

Daily Notices circulated by the Government Information Office

Thursday, 7 May 2020

Contents:

- HR: Job Vacancies: Various. Closing 21May2020.
 - Position 1: JBC:Pleader (x1)
 - Infrastructure:
 - Position 2: Director of Housing Development (x1)
 - Position 3: Director of Seawall Development (x1)
 - Position 4: Project Manager (x1)
 - Position 5: Finance Manager (x1)
 - NUC: Planned Power Outage: Sat, 9May2020, 10am-2pm. Aiwo and Buada
 - DFAT: Job Vacancy: Pacific Community: Epidemiologist – Project Coordinator based in Noumea, Reference # AL000286. Closes 31May2020 (see attached for full details).
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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: 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

Position 1: Pleader (x1) within the Department Of Justice and Border Control (Secretariat).
Salary: Band 12-12.2 - \$15,333 per annum

Purpose of the Role:

This position 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:

- Assist the Secretary for Justice & Border Control in the preparation of legal opinions and to the Government.
- Carry out and perform tasks assigned by the Secretary for Justice.
- Carry out research and provide advice to the Secretary for Justice.
- Draft pleadings, memoranda, and correspondence.

- Attend meetings with stakeholders.
- Otherwise generally provide support to the Office of the Secretary for Justice & Border Control.

Qualifications and Experience:

- Must have completed Pleader's course
- Must have completed an 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 2: Director of Housing Development (x1) within the Department Of Infrastructure (Secretariat).

Salary: Band 13.1 -13.5 \$15,979 - \$19,974 per annum

Purpose of the Role:

The Director of Housing Development is to provide supervisory and management roles to the Infrastructure development especially on services and maintenance of Nauru Housing Infrastructure.

Duties/Responsibilities:

- Check and monitor all local contractors hired by the Department on housing projects
- Check, correct and amend contractors invoices before processing payment voucher
- Managing office staff
- Monitor and deal with community complaints and concerns on housing
- Coordinate resources required by contractors
- Ensuring contractors have a valid business license
- Ensuring that safety of public is of paramount importance
- Ensuring supply and services so project work progresses
- Prepare Budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Drafting project proposals for donor assistance
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Maintain the daily operations of Housing Infrastructure Development
- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

Qualifications and Experience:

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding the Public Service regulations and office procedures
- Must possess ability to lead, recruit, train, assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display tact, confidence, proficiency and proactive

Position 3: Director of Seawall Development (x1) within the Department Of Infrastructure (Secretariat).

Salary: Band 13.1 -13.5 \$15,979 - \$19,974 per annum

Purpose of the Role:

The Director of Seawall Development is to provide supervisory and management roles to the Seawall Infrastructure development especially on construction, services and maintenance of Nauru seawall.

Duties/Responsibilities:

- Check and monitor all local contractors hired by the Department on seawall projects
- Check, correct and amend contractors invoices before processing payment voucher
- Coordinate efforts with Department of CIE on any projects concerning seawall
- Ensuring communities are cautioned and advise of any planned projects
- Managing office staff
- Receive, monitor and deal with community complaints and concerns on soil erosion from sea intrusion and other related factors
- Coordinate resources required by contractors
- Ensuring contractors have a valid business license
- Ensuring that safety of public is of paramount importance
- Ensuring supply and services so project work progresses
- Prepare Budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Drafting project proposals for donor assistance
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Maintain the daily operations of Seawall Infrastructure Development
- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

Qualifications and Experience:

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding the Public Service regulations and office procedures

- Must possess ability to lead, recruit, train, assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display tact, confidence, proficiency and proactive

Position 4: Project Manager (x1) within the Department Of Infrastructure (Secretariat).
Salary: Band 13.1 -13.5 \$15,979 - \$19,974 per annum

Purpose of the Role:

The Project Manager is to provide assistance and due diligence to projects under the Director of Seawall Development and Director of Housing Development, ensuring all Department projects meet the required minimum standard.

Duties/Responsibilities:

- Check and monitor all local contractors hired by the Department on road
- Screen all project proposals quotation and advise accordingly
- Undertake and manage all diligence of the standard of work performed
- Ensuring that the work is up to standard and requirement of project standard
- Coordinate resources required by contractors
- Ensuring supply and services so project work progresses
- Prepare Budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Drafting project proposals for donor assistance
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Assist all Directors in progressing with their projects
- Reports directly to the Secretary for Infrastructure
- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

Qualifications and Experience:

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding the Public Service regulations and office procedures
- Must possess ability to lead, recruit, train, assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display tact, confidence, proficiency and proactive

Position 5: Finance Manager (x1) within the Department Of Infrastructure (Secretariat).

Salary: Band 12.1 -12.5 \$15,218 - \$19,203 per annum

Purpose of the Role:

The Finance Manager is to provide assistant and due diligence to projects under the Director of Seawall Development and Director of Housing Development. Ensuring all Department projects meets the required minimum standard.

Duties/Responsibilities:

- Check and amend contractor invoices before processing payment
- Process all payment vouchers received from Department
- Process all overseas purchase requests made from all divisions
- Ensure that all purchase requests made either local or overseas, to be followed up with proper care and due diligence to ensure that all requests are completed within a reasonable amount of time
- Organising and preparing travel arrangements for department staff members
- Obtaining information regarding all donor funds
- Monitor expenditure on commitment of funds accounts, reconcile monthly and close off all expired commitment of funds accounts
- Preparing annual budget and provide financial report when required
- Ensuring supply and services so project work progresses
- Prepare Budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

Qualifications and Experience:

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding the Public Service regulations and office procedures
- Must possess ability to lead, recruit, train, assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display tact, confidence, proficiency and proactive

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

On Behalf of Nauru Utilities Corporation (NUC)

Planned Power Outage: Sat, 9May2020, 10am-2pm. Aiwo and Buada

NUC wishes to inform those affected by the following power outage on Saturday, 9 May from 10am-2pm at Aiwo and Buada for the purpose of installing a new high voltage switch on Ring Main South Feeder at Buada Hill.

Outage schedules:

<i>Affected areas</i>	<i>Time</i>	<i>Districts</i>
RMS ABS 345 Mrs. May Cook residence at Aiwo to Whole of Buada District.	10am - 2pm (4hrs)	Aiwo and Buada District

Power Supply will resume once works have completed.

Thank you for your patience and anticipate your understanding.

For assistance, call 557 4038.

On Behalf of the Department of Foreign Affairs and Trade (DFAT)

Job Vacancy: Pacific Community: Epidemiologist – Project Coordinator based in Noumea, Reference # AL000286. Closes 31May2020 (see attached for full details).

The Pacific Community (SPC) invites applications for the position of Epidemiologist – Project Coordinator within its Public Health Division located at its headquarters in Noumea, New Caledonia.

The role – The Epidemiologist – Project Coordinator – will strengthen and contribute to public health surveillance, research and response in the Pacific Island Countries and Territories (PICTs) and the Pacific region through:

- (1) capacity enhancement and competency building on data utilisation and epidemiology;
- (2) enhanced surveillance system and activities, including but not limited to, mass gatherings in the Pacific;

- (3) collaborative conduct of operational/implementation research studies with PICTs;
- (4) strengthening preparedness and response to public health threats or events through application of epidemiological skills.

The position will work with Fiji National University and with other stakeholders in the delivery of the SHIP-DDM programme. The position will be supported with funds provided by the European Union.

The key responsibilities of the role include the following:

1. Team management, administration and communication

- Contributing to an environment that fosters effective and harmonious working relationships with PICTs and partner agencies in the implementation of the SHIP-DDM programme.
- Monitoring and evaluation of capacity development activities' implementation.
- Providing technical inputs in the development of concept papers, protocols, and proposals.
- Contributing to programme, divisional and corporate publications and reports.
- Contribute to management, monitoring and reporting on utilization of funds.

2. Strengthen capacity for coordinated regional surveillance

- Guiding the assessments of public health information systems in PICTs.
- Developing capacity development plans for the implementation of SHIP-DDM in coordination with, or in consideration of, PHD and SPC's programme activities, and the Pacific island countries and territories' priorities.
- Supporting planning and scaling up training in field epidemiology.
- Supporting planning and building capacity in the conduct of operational research studies among PICT health professionals.
- Strengthening surveillance and response capacity at regional and national levels through system improvements.

3. Enhance evidence-based service delivery through research

- Consulting with crosscutting technical bodies within PHD and SPC to support the identified public health priorities in the SHIP-DDM course and develop joint approaches for action.
- Supervising the conduct of research activities as part of the output of PGDAE programme.
- Documenting the results of research studies, and findings presented in appropriate medium and forums.

4. Strengthen health information systems

- Developing in-country capacity to apply core epidemiologic skills in strengthening surveillance systems and activities that support timely reporting of PPHSN target diseases, syndromes, and public health events.
- Promotion and increased harmonisation of surveillance activities across PHD and SPC, and at regional and national levels in PICTs.
- Develop in-country capacity to systematically analyse health data to address specific health problems and use data for decision making and policy development.

5. Strengthen preparedness and response to public health threats or events

- Supporting the development and strengthening of in-country capacities in surveillance and response.

For a more detailed account of the key responsibilities, please refer to the online job description.

Key selection criteria

1. Qualifications

- Masters-level qualification in public health, epidemiology, or related discipline.

2. Technical expertise

- Ten years prior experience in public health surveillance, including communicable and non-communicable disease surveillance.
- Experience in grant management and coordination.
- Experience in operational research and writing scientific reports and papers.
- Highly developed oral and interpersonal communication skills.
- Willingness to travel frequently (up to 30% of the time) in the Pacific region and international.

3. Language skills

- Good communication, written and oral, skills in English.

4. Interpersonal skills and cultural awareness

- A team player, with the ability to work in a multicultural and multilingual environment.
- Cultural sensitivity and a demonstrated understanding of developing country environments.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – The Epidemiologist – Project Coordinator is a Band 11 position in SPC’s 2020 salary scale, with a starting salary range of 4,113–5,045 SDR (special drawing rights) per month, which currently converts to approximately XPF 605,702–742,953 (USD 5,676-6,962; EUR 5,076–6,226).

An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and access to SPC’s Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Equal opportunity – SPC is an equal opportunity employer. Recruitment is based entirely on merit; in cases where two short-listed candidates are judged to be of equal rank by the selection committee, preference will be given to Pacific Island nationals.

Child protection – SPC is committed to child protection, irrespective of whether any specific area of work involves direct contact with children.

SPC’s Child Protection Policy is written in accordance with the Convention on the Rights of the Child.

Police clearance – Successful candidates will be required to provide a police clearance certificate.

Languages – SPC’s working languages are English and French.

Application procedure:

Closing date: 31 May 2020 – 11:00 pm Noumea time

Job Reference: AL000286

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills and experience relative to the key selection criteria, and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions

1. Describe your experience in designing training materials, developing training curriculum and in conducting an epidemiology-training course.
2. Describe your experience in working in the field in an outbreak management situation.
3. Describe your experience in using epidemiological evidence to inform policy formulation and decisions.

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



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