

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Fire & Rescue Services)

POSITION : Fireman
No OF POSITION : Six (6)
SALARY RANGE : Band 5 - \$7,063 per annum

POSITION OBJECTIVE:

Provide and maintain a high standard of response to emergency incidents whether Aviation or Structural fires and assist in the delivery of fire safety programs in the community.

PRIMARY DUTIES:

- Work as a member of a team which responds to any emergency incidents;
- Provide basic life support (first aid and enhanced rescue services);
- Operate and use emergency response vehicle and equipment in a safe and effective manner;
- Undertake maintenance and testing duties to ensure the upkeep of fire service equipment and property;
- Acquire and maintain competencies and pursue opportunities for self-development through participation in learning and developing activities;
- Promote Aviation/Community awareness in fire safety and fire prevention through participation in the inspection of property, buildings, emergency response equipment and community education program;
- Assist with the development of pre-incident plans;
- Provide accurate information in reports and statistical data including the use of computer system as required.

SAFETY

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that rescue & firefighting may have upon the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any fire and safety procedures, instructions or training that has been given.

ESSENTIAL

- Candidates must be a Nauruan
- Minimum of year 10 education level
- Have good oral and written English communication
- Physically and mentally fit
- Punctual, Proactive and able to work irregular hours

DESIRABLE

- Possess a valid driver's license

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Secretary for Corporate Services no later than **5pm, Friday 8 December, 2017.**

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Lifeguards)

POSITION : Administrative Officer
No OF POSITION : One (1)
SALARY RANGE : Band 6 - \$8,078 per annum

PRIMARY PURPOSE OF POSITION

The purpose of the role is to provide the Administrator for the Nauru Lifeguard Service ensuring the Administration in maintaining record management and other related matters.

DUTIES & RESPONSIBILITIES:

The main responsibility of this position includes;

- Submission of signed times sheets;
- Submission of an accurate payroll summary for each reporting period;
- Receipts of funds from the Nauru Government and distribution of funds to employees with consideration of timeliness, accuracy and security;
- To assist employees with their relevant travel arrangements;
- To maintain the Nauru lifeguard payroll and its relevant variation processes;
- To assist other related matters directed by the project coordinator;
- To obtain quotations for Nauru lifeguard orders.

QUALIFICATIONS & EXPERIENCES:

The Administrator shall have the following qualifications, experience, knowledge, skills, attributes;

- Have well developed written and oral presentation skills;
- Have knowledge and experience in operating a computer MS Office Software applications in particular MS Word and MS Excel;
- Demonstrate commitment to the role;
- Ability to be part of a team;
- Ability to work flexible hours, including weekends and public holidays;
- Have knowledge of relevant Administrative procedures;
- Must have the ability to work diligently without constant supervision;
- Have knowledge to use FMIS processing PVs.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Secretary for Corporate Services no later than **5pm, Friday 8 December, 2017**.