**Nauru Utilities Corporation would like to invite applicants from without and within the Corporation to the following vacancy:**

**Vacancy:** **SAFETY & SECURITY OFFICER x 2**

**Department: Safety & Security**

**Reports to:** Safety & Security Manager

**Duties and Responsibilities:**

1. Collaborate with Safety and Security Manager to prepare, implement safety and security policies and procedure
2. Coordinates the Safety and Security Programme to promote and ensure safe working environment.
3. Submits recommendations for improvements and additions to the Safety Program including Emergency Preparedness, Accident Prevention, General Safety and Risk Management
4. Patrolling and identifies opportunities to minimize Workplace Injuries, Accidents and Health Problems
5. Patrolling premises, surrounding, property and monitoring security provider (Contractors)
6. Incident Reporting and Investigating
7. Abe to work outside normal working hours when required

**Qualification:** School Leaver’s Certificate or higher. Year 10 – 12

 other relevant qualification

**Skills**: Good Communication and Report Writing Skills, Computer Literate, Problem Solving; Basic Understanding of Safety and Security Policies and Procedures

*Application forms are available at the NUC HR Administration office or you may submit applications in a letter form with CV, Contact details, reference letters, and any other relevant documents.*

**Closing date: 17th November, 2021, no later than 5pm**