

Daily Notices circulated by the Government Information Office

Wednesday, 8 April 2020

Contents:

- NUC: Easter business hours
 - MA: Job Vacancy: Human Resource Manager (x1). Closes 17Apr2020.
-

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

On Behalf of Nauru Utilities Corporation (NUC)

Easter business hours

NUC would like to inform the public that customer service office at the Civic Centre will be closed for business as stated below:

Friday, 10 April: 9am to 5pm (Good Friday)
Monday, 13 April: 9am to 5pm (Easter Monday)
Tuesday, 14 April: 9am to 5pm (Easter Tuesday)

The customer service office will resume normal business hours on Wednesday, 15 April, 9am to 5pm.

NUC Management would like to take this time to wish everyone a safe and happy Easter long weekend.

On Behalf of the Department of Multicultural Affairs (Secretariat)

Job Vacancy: Human Resource Manager (x1). Closes 17Apr2020.

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

Salary Range: Special Rate – \$21, 580 salary per annum

Primary Purpose of Position:

The position of Human Resource Manager (HRM) is a managerial role which deals with the issues of human resource with the department of Multicultural Affairs. The HRM ensures the proper implementation of the relevant human resource strategy and objectives. The position is based on an employment contract for an initial period of one year with first six months as probation.

Duties and Responsibilities:

- Promoting GON and department values and enabling success through job design, recruitment, performance management, training and development, employment cycle changes, talent management and facilities management services
- Being the point of contact for GON in relation to any human resource complaints or issues regarding DMA staff or RPC Settlement service provider staff in which DMA has an interest
- Developing HR planning strategies with other managers with consideration for immediate and long-term staff requirements
- Preparing job descriptions for all positions within the Department of Multicultural Affairs
- Evaluating and monitoring of staff performance and punctuality
- Maintaining staffing records in a proper and effective system

- Implementation and compliance with the instructions of the Secretary for Multicultural Affairs
- Coordinate with the Nauru Police Force (NPF) with the recruitment of Community Liaison Officers (CLO)
- Maintain staff records for CLOs in a proper and effective system
- Other tasks as instructed by the Secretary for Multicultural Affairs
- 40 hours of duty
- Extra hours if required

Knowledge, Skills and Experience:

- Minimum qualification – Year 12 school leaver graduation certificate; or
- Minimum qualification – Certificate IV in Office Management
- Preferred: Diploma in Management studies or equivalent
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive motor cycle vehicle and have valid driver license
- Must be computer literate
- Must have experience in the HR and logistic fields
- Effective communication skills, including problem solving skills and conflict resolution
- Ability to work in a team and lead others
- Attention to details
- Very organised
- Short hand skills – typing 100 wpm and minute taking skills
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to detail
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be willing and able to travel overseas for work purposes
- Must be sober habit, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

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 17 April 2020.**

Please submit your applications to the following addresses:

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

Clarissa Scotty
Contract Manager
Acting Manager Recruitment Selection & Monitoring
Human Resource & Labour
Chief Secretary Department
Email: clarissa.scotty@nauru.gov.nr

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: gio.nauru@gmail.com / naurugovinfo@gmail.com / www.naurugov.nr



Follow us on *The Government of the Republic of Nauru*