



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

No. 106

26th April, 2022

Nauru

G.N.No. 481/2022

APPOINTMENT OF DEPUTY CHIEF EXECUTIVE OFFICER FOR NAURU SHIPPING LINE (NSL)

It is notified for general information that Cabinet on Monday, 11th April, 2022 has approved to appoint Mr. Nigel Kumar as Deputy Chief Executive Officer (DCEO) for Nauru Shipping Line (NSL) with immediate effect.

Dated this 11th day of April, 2022.

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N.No. 482/2022

Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 01/2022

Human Resource & Administration Manager

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Human Resource & Administration Manager (HRAM).

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD21,837.00 / 12.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The primary responsibilities are to manage human resource & administration support services for the efficient service delivery of the office. The role is pivotal to an organization’s ability to run smoothly and without interruption.

- General administration support services in all human resource functions and runs the whole human resource section, office management, facilities management and policy guidance support. The main objective is to ensure all the organization’s administrative tasks are performed correctly and on time. Administers the human resource management regulations and manual, and other obligations under the finance rules. Observe & participate in occupational health & safety standards.
- Oversees the entire recruitment & selection process at a timely manner. Coordinate recruitment tasks as may either be outsourced to a recruitment agency or handled in-house, as well as retains the overall responsibility for ensuring suitable candidates are placed in the right jobs within the agreed-upon timelines.
- To manage the timesheet and payroll function to ensure it is consistent, accurate and delivered on time. To ensure to check the process regularly for any recurring or systemic issues and ensure rectified before the next run.
- Ensuring all employees are fully inducted on all policies and procedures required for the organization by law. Ensuring to periodically check for legislative changes, new trends and recommend new policies. Responsible for taking appropriate action when policies or procedures breached.
- Conducting various employee relations programs that is contented, productive, and successful to meet the organizational goals of the office. These include, promotions, transfers, probationary periods, performance reviews, disciplinary procedures, and employee representative discussions or negotiations. Represents senior management and the interests of the organization in all such matters but must ensure that the employees’ voice heard fairly and equitably.
- To ensure that the organization has enough supplies to continue running without interruption and manage the supply chain throughout the organization and ensures that requisitions are processed, suppliers managed, and necessities supplied correctly.
- Leads and manages the HR and administration teams and stimulates their continuous improvement and provide staff professional capacity development support throughout a diverse team across many disciplines.
- Provide reports and perform any tasks whenever required by the legislative authority.

G.N.No. 482/2022 (Cont'd)

Eligibility Requirements:

- Minimum qualification diploma of office administration or human resource management or relevant field
- Minimum 3 years work experience in HR & Admin management or similar role
- Demonstrated knowledge on familiarity with Human Resources Information Systems (HRIS)
- Demonstrated knowledge of parliamentary employment and procedure regulations
- Demonstrated and experienced in all human resource and administration disciplines
- Demonstrated excellent generalist managers and leaders skills
- Demonstrated analytical and attentive to details with numeracy skills
- Demonstrated planning and organizational skills
- Demonstrated excellent verbal and written communication skills
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Mr. Livingstone Hiram Deputy Clerk of Parliament Parliament House Republic of Nauru Contact no. (674) 557 3509	Email: livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com
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G.N.No. 483/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 02/2022
Finance Manager

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Finance Manager.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD21,837.00 / 12.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The primary responsibilities is to manage the day-to-day financial operations such as payroll, invoicing, and other transactions for the efficient service delivery of the office and for the purpose of accountability. The role is pivotal to an organization's ability to run smoothly and without interruption.

G.N.No. 483/2022 (Cont'd)

- The overall responsibility for ensuring that accounting & internal related financial controls complied under the Financial Instruction manual, and the related legislations and regulations. Observe and participate in occupational health & safety standards.
- Oversees, prepares & manages the entire Parliament Annual budget and fund administration by ensuring expenditures are within allocated provisions and revenue management, adjusting fund provision to meet committed and unforeseen expenses through established financial processes. Present financial reports and budget proposals to Executive Committee and House Committees in formal meetings.
- To manage the payroll function to ensure it is consistent, accurate and delivered on time. To ensure to check the process regularly for any recurring or systemic issues and ensure rectified before the next run.
- Ensuring all financial obligations are complied with the Finance Rules 2021 and the related Government financial legal requirements under the relevant statutes. Ensuring to periodically check for legislative changes, new trends and recommend new policies. Responsible for taking appropriate action when policies or procedures breached.
- Responsible for the operating bank accounts, review financial transaction in tracking bank deposits and payments, monthly bank reconciliation, quarterly forecasting and daily cash flow management, and payment management. Provide budget tracking updates and quarterly budget performance reports in meeting the annual operational plans and work priorities for the financial year.
- Responsible for the updated databases on inventory purchases, storage, logistics & procurement supply to reduce the risk of stock becoming obsolete, damaged or depleted and or for replenishment purposes. To supervise the disposal of assets through generation of reports from Finance Management Information system or conforming to the asset and audit legal requirements as specified under the law.
- Leads and manages the finance teams and stimulates their continuous improvement and provide staff professional capacity development support throughout a diverse team across many disciplines.
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification diploma of finance or business administration or relevant field
- Minimum 3 years work experience in financial management or similar role
- Demonstrated knowledge on familiarity with Finance Management Information Systems (FMIS)
- Demonstrated knowledge of parliamentary financial procedure and regulations
- Demonstrated experienced in all financial matters and administration disciplines
- Demonstrated excellent leadership & management skills
- Demonstrated analytical and attentive to details with numeracy skills
- Demonstrated planning and organizational skills
- Demonstrated excellent verbal and written communication skills
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 484/2022

Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 03/2022

Senior Human Resource & Administration Officer

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Senior Human Resource & Administration Officer.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,983.00 / 5.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the Human Resource & Administration Manager (HRAM). The primary responsibilities is to assist the Manager in managing human resources and the day to day activities of the Office in maintaining the establishment list, housekeeping matters, internal controls and provide general administration support services.

- General responsibilities involves maintaining physical and digital employee records management, updating internal databases on staff establishment & movement, facilities management, asset control management, courier services, and assisting HRAM on planning, organization of official travel booking arrangements, staff performance appraisal databases, compiling information for report presentations, etc. Observe and participate in occupational health & safety standards.
- Recruitment activities involving updating applicant databases and talent pool. Distributing job vacancy notices to relevant government & private advertising agencies. Scheduling job interviews and contact candidates as needed. Assisting HRAM on conference bookings for recruitment & selection activities. Assisting HRAM on staff induction and oath administration.
- Asset management by implementing the control and monitoring systems of ensuring all assets are within its lifespan usage and if exceeds prepare recommendation for replacement, sales or tender. To closely monitor and update the asset register with the Asset Control.
- Timesheet and payroll management by gathering payroll data like bank accounts and working days, etc. Preparing of salary variations and updating staff benefits and entitlements, etc. Attending employee wages complaints for rectification and prepare recommendation report for a best solution outcome to the HRAM.
- Provide written reports and perform any other tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification certificate of office administration or human resource management or relevant field
- Minimum 2 years work experience in HR & Admin or similar role
- Demonstrated knowledge on Human Resources Information Systems (HRIS)
- Demonstrated knowledge of parliamentary employment and procedure regulations
- Demonstrated experience in using spreadsheets and electronic data collecting, sorting, metrics system administration
- Demonstrated planning and organizational skills

G.N.No. 484/2022 (Cont'd)

- Demonstrated good verbal and written communication skills
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 485/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 04/2022
Communication Officer

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Communication Officer.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,983.00 / 5.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that 'any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered'.

Primary Responsibilities:

The position reports to the head of legislation division. The primary responsibilities is to administer digital communication software program (FTR – For The Record) and technologies, maintenance management, preparing reports and other associated work related duties under special donor projects.

- Observe and participate in the Occupational Health and Safety procedures. General responsibilities involves recording all parliament sittings for official reporting purposes using the FTR program to create tracking timeslots for each speakers as per the parliamentary procedures and proceedings. Ensure FTR program is functional for smooth coverage of every Parliament sittings and all digital communications and technologies are functional and operational throughout the workplace.
- Ensure to check microphone systems, audio recordings, transmission relays, FTR program, wireless router, radio and television are in good working order in the Parliament chamber at least 24-48 hours prior to the scheduled Parliament Sitting.

G.N.No. 485/2022 (Cont'd)

- Implement new digital communications under special donor projects in extended work services covering websites & applications, intranet, video conferencing software, computer networking and servers, telephone landlines, social media, television, digital radio, streaming live media, digital media, digital publishing, digital documents, digital advertising, or print media.
- Develop and maintain relationships with journalists and media outlets locally on usage of audio and video recording facility to minimize noise cancellation while parliament in session, and the general standard office decorum to be appropriately dressed, and always on standby at all times to attend any technical glitches, etc.
- Develop repairs and maintenance schedule for each digital communications and technologies and attend to job request for maintenance and upgrade as well as provide cyber or digital communication etiquettes to key internal relations for security and safety purposes.
- Assist in disseminating or distributing Private Member's surface mails or Parliament Sitting notices, securing the car park for Member's parking on any Parliament Sitting day and provide orientation, mentoring and coaching support to Hansard team on new digital technologies, FTR program, etc.
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school diploma or related field in ICT or digital communications programs
- Minimum of three (3) years of work experience in digital communications or related field
- Demonstrated solid knowledge of office administration procedures, networking systems, programming, etc
- Demonstrated knowledge on range of digital communications and its usage and maintenance for upgrade, security & safety, etc.
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication skills
- Demonstrated ability to establish and maintain effective relationships with Parliamentarians, government officials, professional personnel and other stakeholders
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 486/2022

Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 05/2022

Procurement Officer

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Procurement Officer.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the Finance Manager under the Corporate division. The primary responsibilities are assessing products, services and suppliers and negotiating contracts necessary for the smooth running of the office through product production and delivery. Also ensures that approved purchases are of sufficient quality and are cost-efficient.

Procurement:

- Manage all aspects of requisitions for quotes (RFQ) process, competitive bidding, negotiation, and awarding of contracts to vendors through planning, researching and evaluating supplier’s offer.
- Manage the contract relationship between suppliers and the office on sustainability ethical purchasing standards and costings to determine procurement needs, quality and delivery requirements.
- Responsible for placement and tracking orders, review quality brand purchased products, enter order details (vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices, including cost analysis.
- Monitor stock levels and replenished stock orders in alignment to the organizational needs and procurement plan and regulations.
- Coordinate with seaport freight agencies to ensure proper storage of goods obtained and attend any trade shows and exhibitions to stay up to date with the industry trends.

Logistics & administration:

- Liaises with government authorities and private businesses to provide logistical support in coordinating deliveries of supplies, and in obtaining customs clearance for imported goods.
- Prepares documentation and draft correspondences for duty and tax exemption certificates and ensures timely submissions to the relevant government authorities for smooth release of items.
- Process applications of renewal of visitor access to airports, seaports for collection of cargoes and packages on behalf of the office.
- Carry out periodic controls to ensure that the filing systems are properly used and that documents being regularly filed and easily accessible.
- Implement and administer duties according to the procurement policy and monitor new legislation changes for updates and readjustment on processes where applicable.

G.N.No. 486/2022 (Cont'd)

- Observe and participate in occupational health and safety procedures. Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in logistics & procurement
- Minimum of three (3) years of work experience in logistics & procurement
- Demonstrated solid knowledge of office procurement processes, policy and systems
- Demonstrated proficient computing skills
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant suppliers, freight agencies, government officials, and other stakeholders
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 487/2022

Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 05/2022

Asset Controller

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Asset Controller.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that 'any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered'.

G.N.No. 487/2022 (Cont'd)

Primary Responsibilities:

The position reports to the HR & Admin Manager under the Corporate division. The primary responsibilities is to co-ordinate, develop, maintain, control and monitor assets in accordance with laws and regulations. Managing & controlling sales & assets in the aspect of digital technologies, vehicle fleet, building maintenance, office furniture and equipment, uniforms, and sundry stored items.

- Observe and participates in occupational health and safety procedures.
- Develop and oversee the implementation of the asset management system as outlined under Financial manual, including the establishment of asset inventory registry.
- Develop and maintain the strategic and annual asset management in alignment to budget plans.
- Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations.
- Develop asset needs assessment, acquisition management, operational and disposal plans.
- Execute and monitor implementation of the asset acquisition, maintenance and disposal plans.
- Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register
- Verify the spatial plans to the physical asset and update with changes, for example, renewals and enhancements.
- Develop, implement and manage mechanisms to safeguard assets.
- Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolved uncleared items.
- Manage valuations for immovable assets and update the asset register.
- Establish and execute a performance measurement system to evaluate the effective utilization of assets.
- Utilize the database spreadsheet, FMIS program to capture accounting transactions, control of the ledger, perform financial administration checks for consistencies.
- Utilize the database spreadsheet, FMIS program for provisioning, procurement, stock control and reporting.
- Utilize the database spreadsheet, FMIS program for monitoring and reporting of revenue, expenditure, assets and liabilities.
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in asset control and management
- Minimum of three (3) years of work experience in sales & asset related field
- Demonstrated solid knowledge of asset management & control processes, policy and systems
- Demonstrated proficient computing skills and special software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

G.N.No. 487/2022 (Cont'd)

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 488/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 07/2022
Handyman

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Handyman.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the HR & Admin Manager under the Corporate division. The primary responsibilities is to maintain the parliament building to meet the standards of occupational health & safety requirements. A multi-skilled or semiskilled tradesman that helps repairs and maintenance of the Parliament building such as general maintenance, basic plumbing and electrical work, carpentry & joinery, renovations, landscaping, repair of walkways and exteriors, yard care, testing and maintenance of air-conditioning systems, monitoring inventory and ordering supplies, and any other assigned tasks. Other duties include preparing job card reports and recommendations.

- Observe and participate in the Occupational Health and Safety procedures.
- Implement job card request system that will enable to capture work been carried out.
- Attend job requests as required for maintenance and repairs of the Parliament building in particular-
 - Changing light bulbs or wiring repairs for wall mounted power points, light switch, installation of doorknobs, etc
 - Repairing cracks in sidewalks or driveways, and repainting jobs within the premises such as parking signs, etc.
 - Performing basic repairs or removing furnace, air conditioning, and or plumbing
 - Complete repairs that may not require a specialized tradesperson or technician
 - Complete simple projects such as tiling or other flooring replacement

G.N.No. 488/2022 (Cont'd)

- Maintain the exterior of the Parliament building to be securely guarded with the required protective building materials
- Clean out rain gutters and remove fallen branches or other parts of the landscaping grounds
- Maintain aspects of air-conditioning units by changing filters and performing routine maintenance and inspection
- Participate and contribute to the effective and efficient operations of the Office.
- Drafting floor plans, and the associated building plan requirements to update records on any new office modifications.
- In close coordination with the engaged Construction Contractors, Maintenance Service Providers on recommended major renovations and repair works on property assets.
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in tradesman workmanship or semi-skilled tradesman
- Minimum of three (3) years of work experience in building construction & maintenance
- Demonstrated solid knowledge of building maintenance processes, policy and systems
- Demonstrated proficient computing skills and software programs for drafting floor plans
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 08/2022

Executive Secretary to Private Members

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Executive Secretary to Private Members.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the HR & Admin Manager under the Corporate division. The Executive Secretary is responsible in executing secretarial duties and office administration to the Private Members or the Members of Parliament.

- Observe and participate in the occupational health & safety procedures;
- Drafting letters and executing directions of the Private Members;
- Maintain frontline management and customer relation support
- Maintain and compose appointment schedules for the Private Members
- Maintain office supplies and replenishments for continuous operational support services
- Maintain filing systems and records management for easy retrieval of information
- Maintain internal relations with housekeeping and maintenance of the Office before Parliament Sittings
- Assist in the travel and booking arrangements for the Private Members & Parliamentarians
- Assist visitors on office location for Private Members and provide briefing on visitation etiquette and appointment schedules
- Assist in research, sourcing, gathering and compiling information on Parliamentarian bio-data updates and other work related matters
- Ensure visiting dignitaries, members of parliament, the general public are treated with the standard work protocols in the workplace
- Ensure that all matters are brought to the attention of the Clerk and Private Members for clearance and clarifications of matters before executing the tasks at hand
- Ensure that internet wireless or cabling networks are operational and report any defects for repairs or payment requirements
- Ensure that working tools are in good working order particularly any kitchen appliances, photocopier, printers, scanners or report any defects for repairs and maintenance
- Answer general enquiries through digital communication, email correspondences, official notices
- Receives documents, mails for the endorsement or attention of the Private Members
- Perform official errands for the Private Members on letter deliveries, etc.
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Provide written reports and perform any tasks when required by the competent authority.

G.N.No. 489/2022 (Cont'd)

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in office administration
- Minimum of three (3) years of work experience in secretarial duties
- Demonstrated solid knowledge of frontline management and office administration
- Demonstrated proficient computing skills and software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 490/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 09/2022
Account Officer

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Account Officer.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that 'any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered'.

Primary Responsibilities:

The position reports to the Finance Manager under the Corporate division. The primary responsibilities is to maintain financial bookkeeping and records of the Office according to the Financial manual and the relevant laws and regulations.

G.N.No. 490/2022 (Cont'd)

- Observe and participate in occupational health & safety procedures
- Maintain physical and electronic database records in all finance matters, specifically on Finance Management Information system (FMIS)
- Maintain financial records and bookkeeping records for reporting purposes and budget performance review
- Handling accounts payable and receivable; checking invoices and resolving accounts to the general ledger
- Creating, processing invoices, cross-checking invoices with payments and expenses to ensure accuracy, records payments, and track expenses of the Office.
- Create and monitor internal auditing procedures and to solve problem when accounting numbers are not in sync
- Contacting clients about transactions and invoices, billing and payments
- Sends bills to customers; processes refunds; interacts with collection agencies on past-due accounts; and, works to resolve billing disputes
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in finance accounting
- Minimum of three (3) years of work experience in accounting roles
- Demonstrated solid knowledge of finance accounting processes, policy and systems
- Demonstrated proficient computing skills and software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Attention to detail is paramount
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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Parliamentary Services (Employment & Procedure) Regulations 2021

Section 15

Vacancy Notice no. 10/2022

Data Collection Officer

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Data Collection Officer.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the HR & Admin Manager under the Corporate division. The primary responsibilities is data collection where information obtained directly from the source for performance and analysis. To ensure that appropriate and accurate data is collected for operational and contractual purposes, through the effective organization of data collection projects and activities. Data studies help Politicians and Executives makes decision about new project proposals or programs to fund and which sectors of a business need expanding or improving.

- Assemble a quantitative database from subject information as directed by the Parliamentary Committees and the Office.
- Involves entering a large statistical information for a set demographic and population
- Obtain copies of internal records and documents for identification of various issues to help paint a larger picture and suggest conclusions about addressing the issues
- Document ongoing experiment results or ask specific survey questions through handouts or over the phone
- The parameters of data collection are very specific and you need to take care not to deviate from them
- Ensure raw data is accurate before you document it
- To liaise with the Snr HR Admin Officer, HRAM, Asst. Clerk/Corporate regarding information gathered and updated.
- Should avoid falsifying data and report anyone who engages in this practice.
- Collecting and updating existing data on corporate services activities
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in office administration & data collecting
- Minimum of three (3) years of work experience in administration field
- Demonstrated solid knowledge of data collection processes, policy and systems
- Demonstrated proficient computing skills and software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations

G.N.No. 491/2022 (Cont'd)

- Maintain focus and avoid emotional or environmental distractions when completing duties
- Attention to detail, as a missed keystroke can skew the results of an entire study
- Must be reliable and honest and taking care to share sensitive information that comes from your hand and into the database
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 492/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 011/2022
Hansard Reporter

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the position of Hansard Reporter.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD12,248.00 / 4.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the Hansard Manager under the Legislation division. The primary responsibilities is to undertake a range of activities associated with the recording, editing and production of transcripts of Parliamentary proceedings and debates. The position emphasizes reporting expertise resulting in accurate and efficient transcription and production of transcript.

- Observe and participate the Occupational Health and Safety procedures
- Transcribing recorded audio or visual information onto Microsoft Word application
- Ensuring accuracy is embedded in the transcribing process for consistency

G.N.No. 492/2022 (Cont'd)

- Using the research skills necessary to quickly obtain information to clarify meaning and confirm reports
- Acquiring knowledge of legislative procedures, standing and sessional orders and parliamentary procedures
- Posting computed draft transcript reports on the department's computer network for final editing by Hansard Editors
- Contribute to the effective and efficient operations of the Hansard Division by:
 - Undertaking training in new technologies and software programs
 - Contributing to an effective team by the application of high levels of interpersonal skills
 - Providing input to the division's management and decision making processes as requested
 - Fostering trust and cooperation
 - Maintaining a routine of self-development in skills and development
 - Ensuring maintenance and upkeep of digital communication technology and workstations are in good working order
 - Maintain and update electronic hansard database records for official reporting purposes
- Provide written reports and perform any tasks when required by the competent authority.

Eligibility Requirements:

- Minimum qualification in high school certificate or related field computing or general office administration
- Minimum of three (3) years of work experience
- Demonstrated high level of keyboarding/word processing competency
- Demonstrated ability to transcribe and edit to a specific standard in an efficient manner using relevant technology
- Demonstrated high level of knowledge in English grammar, syntax and usage
- Demonstrated excellent translation skills from Nauruan to English
- Demonstrated knowledge of Westminster style of parliamentary practices as adopted by the Parliament of Nauru
- Demonstrated proficient computing skills and software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Attention to detail with good hearing and eyesight
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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G.N.No. 493/2022

Parliamentary Services (Employment & Procedure) Regulations 2021
Section 15
Vacancy Notice no. 012/2022
Security Guard x 2

Pursuant to section 15 of the Parliamentary Services (Employment & Procedure) Regulations 2021, the Republic of Nauru Office of Parliamentary Services invites application from interested persons for the positions of two (2) Security Guard.

Closing date of applications: Tuesday 3rd May, 2022, 1700hrs.

Remuneration Package:

Annual salary / band level – AUD10,501.00 / 2.1. The remuneration package includes leave entitlement benefits and membership under the Superannuation Scheme.

Special condition: The position is subject to the conditions applying under the Parliamentary Services (Employment & Procedure) Regulation 2021. The appointee will be required to work extended hours to meet the exigencies of the Parliament. The key challenge in this role is that ‘any person who is, or is seen to be active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered’.

Primary Responsibilities:

The position reports to the HR & Admin Manager under the Corporate division. The primary responsibilities is to provide security and guarding of the internal precinct of the Parliament building. It requires the occupant to guard, patrol and monitor premises to prevent theft, violence or infraction of rules. Maintain security and respond to alarms and calls of distress. Other duties include preparing written daily reports and other work-related duties as assigned from the competent authority.

- Observing and participate in occupational health and safety procedures
- Patrol internal premises of the Parliament building and detect signs of intrusion, break-ins, unauthorized entries, violent behaviours and misconduct, natural disaster warnings, and evacuation settings
- Communicate or sound alarm proceedings and attend investigative disturbance
- Monitor and authorize entrance and departure of employees, visitors and guests
- Ensure security of doors, windows and any point of entry to be firmly secured before closing time of a working day
- Call police, health, or fire department in cases of emergency for assistance
- Communicate to employees, visitors and guests on property preservation, safety and protection and emergency procedures
- Answer telephone calls to take messages, answer questions and provide information during business hours.
- Warn persons of rule infractions or violations and apprehend or evict violators from premises using force when necessary
- Secure the parking lot every Parliament sitting for Parliamentary Members & staff only
- Report any violation of rules to the Team Leader for further disciplinary or investigative actions
- Conduct emergency drills whenever required or at times when the premises and human life is being jeopardize
- Write daily reports on patrolling activities and any other detected signs of disasters, disturbances, and distress calls
- Provide written reports and perform any tasks when required by the competent authority.

G.N.No. 493/2022 (Cont'd)

Eligibility Requirements:

- Minimum qualification in high school certificate or related field in security and guarding
- Minimum of two (2) years of work experience
- Demonstrated solid knowledge of security and guarding processes, policy and systems
- Demonstrated proficient computing skills and software programs
- Demonstrated planning and organizational skills with problem solving attitude
- Demonstrated excellent verbal and written communication and negotiating skills
- Demonstrated ability to multitasking, prioritize, and manage time efficiently
- Demonstrated ability to establish and maintain effective relationships with relevant internal key relations
- Attentive to details, physically and medically fit
- Valid driver's licence or passport

How to apply:

Applications must be electronically word processed attached with an application covering letter, Form 1 – Application of employment with the supporting references, certificates, etc addressed to Ms. Ann Marie Cain, Clerk of Parliament to the following contact details:

Address: Ms. Ann Marie Cain Clerk of Parliament Parliament House Yaren District Republic of Nauru	Email: uriah.hiram@gmail.com livihiram@gmail.com harrismarolyn@gmail.com amarie.cain@gmail.com Contact no. (674) 557 3509
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