

Daily Notices circulated by the Government Information Office

Wednesday, 29 July 2020

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

On Behalf of the Department of Foreign Affairs and Trade

Job Vacancy: Director (x2). Closes 7Aug2020.

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

Salary Range: Band 12-\$21,837 salary per annum

PRIMARY PURPOSE OF POSITION:

- Prepare briefs, drafting of official letters and cabinet submissions on a regular basis according to his/her desk officer responsibilities and/ or assigned by the duty Deputy Secretary;
- Conduct research on relevant and current national and international issues
- Assist the implementation of the National Sustainable Development Strategies (NSDS)
- Responsible for the preparation and maintenance of appropriate dossier, reports on issues to be discussed both in Nauru and overseas by the Department and other respective Ministries
- Provide advice to the Deputy Secretary of Nauru's foreign relations and strategies
- Liaising and coordinating with Donor Partners and International Organisations on their assisting programme in close consultation with the Plan Aid Division (PAD) and relevant government department and agencies
- Maintaining a list and profile in Nauru's representative at regional and international meetings in order to facilitate government's human capacity building programmes
- Formulation, Implementation, coordination, monitoring and reviewing of international trade policies
- Promotion of bilateral, regional and multilateral trade relations
- Coordination of Nauru's participation in multilateral and international trade negotiations
- Undertake policy analysis and research on economic and international trade issues
- Promote technology transfer
- Coordinate trade negotiations
- Coordination of inward and outward trade and investment missions
- Ensure compliance and enforcement of the trade laws/ regulations and agreements

- Coordinate trade matters concerning PACER Plus,

DUTIES & RESPONSIBILITIES:

- Provide monthly report of respective division
- Prepare/draft briefing papers for meetings
- Undertake general research on policy development, international related issues in line with national priorities and goals
- Manage divisional staff day to day duties
- Take the lead in the preparation of activity work plans and budgets and ensuring their timely execution
- Manage, mentor, motivate and build a strong team by ensuring adequate capacity is developed for successful delivery.
- Ensuring risk management, transparency, zero tolerance to fraud and corruption, and due diligence.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Bachelor degree preferably, specialising in the area of International Relations, Trade, Law, Politics, Economics and other relevant fields
- Work experience of 5 years in Foreign Affairs or Related or related fields with diplomatic training.
- Fluency in English and Nauruan
- Proactive and have a keen interest in nation and international affairs;
- Possess excellent interpersonal skills, including the ability to liaise tactfully and confidently with officers internally and externally
- Possess negotiation skills
- Demonstrate the ability to produce a report or written deliverables of high standard.
- Good understanding of the NSDS
- Excellent knowledge of global and regional trade policy issues.
- Good understanding of the dynamics affecting trade policy at national, regional and global multilateral levels, as well as excellent understanding of the multilateral trading system and their implications on regional integration.
- Ability to influence others to archive objectives and gain consensus and collaboration.

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
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On Behalf of the Department of Education

Job Vacancies, various:

- 1. Management Secretary (CASE) (Secretariat) (x1). Closes 7 Aug2020.***
- 2. Courier(Driver) (Secretariat) (x1). Closes 7 Aug2020.***
- 3. Environment Officer (Schools) (x2). Closes 7 Aug2020.***
- 4. Teacher Aide (Administration) (x10). Closes 7 Aug2020.***

Applications should be submitted to the Acting 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.**

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

Position 1: Management Secretary (CASE) (Secretariat) (x1):

SALARY RANGE: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Provide administrative support across the organisation

DUTIES & RESPONSIBILITIES:

- Assist the office Director and Managers in general administration of the Education Office
- Welcoming visitors and clients
- Direct visitors to the appropriate officer or office
- Answering calls and taking messages
- Enter into Mail log book received, sort and distribute mails daily
- Attend and provide support services to Education officers and clients
- Processing documents to relevant department and file copies in the Master file
- Enter into the log book all documents processed to HR or other departments
- File officer's personal documents into individual files
- Corresponding with relevant departmental services for needed services within the department e.g ITC officer to fix ICT equipment; Public administration maintenance officer to fix broken door, air condition etc)
- Typing documents, photocopying documents, filing documents and printing out documents
- Enter school's timesheet data into the FMIS timesheet excel
- Maintain the healthy and good appearance of the administration office
- Follow up on document's progress status
- Adhere to the Public Service Act 2016, Education Act 2011 and relevant policies
- To perform such other duties compatible with the position as determined by the senior officers in the Administration Division, the Director or the Head of Department

KNOWLEDGE, SKILLS & EXPERIENCES:

- Senior secondary school leaving certificate
- Certificate or higher qualification office management
- Verbal and written communication skills
- Attention to detail
- Regular attendance and punctuality
- Interpersonal skills
- Customers-service orientation
- Reliability

Position 2: Courier (Driver) (Secretariat) (x1):

SALARY RANGE: Band 2.1-\$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Responsible for distributing packages and documents to the schools and other institutions and organisations, the courier officer also picks up documents and packages from the schools and other institutions and organisations.

DUTIES & RESPONSIBILITIES:

- To deliver packages and documents
- To load and unload packages with precautions
- Obtain signatures of recipients of packages and documents outgoing and incoming items
- Plan the most efficient routes for delivering items
- Deliver verbal messages accurately as possible
- Check accuracy of names and addresses of recipients of packages and documents
- Perform routine basic maintenance on delivery vehicle
- Sort urgent delivery and general delivery items for prioritization
- Report delivery vehicle accident
- Report complaints from recipients of documents and packages
- Enter into the log book delivery services each day
- Take appropriate security and ethical precautions with packages
- Take notes and deliver messages
- To drive carefully
- Assist other officer when need to
- Adhere to the Public Service Act 2016, Education Act 2011 and relevant policies
- To support the department by performing other duties as assigned by the Director or the Head of the Department

KNOWLEDGE, SKILLS & EXPERIENCES:

- Driver's license, ethical person
- Senior Secondary School Leaving Certificate; driver's license
- Verbal and written communication skills
- Attention to detail
- Regular attendance and punctuality
- Interpersonal skills
- Reliability
- Friendly disposition
- Ability to prioritise

Position 3: Environment Officer (Schools) (x2). Closes 7 Aug2020.

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

PRIMARY PURPOSE OF POSITION:

The position is to manage the environment of the school and to supervise the cleaners of the school. The Officer is to oversee the management of the school staff; by reporting any signs of building deterioration or any school maintenance needed to the Education Building Management and by designing landscape plan for the school.

DUTIES & RESPONSIBILITIES:

- Supervise the cleaners to ensure that the daily work requirements are fulfilled to the expected satisfactory standards of the Education Department.
- Record the cleaner's attendance and performance and provide this information to the deputy Principal/Principal on a timely basis.
- To be the liaison person between the cleaner's and the Deputy Principal/Principal
- Responsible for the landscape planning for the school compound including beautification, drainage system, environment plan (practice/encourage health-promoting environment),etc
- Responsible for establishing and maintaining a School Kitchen Garden including composting, nursery (plant sales outlet and/or garden centre),etc
- To be a resource person in native plant uses (medicinal, etc) for the students and other interested people.
- To develop school safety manuals and proposals promoting school safety
- To adhere to the public Service Act 2016; Education Act 2011 and all relevant policies
- To perform such other duties compatible with the position as determined by the Director of School through the Deputy Principal/principal.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Experience in safety rules and gardening
- Diploma or higher qualification in environmental studies
- 5 year experience
- Ability to work well with others
- Interpersonal skills
- Ability to assume responsibilities and exercise good judgement in making decisions within the scope of work
- Be punctual
- Diligent and of positive attitude
- Ability to prioritize tasks
- Ability to complete work on due date
- Have Christian and Humanitarian values

Position 4: Teacher Aide (Administration) (x10). Closes 7 Aug2020.

SALARY RANGE: Band 6.1-\$13,762.00 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To assist the teachers in the school with their resources; preparation of area for activities and other general errands contributing to student's quality learning.

DUTIES & RESPONSIBILITIES:

- Assisting the Teachers in the school designated to
- Preparing teaching resources/materials and activity areas as well in advanced
- Designing creative and attractive teaching resources/materials or certain activity setup if not readily available
- Assisting students with manual tasks
- Collect discarded clean items that can be used for teaching resources/materials or enhancing activity areas
- Adhere to Public Services Act 2016, Education Act 2011 and other relevant policies
- Perform other duties that are compatible with the position.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Community Volunteer work
- Creative
- Skills to improvise
- Patient
- Punctual
- Friendly
- Hard working

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On Behalf of the Department of Health and Medical Services

Job Vacancies, various:

- 1. Driver (Administration). Closes 14Aug2020.***
- 2. TB DOTS Worker (DOTS) (x2). Closes 14Aug2020.***

Position 1: Driver (Administration). Closes 14Aug2020.

SALARY RANGE: Band 2.1-\$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The transport driver is responsible to pick up and drop off shift workers home to the Hospital and vice versa. 7 days a week on Daily basis 24/8. This includes Nurses, Driver, Cleaners, kitchen and Dialysis Patients.

To ensure that the workers are picked and dropped off in a timely manner following its schedules. Furthermore, pick up patients meals from stateside, Government Officers to drop off at RONH, 3 times a day.

DUTIES & RESPONSIBILITIES:

- Sign in/ off at the nurses' station start & end of the shift
- Report to the Ward Supervisor on duty in ER at the Start of each duty
- Pick up and drop off shift workers as per time schedule
- To maintain and clean the hospital transport on daily basis
- Must ensure that the oil and water levels of the vehicle is checked daily and kept to the normal gauge
- To report of vehicle breakdowns and mechanical problems to the supervisor
- To obtain and possess a valid driving license
- Maintain documentation of vehicle running sheets
- Maintain documentation of vehicle checklist and submit to administration office every Monday for record and trailing purposes
- Courier services: to and from SHMS office by the senior Managers

- Undertake shift work 3 x 8 hour shifts= 24hour coverage
- On standby at all times just in case subordinates are taken ill
- Undertake quality assurance activities

KNOWLEDGE, SKILLS & EXPERIENCES:

- Read & write
- Understand/speak English
- 2 years in the field
- Be healthy and sober habits
- Work with the team
- Good driving record
- Safe training and moving techniques
- Basic Life Support
- Good interpersonal Skills
- Reliable, conscientious and willing to accept responsibilities

Position 2: TB DOTS Worker (DOTS) (x2). Closes 14Aug2020.

SALARY RANGE: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The TB DOTS Assistant is integral to the efficient management of tuberculosis and other district based primary health care services. As Community DOTS Workers you will be working as a member of a team delivering services to clients and members of the community. The Community DOTS Worker is responsible for providing coordination of DOTS/ TB control programs, and for providing basic health care and referring sick patients appropriately within their assigned District and under the Supervision of the community DOTS Coordinator.

DUTIES & RESPONSIBILITIES:

- Directly observing the patients taking their TB medication
- Observe and report the drug side effects/ interactions
- Assist with collections of specimens
- Assist clients to seek medical attention
- Educate the patients, family and community regarding TB prevention and control
- Refers identified persons to appropriate primary or secondary health services.
- Coordinate the community based health programs
- Visits homes to determined patient and family need, and report accordingly
- Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
- Gives medical treatments to patients following Doctor's instructions and under the guidance of the relevant health clinic
- Assist community members and health personnel to assess, plan for, and provide needed health and related services such as disseminate information with appointment slips, organise transport as required.
- Act in a manner that reduces personal risk by adhering to the infection control policy.
- Attend Public Health meetings
- Provide reports on activities and other matters on a monthly basis
- Other responsibilities assign by the department as appropriate

KNOWLEDGE, SKILLS & EXPERIENCE:

- Knowledge of tuberculosis/ or communicable disease control

- Understanding of the political, social, economic, health and cultural context of the country and its response to TB
- Knowledge of tuberculosis and/ or communicable disease control
- Cross- cultural sensitivity, ability to maintain confidentiality and good interpersonal skills
- Experience in home support, home care and community care
- Nauruan and English communication skills
- Demonstrated skills in organising and documenting
- Written and oral communication skills in English and Nauruan
- Excellent written and oral communication skills in English and relevant local Language(s)
- Sound computer skills (Microsoft Word, Excel, Power Point and email applications)
- Demonstrated ability to work independently and as part of the Team.

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On Behalf of the Department of Transport

Job Vacancy: Security Guard (DCA) (x5). Closes 7Aug2020.

SALARY RANGE: Band 2.1-\$10,501.00 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To safeguard Airport properties/workers/passengers/aircraft from an act of unlawful interference.

DUTIES & RESPONSIBILITIES:

- Guard the aerodrome facilities including airport terminal building, runway and navigational aids;
- Maintain security of all restricted areas, and deny entry to unauthorised persons;
- Necessary to remove unauthorised persons from restricted areas;
- To write reports of certain activities observed during assigned shifts;
- To remain presents at assigned posts and only leave posts when approved by Duty Supervisor;
- Capable of working shift, and must be healthy, sober and able to work with others;
- To perform other associated duties as assigned by superior.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Capacity Building/First aid/Safety Training
- To meet ICAO international standard
- Completed form 5;
- Good written and spoken English;
- Avsec NZ Screener Course and Dangerous Goods – 20 To 25 august2018 – New Zealand – Certificate conducted in Nauru;
- Minimum qualification of year 11 or form 5;

- Must have a fair command of written and spoken English;
- Must have a valid driver's license;
- Must have current valid police and medical clearance;
- Excellent Teamwork/Communication/Customer-service

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