

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 23-008)

Opening Date: February 17, 2023

Closing Date: Continuous until Filled

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**HHL Project Manager**

Land Development Division  
Exempt from Civil Service

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment  
\$5,282/month, State benefits apply

**DUTIES SUMMARY:**

The position's primary function is to serve as a facilitator to coordinate, transition, and monitor projects from the planning (including land acquisition) through infrastructure and construction, to the house development phase ensuring critical project deadlines and budgets are met. The Project Manager assists with problem resolution while working under the general supervision of a licensed professional engineer, Branch Chief, or Administrator.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must also have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Specialized Experience:

Three and one-half (3-1/2) years of Specialized Experience: Progressively responsible professional experience planning, directing, managing, monitoring, and evaluating projects. Such experience must include determining project goals, scope, deliverables, timelines, costs, and resources; leading project teams; administering budgets and contracts; tracking project progress to ensure that milestones are met on time and within budget; documenting project progress; and identifying metrics for project evaluation.

**To Be Eligible:**

**Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.**

**To Apply:**

**Submit completed State of Hawaii Application for Non-Civil Service Appointment; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.**