November 2021

Micronesian Legal Services Corporation (MLSC) seeks to increase access to justice throughout Micronesia, through a network of regional offices in the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, on Guam, the Republic of Palau, and in the Marshall Islands,

MLSC is seeking applications for the position of **Deputy Director** in our central office on Saipan.

**Qualifications:**

- Be an attorney admitted to practice before at least one of the courts of the Republic of the Marshall Islands, the Federated States of Micronesia, Palau, Guam, or the Northern Mariana Islands, or eligible to be admitted.
- Have management experience sufficient for carrying out the responsibilities described below.

**Responsibilities:**

The Deputy Director reports to and is supervised by the Executive Director, and assists in the day-to-day management of the organization. Specific duties include:

- work with the Executive Director to implement MLSC policies and priorities;
- help ensure MLSC and staff are in compliance with applicable regulations, including from funders;
- assist the Executive Director with staff hiring and other personnel matters;
- help plan and prepare for meetings of the MLSC Board of Directors, and take minutes of the meetings;
- assist the Executive Director to plan and carry out comprehensive staff training programs;
- help prospect for grant opportunities, recommend grant opportunities to the Executive Director, work with staff to develop grant programs, write grant applications; prepare grant reports, including programmatic reports and, with accounting staff, financial reports to all funders;
- work with Board members and Directing Attorneys to submit annual requests for appropriated funds from local jurisdictions;
- track all funding request deadlines, and funding report deadlines;
- manage MLSC insurance policies;
- other duties as assigned.

**Compensation and Benefits:**

Compensation includes an annual salary dependent upon experience, ranging from \$72,000 to \$81,000, based on a competitive pay scale, and generous benefits will be provided. Salaries of all staff may be adjusted by the Board of Directors depending on available funding.

**Relocation expenses:**

MLSC pays airfare to relocate to Saipan for the employee and their immediate family, and a fixed amount for transportation of household goods.

**To apply:**

Please submit a resume and cover letter to Executive Director Lee Pliscou at [lee@mlscnet.org](mailto:lee@mlscnet.org) . The Executive Director will make a recommendation to the Board of Directors; this position is available immediately, and is hired by the Board. (The Deputy Director can be terminated for cause by the Executive Director.)

Position is open until filled.