

Daily Notices circulated by the Government Information Office

Friday, 24 July 2020

Contents:

- Judiciary: Job Vacancies, various. Closing Fri, 7Aug2020.
 - Law Librarian (x1)
 - Personal Assistant (x1)
- NMPA: Introducing Nauru Shipping Line freight services, Aug2020

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

On Behalf of the Department of Judiciary (Secretariat)

Job Vacancy: Law Librarian (x1)

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the position as Law Librarian.

SALARY RANGE: Band 5.1-\$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- To ensure law reports statutes & digests or other law librarian materials are not removed from the library.
- To ensure a list if provided by the legal practitioners of any law library materials required/used in the district or supreme court hearings, it must all be returned to the library
- To maintain quietness of library users at all times
- To advise library users how certain books to be handled with care for 1) damaging the spine of the book (2) Cost of a books should be addressed
- To ensure that supreme court library rules be entertained at all times
- To ensure on a daily basis that government gazette/s be obtained from the chief secretary's office or gazette officer and be filed electronically and put to display on the library shelves
- To ensure acts and regulations be obtained from the clerk of parliament and be filed electronically and put to display on the library shelves
- To submit before closing of the legal year all missing books from lists of indexes to chief justice and resident
- Magistrate/registrar
- To ensure legal practitioners, law students, public servants, members of the public, to register his/her names including time in & out

DUTIES & RESPONSIBILITIES:

- To ensure law reports statutes & digests or other law librarian materials are not removed from the library.
- To ensure a list if provided by the legal practitioners of any law library materials required/used in the district or supreme court hearings, it must all be returned to the library
- To maintain quietness of library users at all times
- To advise library users how certain books to be handled with care for 1) damaging the spine of the book (2) Cost of a books should be addressed
- To ensure that supreme court library rules be entertained at all times
- To ensure on a daily basis that government gazette/s be obtained from the chief secretary's office or gazette officer and be filed electronically and put to display on the library shelves

- To ensure acts and regulations be obtained from the clerk of parliament and be filed electronically and put to display on the library shelves
- To submit before closing of the legal year all missing books from lists of indexes to chief justice and resident Magistrate Registrar
- To ensure legal practitioners, law students, public servants, members of the public, to register his/her names including time in & out from the library

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum Year 12 education
- Certificate in Library from a recognised institution will be added advantage
- At least 3 year experience, working in public administration or in a library
- Must have excellent IT skills particularly Microsoft word and excel
- Must have good customer service skills
- Ability to communicate effectively both in English and in Nauruan
- Must be sober habits, diligent, and honest.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Friday 7 August, 2020.

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

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

On Behalf of the Department of Judiciary (Secretariat)

Job Vacancy: Personal Assistant (x1)

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the position as Personal Assistant:

SALARY RANGE: Band 10.1-\$18,722 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Mail register entries: Recording all incoming correspondence and emails, noting in register action required and action taken, including noting appropriate file number if applicable
- Provide confidential administrative and personal support to Chief Justice including managing chambers, making appointment, maintain appropriate records, screening telephone calls and arranging travel, protocol.
- Judgement typing and general type of speeches
- Prepare judgements, correspondence and other documents from oral, written or audio recorded instructions
- Forwarding of Court Decisions to' Paclii
- Liaise with Court staff in relation to administrative and other matters
- Other duties as directed by the Chief Justice or in the absence of Chief Justice, duties directed by the judges, Resident Magistrate, and Registrar

DUTIES & RESPONSIBILITIES:

- Mail register entries: Recording all incoming correspondence and emails, noting in register action required and action taken, including noting appropriate file number if applicable
- Provide confidential administrative and personal support to Chief Justice including managing chambers, making appointment, maintaining appropriate records, screening telephone calls and arranging travel, protocol.
- Judgement typing and general type of speeches

- Prepare judgements, correspondence and other documents from oral, written or audio recorded instructions
- Other duties as directed by the Chief Justice or in the absence of Chief Justice, duties directed by the judges, Resident Magistrate, and Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Degree, Diploma or Certificate in Administrative/ Secretarial studies
- Minimum Year 12 education or other relevant qualifications, qualification as a pleader would be added advantage
- At least 3 years of experience and some knowledge about the justice system of Nauru or any other common law jurisdiction
- Demonstrate high level of administrative, secretarial studies and organisational skills with ability to set priorities and meet deadlines.
- Good written communications skills with ability to produce documents to a high standard of presentation
- Ability to plan, prioritise and co-ordinate, workload in order to conflicting deadlines
- Ability to work within a team environment
- Ability to work with minimum supervision
- Ability to exercise discretion and maintain confidentiality at all times

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Friday 7 August 2020.

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

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

On Behalf of the Nauru Maritime and Port Authority

Introducing Nauru Shipping Line freight services, Aug2020

Nauru Shipping Line is proud to announce to the general public that it will soon be operating a sea freight service to provide regular cargo shipping services commencing in August 2020.

As part of this service, NSL’s booking office is now open for bookings and offering competitive sea freight rates out of various ports including:

- Melbourne, Sydney, Brisbane to Nauru
- Suva to Nauru
- South East Asia to Nauru
- North Asia to Nauru

Visit the NSL booking office currently located in Aiwo District, NMPA Head Office or contact cservice.nsl@gmail.com or +674 557 3089 for more information.

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*