**Nauru Utilities Corporation would like to invite suitable applicants for the following vacancy:**

**Vacancy:** **WATER DATA OFFICER x 1**

**Department:** Water Production

**Reports to:** General Manager Water Operations

**Salary Grade/Rate:** 13.1 $12, 248.00 - $12, 860.00

**Responsibilities & Accountabilities**:

1. Day to Day data collection and ensure date entry are made on time and accurately
2. Handle customer enquiries and complaints in a professional manner and ensure feedback is reported to the appropriate person
3. Compilation of reports and producing water Monthly reports
4. Ensure all work areas are maintained in a clean, safe and orderly manner at all times
5. Cooperate fully with NUC Management in regards to any duties or requirements imposed on ensure compliance
6. Carry out other duties and responsibilities considered appropriate and relevant by NUC Management
7. Project a professional image of NUC

**Qualification:** Year 12, Certificate in Office Administration

**Experience:** At least 3 Years’ experience in similar field

**Skills:** Intermediate Computing (Microsoft Office), Knowledge of Office processes

**Work Conditions**: Work extra hours when needed, Able to work independently and unsupervised, Fit and healthy, Sober habits, Non – smoker, Trustworthy, Team Player

Application forms are available at the NUC HR Administration office, Aiwo District, Power station or you may submit applications in a letter addressed to the HR Manager with CV, Contact details, reference letters, and any other relevant documents.

**Contact details**: Email: hr-team@nuc.com.nr or Call us: 5574059

**Closing date**: 23/Feb/2022.

Please note applications may be short-listed and progressed prior to the closing date.

At NUC, we want our people to reflect the community we operate in, and encourage applications from a diverse range of people, backgrounds and experiences.