



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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21st May, 2021

Nauru

G.N.No. 331/2021

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 WOMEN'S AND SOCIAL DEVELOPMENT AFFAIRS
(Women's Affairs)

POSITION : Project Officer (Empowerment of Women)
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The primary purpose is the Planning and delivering on projects and activities to ensure the Women's Affairs Department achieves the strategic directions as set out in Annual Operating Plan.

- Managing allocated projects, programs and activities within time, cost and quality parameters.
- Coordinate information management requirements for activities and programs
- Provide input into assigned strategies, policies and plans; including meetings in relation to women and girls
- Assist the Women's Affairs Department in the delivery of its mandate

The Project Officer is expected to understand the Department of Women's and Social Development Affairs organizational strategy, policies and programme approach; understand the intersections among gender inequality and poor outcomes for women and girls and understand how the women and girls fit into Department's approach.

The successful applicant will analyse and assess trends and provide substantive inputs to project formulation, implementation and evaluation, joint initiatives and national development frameworks. She/he will also guide and facilitate the delivery of the Women's programmes on gender equality and GBV in harmful practices issues by monitoring results achieved during implementation.

DUTIES & RESPONSIBILITIES:

- In collaboration with Government counterparts, state owned enterprises, districts, communities, faith based organisations, women's groups, and young people, prepare and formulate documents required for quality programmes implementation, for women and girls.
- Review, monitor and propose work output for the Director, Women's Affairs
- Be pro-active in canvassing suggestions for issues which can be fruitfully addressed in Policy Dialogue and bring these to the attention of the Director, Women's Affairs
- Prepare invitation letters and TOR for Women's Affairs Department meetings and discussions, and ensure they are provided with the necessary background documents and understand the unconventional rules-of-engagement

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- Ensure that the AOP and NSDS work plan progress reports are submitted in good quality and in timely manner to Director of Women's Affairs
- In close consultation with the Director, Women's Affairs assisting in identifying the needs and sources for technical assistance and facilitating the provision of support both nationally and regionally.
- Support the Director, Women's Affairs in the delivery of the Department mandate
- Ensure smooth communications between the Director and stakeholders in the progress of programme implementation and facilitate regular discussions to up-date current situations for women and girls in Nauru

KNOWLEDGE, SKILLS & EXPERIENCES:

- No qualification essential
- 2 years work experience in a similar or related field
- Exemplify integrity
- Demonstrating commitment
- Embracing cultural diversity
- Embracing change Core Competencies
- Achieving results
- Being accountable
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact
- Advocacy/Advancing a policy-oriented agenda
- Leveraging the resources of national government and partners/building strategic alliances and partnerships
- Delivering result-based programmes
- Internal and external communication and advocacy for results mobilization

Applications should be submitted to the 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 28th May, 2021.**

DATED this 19th day of May, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY