

Daily Notices circulated by the Government Information Office

Thursday, 7 May 2020 PM

Contents:

- HR: Job Vacancies: Various. Closing 21May2020.
 - a) Pleader (Public Prosecutions) (x1)
 - b) Pleader (Public Legal Defender) (x1)
 - c) Pleader (Intellectual Property) (x1)

Please scroll down for the notices listed above including contact details for each.

On Behalf of the Department of Chief Secretary (Human Resource and Labour)

Job Vacancies: JBC. Various. Closing 21May2020.

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following positions.

In each instance, applications must be electronically word processed and should state full name, date of birth, qualifications attached with curriculum vitae, supporting references and any other relevant attachments, and submitted no later than 5:00pm Thursday, 21 May 2020 to:

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Government Office, Yaren
Email: petagadabu@gmail.com

Clarissa Scotty
Manager Recruitment & Employment Contracts
Human Resource & Labour
Chief Secretary Department
Government Office, Yaren
Email: clarissa.scotty@nauru.gov.nr

Please note: the following position was advertised in a previous GIO Daily Notices earlier today, Thurs, 7May2020: Position 1: Pleader (x1) within the Department Of Justice and Border Control (Secretariat). Salary: Band 12-12.2 - \$15,333 per annum

Position a) Pleader (Public Prosecutions) (x1) within the Department of Justice & Border Control (Secretariat)
SALARY: Band 12-12.2 - \$15,333 per annum

PURPOSE OF THE ROLE:

The Pleader will provide support to the Office of the Director of Public Prosecutions and reports directly to the Director of Public Prosecutions. Under the general supervision and guidance of the Director of Public Prosecutions, the Pleader will carry out the duties and responsibilities as assigned.

DUTIES/RESPONSIBILITIES:

- Carry out and perform tasks assigned from time to time by the Director of Public Prosecutions
- Attend to Court mentions of criminal causes or matters handled by the Office of the Director of Public Prosecutions
- Assist the Director of Public Prosecutions, carry out litigation on specific causes or matters
- Interview and take statements from witnesses and providing report on the same to the Director of Public Prosecutions
- Carry out research and provide advice to the Director of Public Prosecutions
- Keep and maintain the court diary and update court cases database
- Otherwise generally supports the work of the Office of the Director of Public Prosecutions

QUALIFICATIONS & EXPERIENCE:

- Must have completed Pleader’s course
- Must have completed and Advocacy course
- Must have previous experience working in a law office
- Must possess strong analytic and research skills
- Must possess excellent communication skills both spoken and written including the ability to produce a variety of written materials in a clear and concise style
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines
- Strong advocacy skills
- Must be computer literate
- Ability to work as part of a team
- Must be self-motivated, punctual and be able to work with limited supervision

Position b) Pleader (Public Legal Defender) (x1) within the Department of Justice & Border Control (Secretariat)
SALARY: Band 12-12.2 - \$15,333 per annum

PURPOSE OF THE ROLE:

The Pleader will provide support to the Office of the Public Legal Defender and reports directly to the Director of Office of the Public Legal Defender. Under the general supervision and guidance of the Director, the Pleader will carry out the duties and responsibilities as assigned.

DUTIES/RESPONSIBILITIES:

- Carry out and perform tasks assigned from time to time by the Director of the Office of the Public Legal Defender
- Assist to Court mentions of criminal causes or matters handled by the Office of the Public Legal Defender
- Assist the Director of the Office of the Public Legal Defender with litigation and under the supervision of the Director of the Office of the Public Legal Defender, carry out litigation on specific causes or matters
- Interview and take statements from witnesses and providing reports on the same to the Director of the Office of the Public Legal Defender
- Carry out research and provide advice to the Director of the Office of the Public Legal Defender
- Keep and maintain the court diary and update court cases database
- Otherwise generally support the work of the Office of the Public Legal Defender

QUALIFICATIONS & EXPERIENCE:

- Must have completed Pleader’s course
- Must have completed and Advocacy course
- Must have previous experience working in a law office
- Must possess strong analytic and research skills
- Must possess excellent communication skills both spoken and written including the ability to produce a variety of written materials in a clear and concise style
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines
- Strong advocacy skills
- Must be computer literate
- Ability to work as part of a team
- Must be self-motivated, punctual and be able to work with limited supervision

Position c) Pleader (Intellectual Property) (x1) within the Department Of Justice & Border Control (Secretariat)
SALARY: Band 12-12.2 - \$15,333 per annum

PURPOSE OF THE ROLE:

The Pleader will provide support to the Intellectual Property section and reports directly to the Secretary for Justice & Border Control. Under the general supervision and guidance of the Secretary for Justice, the Pleader will carry out the duties and responsibilities as assigned.

DUTIES/RESPONSIBILITIES:

- Carry out and perform tasks assigned from time to time by the Secretary for Justice
- Receive applications for registration of intellectual property
- Under the guidance of the Secretary for Justice, carry out research on applications received for registration of intellectual property
- Assist with establishing and maintaining registers for copyright, trademarks and patents
- Attend meetings with stakeholders
- Otherwise generally support the work of the Intellectual Property Section

QUALIFICATIONS & EXPERIENCE:

- Must have completed Pleader's course
- Must have completed and Advocacy course
- Must have previous experience working in a law office
- Must possess strong analytic and research skills
- Must possess excellent communication skills both spoken and written including the ability to produce a variety of written materials in a clear and concise style
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines
- Strong advocacy skills
- Must be computer literate
- Ability to work as part of a team
- Must be self-motivated, punctual and be able to work with limited supervision

Please note: Applications must be electronically word processed and should state - full name, date of birth, qualifications attached with curriculum vitae, supporting references and any other relevant attachments and submit to the following addresses, no later than 5:00pm Thursday, 21 May 2020.

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Government Office, Yaren
Email: petagadabu@gmail.com

Clarissa Scotty
Manager Recruitment & Employment Contracts
Human Resource & Labour
Chief Secretary Department
Government Office, Yaren
Email: clarissa.scotty@nauru.gov.nr

Daily notices are circulated by the Nauru Government Information Office on behalf of departments and SOEs
GIO, Yaren District, Government Office, Republic of Nauru / Mobile +674 557 3009
Em: gjo.nauru@gmail.com / naurugovinfo@gmail.com / www.naurugov.nr



Follow us on *The Government of the Republic of Nauru*