

Daily Notices circulated by the Government Information Office

Tuesday, 11 August 2020

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On Behalf of the Nauru Coronavirus Taskforce

Amendment to Coronavirus (COVID-19) Travel Advisory #7, deleting Papua New Guinea from Part (5). Dated 7Aug2020.

The Coronavirus (COVID-19) Travel Advisory Issue #7, which came into effect on 24 July 2020, is amended by deleting Papua New Guinea from Part (5).

The travel advisory will be reviewed periodically.

On Behalf of the Department Of Judiciary (Secretariat)

Job Vacancy: Assistant Clerk of Court. Closes 26Aug2020.

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

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

PRIMARY PURPOSE OF POSITION:

The Assistant Clerk of Court will responsible to:

- Manage and assist the Clerk of Court for listing and hearings and assist the Registrar and the Deputy Registrar as when required
- Oversight file management and issuing of Court Orders
- Arrange for publication and distribution of Judgements
- Maintain case files, registers and record Judgements of Court
- Attend to inquiries from public through the Registry
- Assist in the preparation of records as directed by the immediate superior
- Assist in the preparations of returns/ statistics whenever required
- Answer queries both verbal and written and actioning the same as directed by the immediate superior
- Ensure the proper conduct of court sessions and assisting judicial officers in all aspects relating to court cases whenever required
- Prepare cause lists and cases for hearing, including notifications to parties concerned and the proper maintenance and updating of the court diaries

- Counter service for public and legal clientele
- Provide information, advice and professional assistance whenever required to the public and legal clientele
- Assist in any other court as and when required
- Any other Duties assigned by the immediate supervisor.

DUTIES & RESPONSIBILITIES:

- To manage and assist the clerk of court for listing and hearings and assist the Registrar and the Deputy Registrar as when required.
- Oversight file management and issuing of Court Orders
- Arrange for publication and distribution of Judgements
- Maintain case files, registers and record Judgements of Court
- Attend to inquiries from public through the Registry
- Assist in the preparation of records as directed by the immediate superior
- Assist in the preparations of returns/ statistics whenever required
- Answering queries both verbal and written and actioning the same as directed by the immediate superior
- Ensuring the proper conduct of court sessions and assisting judicial officers in all aspects relating to court cases whenever required
- Preparation of cause lists and cases for hearing, including notifications to parties concerned and the proper maintenance and updating of the court diaries.
- Counter service for public and legal clientele.
- Providing information, advice and professional assistance whenever required to the public and legal clientele
- Assist in any other court as and when required.
- Any other Duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum Year 12 education or other Relevant Law Qualifications, qualification as pleader would be added advantages as well.
- At least 1 year of experience and some knowledge about the justice system of Nauru or any common Law Jurisdiction.
- Good written communication skills with ability to produce documents to a high standard of presentation
- Good public relations and customer service skills
- Ability to communicate and interpret effectively in English and the Nauruan language
- Ability to plan, prioritize and co-ordinate, workload in order to meet conflicting deadlines
- Ability to work within a team environment
- Ability to work with minimum supervision
- Ability to exercise discretion and maintain confidentiality of case.

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, Wednesday 26th August, 2020.

Peta Gadabu
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Manager Recruitment & Employment Contracts
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On Behalf of the Department Of Home Affairs (Youth Affairs)

Job Vacancy: National Youth Coordinator (x1). Closes 26Aug2020.

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

SALARY RANGE: Band 7.1 - \$14,863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- To be responsible for administering and delivering programs for Youths in the Community. The Youth Coordinator will consult with and organisations that represent Youth to determine their needs and develop programs in response to those needs.
- To coordinate all efforts of Youths to the development of Youths and Nauru as a whole

DUTIES & RESPONSIBILITIES:

Main Duties:

- Assess the program requirements of the youth in the community
- Communicate with the Youth to determine their needs and interests
- Communicate with the organisations that represent youth to determine needs and interest of youth
- Strengthen and coordinate Nauru National Youth Council
- Supervise and lead activities for youth
- Encourage local youth to participate in regional and international programs
- Maintain contacts with local, regional and international organisations for youth
- Monitor the use of equipment and facility
- Provide monthly and yearly reports about youth programs and opportunities
- Perform other related duties as required
- Demonstrate experience in building and maintaining partnership across a broad range of sectors and stakeholders, both internal and external.
- Research funding sources and project requirements for youths entrepreneurship
- Prepare funding proposals
- Prepare a plan for youth activities
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Ensure program information is available
- Ensure youth that youth organisations are aware of available activities
- Encourage existing organisations to include youth
- Evaluate the effectiveness of programs
- Identify areas where new programs are needed
- Schedule activities, facilities and volunteers as required
- Coordinate a community relations campaign to promote youth programs
- Arrange for advertising of youth programs
- Prepare financial and program reports
- Record information on and prepare reports concerning youth programs, costs, number of participants and facility use.

Administrative:

- Developing and maintaining of Nauru National Youth Council
- Channels for youth to speak out about their concerns are promoted

- Raising awareness and promoting a pro-active approach to problem solving among young people while also providing information to guide interventions
- Technical assistance in employment generation for youth
- Address young people skills development
- More resources and technical assistance on training for employment, to build training capacity in education youth in life skills and preparation for employment
- Training provided by Youth Affairs or Vocational Trade on Careers advice and life skills training in schools strengthened Technical and Vocational Education.
- National Youth Policy being implemented; Knowledge in legislation, regulations, policies and procedures for program development and implementation
- Knowledge in legislation regulations, policies and procedures for involving youth in community programs
- Be honest and trustworthy
- Possess cultural awareness and sensitivity
- Be flexible
- Be respectful
- Demonstrate sound work ethic

KNOWLEDGE, SKILLS & EXPERIENCE:

- Certificate or Diploma on Management and administrative skills or any other Qualifications in related fields with a minimum of 2 years working experience preferred
- Office administration
- Ability to conduct and administer youth programs and activities
- Ability to work as part of a team
- Time management skills
- Good oral and written communication skills
- Effective verbal, presentation and listening communication skills
- Computer skills including word processing and spread sheet programs, and email at an advanced level
- Decision making skills
- Analytical and problem solving skills
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Team building skills.

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, Wednesday 26th August, 2020.

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On Behalf of the Department of Multicultural Affairs (Secretariat)

Job Vacancy: Clerical Officer (x1). Closes 26Aug2020.

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

SALARY RANGE: Special rate \$14,300 per annum

PRIMARY PURPOSE OF POSITION:

The Purpose of Clerical Officer (CO) is a centralised supportive administrative and clerical role. The CO is responsible for maintaining the departments master filing system. The position is based on an employment contact which shall be for an initial period of one year with the first six months that Year being probationary.

DUTIES & RESPONSIBILITIES:

- Answering and Directing Phone calls
- Responding to phone calls
- Taking and distributing messages
- Organising and scheduling appointment for the Director
- Organising and coordinating meetings for the Director
- Handling or forwarding inquiries and incoming requests from the Department's sections
- In consultation with the Director, reviewing files and records to answer general requests
- Checking and distributing documents and correspondence
- Receiving, sorting and distributing incoming/outgoing mail
- Maintaining the master filing system which includes collecting documents for filing from the various sites and sections
- Dealing with office requirements such as cleaning and maintenance
- Photocopying and scanning
- Responding to general inquiries through emails and forwarding outgoing documents for distribution
- Preparing documents
- Monitoring and ordering inventory for office supplies
- Implementing the compliance with the instructions of the Secretary for Multicultural Affairs

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Qualification – Year 12 School Leaver Graduation certificate (Must be Complete Yr 12 High School)
- Certificate in Clerical or Steno-Secretary
- Must have experience in the Clerical Field or Similar
- Effective communication skills, including problem solving skills and conflict resolution
- Ability to work in a team
- Attention to details
- Very organised
- Short hand skills- typing 100wpm and minute taking skills
- Must be at least 18 years
- Must be a Nauruan citizen
- Must be able to drive a motor vehicle and have a valid drivers' Licence

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On Behalf of the Department of Foreign Affairs and Trade/Government of Morocco

Scholarship opportunities, Morocco. Closes 20Aug2020.

The Government of Morocco is pleased to offer scholarship opportunities to study in Morocco for the academic year 2020/2021 in favour of successful candidates from Nauru.

The deadline for submission of all applications for the upcoming academic year has been set out for the 20th of August 2020, knowing that the beginning of the courses will take place (as fixed by the Moroccan Department of Higher Education) according to the following dates:

- September 15th, 2020: Beginning of the academic year for all French or Arabic taught courses:
- October 15th 2020: Beginning of upgrading skills program courses in French language (Only applicable to students from non-French speaking countries)

Due to the fact that French is the most frequent taught language in Moroccan universities offering degrees in economics, scientific and technical fields, successful candidates, with basic or no knowledge of French, will be enrolled in a one year upgrading skills program in French language at the International Language Centre in Rabat, which is run by the Moroccan Agency for International Cooperation (AMCI), prior to admission in the undergraduate program of their choice in Morocco.

Prior to arrival in Morocco, selected candidates must first obtain Moroccan visa (student visa) and provide the required medical certificate issued by the national public health authority or acute disease, or carrying a pandemic such as tuberculosis.

To further encourage Pacific Island States students who have completed their study in Morocco, they may apply for graduate programs to pursue their studies without scholarships. However, those students could possibly be granted a scholarship, if they are proposed by the authorities of their country in the initial shortlist of 10 candidates.

In this regard, the application form, the shortlist template of candidates to be completed by the esteemed competent authorities of Nauru as well as an informative note regarding the Moroccan offer of scholarships are enclosed, herewith, for ease of reference.

For additional information on the above and on higher education in Morocco, interested candidates are invited to visit the following websites: www.amci.ma, www.enssup.gov.ma and www.ofppt.ma.

Any change occurring to the 2020/2021 academic year calendar or any new measures or arrangements that would be taken in Morocco, in relation to the context of COVID-19 pandemic, will be duly notified.

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