



## **Parties to the Nauru Agreement**

**PNA Office - P.O. Box 3992**

**Majuro, Marshall Islands (MH) 96960**

**Phone: (692) 625-7626/7627**

### **CORPORATE SERVICES MANAGER**

The Parties to the Nauru Agreement Office (PNAO) is seeking to hire a Corporate Services Manager (CSM) to ensure efficient and effective delivery of corporate services (human resources, administration, corporate affairs, and office management).

#### **Responsibilities include:**

- Ensure efficient day to day operations and administration of the office, including managing human resources, facilities, equipment, travel, and related documentation and records management system.
- Liaise with Government authorities and other organizations to support the efficient operation of PNAO.
- Provide applicable recommendations to ensure policies and regulations are up to date and are in line with Marshall Island's laws.
- Implement human resource regulations and policies including workplace safety and planning, and emergency disaster recovery plan.
- Report to meetings of the Parties on Corporate Services related matters
- Attend to general corporate services inquiries to the CEO from Parties.

#### **Essential Requirements**

- Relevant diploma or degree related to post, or equivalent skills and experience.
- High level experience in office management, human resources management, and corporate services provisions.
- Demonstrated exposure to a wide range of corporate services provisions with required computer and communications skills to successfully manage human resources and office facilities.
- Demonstrated focus on customer service, interpersonal skills and ability to work within the Pacific Islands context.
- A proven self-motivated team member with a track record of honesty and integrity.

(Detailed job description is available on the PNA website: [www.pnatuna.com](http://www.pnatuna.com) )

The successful applicant will be offered a three-year contract with a comprehensive remuneration package with the possibility of extension.

The position is open to anyone, but preference is given to PNA nationals.

#### **Apply now**

To apply, please submit a letter of interest to the CEO, a brief CV and 2 reference letters to [jobs@pnatuna.com](mailto:jobs@pnatuna.com). All applications must be submitted electronically. Manual applications will not be accepted. Closing date to submit applications will be Friday, December 9, 2022.