



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY
EXTRAORDINARY**

No. 56

25th April, 2014

Nauru

G. N. No. 281 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

POSITION	:	Director of Administration
SALARY LEVEL	:	8.1
RESPONSIBLE TO	:	Chief Secretary

Responsibilities/Duties:

- Develop and submit to the Chief Secretary the department's Annual Report within deadline
- Assist the Chief Secretary in the development of government policies as and when the Chief Secretary may direct in line with the NPS Act 1998
- Offer advice to other government departments in regards to GON public administration policies
- Conduct regular weekly meetings with all staff in your section. And coordinate monthly meetings with all sections within Chief Secretary department to address deficiencies'
- Preparation of Annual Operational Plan to be submitted in a timely fashion
- Preparation of Chief Secretary's department annual budget for new financial year
- Effective and efficient in the management of expat contracts, logistics and payment schedules
- Assess, monitor and advise officers as they perform their duties to ensure that the rules and regulations governing the Nauru Public Service policies and proper utilisation of facilities is adhered to;
- Effect payments for government billings (House rentals/electricity/water/security etc)
- Regularisation of Chief Secretary's official travel requirements
- Management of office requirements (stationary, office equipment's and cleaning materials etc)
- Work with senior local staff in the development of a strategic plan for the department.
- Other duties as directed by the Chief Secretary.
- Attend professional development programs locally and abroad that is relevant to work

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Selection Criteria and Professional Attributes

The following attributes are considered as essential for the role;

- * 5-10 years' experience in Public Administration, Management and Operations Planning
- * 5 years' experience in other senior management roles that include strategic planning, resource management or budgeting;
- * High level of professional experience and expertise and ability in the area(s) of professional specialization
- * Excellent intellectual, strategic and analytical ability
- * Formal qualifications from a reputable institution in the area Public Administration and Management

The following skills are considered as desirable for the role:

- Ability to communicate fluently in English (read, write and speak) and & have superior interpersonal, writing and oral briefing skills
- Possess very strong work ethics and values
- Computer literate (word, excel, power point etc) ability to multi-tasking
- Able to demonstrate high quality of Leadership and lead by example

Expressions of Interest

EOIs are invited from suitably qualified interested candidates for the position of Director Public Administration, department of the Chief Secretary. Terms and Conditions of Employment will be discussed during the interview with shortlisted candidates.

A detailed Curriculum Vitae comprising no more than 3 pages together with the name of 3 professional and character Referees should be sent to; **The Chief Secretary, Department of Chief Secretary, Government offices, Yaren; or the Director Public Administration Vacancy; C/- Ms Peta Gadabu, Director Human Resources & Labour; (Peta.Gadabu@naurugov.nr)**

Applications should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than **5.00pm Friday 30th April, 2014.**

DATED this 24th day of April, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY
