

Daily Notices circulated by the Government Information Office

Friday, 12 June 2020

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

REPOST: Friday

On Behalf of Nauru Utilities Corporation (NUC)

Temporary Road Closure opposite Weather Station Yaren Junction (seaside/pago) Airport Ring Road. Fri, 12Jun2020, 5.30pm-11pm.

Nauru Utilities Corporation is advising the general public that the Airport Ring Road opposite the weather station to Ella Park will be closed for all motorists today, Friday, 12 June 2020, from 5.30pm to 11pm.

The full closure is arranged to allow NUC engineers to construct underground cables trenches and carryout cable laying works.

The travelling public is advised to take this notice into account and use alternative routes when finalising their travel plans in and around Yaren District.

NUC apologises for any inconvenience caused.

For assistance, call 557 4038.

REPOST

On Behalf of the Department of Justice and Border Control (JBC Secretariat)

Job Vacancies, Various. Closing 26Jun2020 (see attached).

Positions:

1. Pleader (IP)
2. Pleader (Secretariat)
3. Pleader (Public Prosecutions)
4. Pleader (Public Legal Defender)

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.

Please submit your applications to the following addresses, no later than 5:00pm Friday 26th June 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

1. POSITION: Pleader (x1)

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 & 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

2. POSITION: Pleader (Public Prosecutions) (x1)

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

3. POSITION: Pleader (Public Legal Defender) (x1)

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

4. POSITION: Pleader (Intellectual Property) (x1)

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.

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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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