

Daily Notices circulated by the Government Information Office

Thursday, 9 July 2020

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- NUC: Job Vacancies: Various positions (application form attached):
 1. Automotive Electrician (1). Closes 23Jul2020.
 2. Automotive Mechanic (1). Closes 23Jul2020.
 3. Metering Electrician (Domestic) (1). Closes 24Jul2020.
 4. Underground cable joiner trainee (1). Closes 23Jul2020.

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

On Behalf of Nauru Utilities Corporation (NUC)

Job Vacancies: Various positions:

1. **Automotive Electrician (1). Closes 23Jul2020.**
2. **Automotive Mechanic (1). Closes 23Jul2020.**
3. **Metering Electrician (Domestic) (1). Closes 24Jul2020.**
4. **Underground cable joiner trainee (1). Closes 23Jul2020.**

NUC invites applications to the above vacancies as follows:

Positions 1 and 2: Automotive Electrician (1), Automotive Mechanic (1). Closes 23Jul2020.

Section: Fleet Maintenance

Reports to: Team Leader Fleet Maintenance

Accountabilities and Responsibilities:

1. Wear appropriate PPE at all times
2. To diagnose and undertake electrical repairs on a wide variety of vehicles and plant of NUC
3. To undertake electrical installation of accessories and ancillary equipment on a wide variety of vehicles
4. Where appropriate, test and repair digital control systems including ABS controls
5. To inspect, maintain and repair all types of petrol & diesel engine motor vehicles and plant operated by the NUC
6. To arrange requisition of parts and equipment as necessary through the Fleet Team Leader
7. Be able to liaise with manufacturers and / or agents on problems to achieve an efficient repair
8. Must maintain all vehicles during the course of the work carried out and handover accordingly
9. Note the details of any accident incurred whilst driving any NUC vehicle owned, and submit them to the Fleet Officer
10. To identify repairs required through unfair wear and tear and advice the Fleet Officer
11. To undertake training as may be required and product training by consultation
12. Ensure compliance in conjunction with Nauru Transport General Requirements
13. Carry out inventory checks ensuring Vehicle Electrical spares and pre – determined numbers of serviceable equipment are available for emergency use

14. Attend and rectify faults on the motor vehicle equipment and its auxiliaries upon the directives of Fleet Officer
15. Keep work records and prepares reports on inspections carried out
16. Ensure all work areas are maintained in a clean, safe and orderly manner at all times
17. Cooperate fully with NUC management in regards to any duties or requirements imposed on them by relevant Health and Safety legislations and ensure compliance
18. Carry out other duties and responsibilities considered appropriate and relevant by NUC management
19. Project a professional image of NUC

Qualification: Certificate IV in Automotive Engineering or equivalent

Experience: A Minimum of 5 years' experience in the automotive maintenance industry

Skills: high auto mechanic, computer literate, problem solving, high interpersonal skills, on the job training, good communication skills, able to work long hours, work under pressure, meet deadlines, attend to call outs, willing to undergo further training- locally and overseas, lift heavy loads, proficient in the English language, punctual and reliable.

Personality: dedicated, committed, team player, honest, organised, motivated and energetic.

Starting Salary Range: \$8,982 (12.1) - \$10,109 (10.1) per annum

Please submit application in a letter form with necessary attachments such as CV, references and other relevant documents.

Application should be addressed to Nauru Utilities Human Resource Manager. Application forms are available at the Human Resource Office, Power Station in Aiwo District.

Shortlisted applicants will be notified by phone for an interview

Closing date: 23 July 2020.

Position 3: Metering Electrician (Domestic) (1). Closes 24Jul2020.

Section: Regulatory & Metering

Reports to: Regulatory & Metering Team Leader & Technician

Supervises: Metering Assistant, Metering Trainee

Duties and Responsibilities:

1. Wear the correct PPE for each job
2. Prepare PPM meters for installation at customers' installations
3. Assist PPM Technician and Senior Supervisor in the inspection of installation to ensure standards compliance
4. Prepare energy meters for error test on the meter test bench
5. Assist PPM technician and Senior Supervisor in the testing of energy meters on the meter test bench.
6. Seal all meters after testing
7. Install energy meters at customer's installation
8. Pulling of service mains and carrying out repairs to service fuse to ensure continuous supply of power to consumer's residence
9. Ensure safe keeping of regulatory and PPM tools and equipment
10. Carry out standby duties when assigned to do so

11. Proper use of NUC tools & equipment
12. Drive authority vehicle when required to do so
13. Attend and rectify customer complaints during working hours and after working hours
14. Replace faulty meters and CIU units
15. Carry out meter reading on all post pay customers
16. Assist PPM Technician and Team Leader from time to time when required
17. Ensure all work areas are maintained in a clean, safe and orderly manner at all times
18. Cooperate fully with NUC management in regards to any duties or requirements imposed on them by relevant Health and Safety legislations and ensure compliance
19. Carry out other duties and responsibilities considered appropriate and relevant by NUC management
20. Project a professional image of NUC

Qualification: Certificate IV in Electrical Engineering or Electrical Tradesman Grade 3

Experience: a minimum of 5 years' experience in the electrical industry

Skills: computer literate, able to work extra hours, work under pressure, work with both genders, energetic & fit, punctual and reliable, good communication, proficient in the English language, good technical skills

Personality: honest, team player, organised, motivated, good interpersonal skills

Starting salary range: \$8,982 (12.1) - \$10,109 (10.1) per annum.

Please submit application in a letter form with necessary attachments such as CV, references and other relevant documents.

Application should be addressed to Nauru Utilities Human Resource Manager.

Application forms are available at the Human Resource Office, Power Station in Aiwo District.

Shortlisted applicants will be notified by phone for an interview.

Closing date: 24 July 2020.

Position 4: Underground cable joiner trainee (1). Closes 23Jul2020.

Section: Power Distribution

Reports to: Power Distribution Team Leader

Accountabilities and Responsibilities:

1. Follow NUC safety rules and regulations at all times
2. Carry out preparations the day before for jobs scheduled for the day
3. Carry out all scheduled and non – scheduled jobs as required
4. Carry out general maintenance of both HV / LV Lines
5. Carry out installation and maintenance of transformers
6. Assist the underground team in the construction, installation and maintenance of HV / LV underground utilities
7. Carry out line clearing when required
8. Ensure safekeeping and correct usage of tools
9. Attend to call outs

10. Continually report to and update the Team Leader on progress and status of work carried out on a daily basis
11. Work with and set a good example
12. Assist in NUC projects as required
13. Ensure all work areas are maintained in a clean, safe and orderly manner at all times
14. Cooperate fully with NUC management in regards to any duties ore requirements imposed on them by relevant Health and Safety legislations and ensure compliance
15. Carry out other duties and responsibilities considered appropriate and relevant by NUC management
16. Project a professional image of NUC

Qualification: Preferably a high school leaver's certificate

Skills: good communication skills, punctual, reliable, eager & energetic, team player, good English skills, willing to undergo further training locally and overseas.

Starting Salary: \$6,715 per annum

Please submit application in a letter form with necessary attachments such as CV, references and other relevant documents.

Application should be addressed to Nauru Utilities Human Resource Manager.

Application forms are available at the Human Resource Office, Power Station in Aiwo District.

Shortlisted applicants will be notified by phone for an interview.

Closing date: 23 July 2020

Daily notices are circulated by the Nauru Government Information Office on behalf of departments and SOEs
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