



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

No. 53

11<sup>th</sup> February, 2025

Nauru

G.N.No.132/2025

**PUBLIC SERVICE ACT 2016  
VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

**POSITION** : Director of Human Resource for Health  
**SALARY** : Band 12.1 - \$24,075 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy.
- Recruits, interviews, hire, and train new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy

**DUTIES/RESPONSIBILITIES:**

- Collaborates with senior leadership to understand the organizations goals & strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance & talent management; productivity, recognition, and morals; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Responsible for contracts for local and expatriate staff or locum consultants.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.
- Supports management by providing human resources direction, advice, and counsel.
- Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources within a large multi-national organization
- Understanding of cultural norms, traditions, and working with diverse teams
- Guides management and employee actions by developing HR guidelines, communicating the guidelines and enforcing organization values.

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- Leads company's compliance with all existing governmental and labor legal requirement including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA)
- Maintains minimal company exposure to lawsuits
- Ability to work closely with international counterparts to limit workplace issues due to the multicultural nature of our business.
- Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines.
- Maintains company organization charts and employee directory.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree or Ph.D. preferred.
- SHRM-CP or SHRM-SCP highly preferred or reputable HRM organization
- At seven (7) years of human resource management experience required with Bachelors
- Five years' (5) experience required with Master's Degree
- Three (3) years of work experience with Ph.D.

Expression of interest letters must be electronically word processed and should state - full name, contact details (email, phone and address), and attached with curriculum vitae, copy of qualifications, supporting references and any other relevant attachments.

Interested persons may collect job application forms at Chief Secretary Department, Human Resource Section Government Office, Yaren. Please submit your applications to the following addresses, no later than **5:00pm Wednesday, 19<sup>th</sup> February, 2025.**

DATED this 07<sup>th</sup> day of February, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**