



APPLICANT INFORMATION PACKAGE

Manager Fuel Operations, Nauru Utilities Corporation

Content:

1. Information Background on NUC
2. Job Description
3. Remuneration Package – terms and conditions
4. Administrative information

1. Background Information on Nauru Utilities Corporation [NUC]

The NUC is a state owned enterprise that is currently providing essential services - water, electricity and fuel - for the Nauru community. It was separated in 2005 from the former Nauru Phosphate Corporation being part of the restructuring and reforming of the mining sector. In June 2011, the NUC Act was adopted by Parliament of which defined legal obligations and accountabilities of the new corporation.

Our Vision

Access to quality energy and water services adds value to economic development and improves quality of life for our community.

Our Mission

To support the economic and social development of the Nauru Community through provision of safe, reliable, affordable and sustainable supply of energy and water services.

Our Values

Customer focused
Teamwork
Safety first
Accountability

Operations

The NUC employs one hundred and twenty three local and expatriate employees. Through the NUC Act, it is responsible for delivering power, water and fuel supplies for the island. It is responsible for achieving the NSDS milestones that address efficiency and sustainability of energy and water services.

Fuel for the island is receipt, stored and distributed by the NUC to private petrol station outlets. Fuel prices are set by the government including relevant charges on duties or taxes. The NUC assists the Government of Nauru to procure fuel supply for the island, subsequently stores, and distributes fuel on the island including servicing the airline industry.

During the course of the last three years, the terminal infrastructure (such as the pipeline, tanks, and fire system (in progress) has been refurbished to ensure that safety standards are compliant with industry standards and that the integrity of the infrastructure is maintained. Ongoing restructuring of the operations has been strengthened by up skilling local staff through a range of training and development initiatives.

The government of Australia and the government contributed significantly to the achievement of Tank Farm reform related activities through annual budget support and the NUC through the government reports regularly on project implementation.

The annual fuel bill for the government has been an ongoing burden to the national budget and often the governments of Australia and Japan provides fuel for the power generation. In the early part of 2011, the Government tendered the fuel supply and management of the tank farm terminal in 2011 and it is yet to complete negotiation with the successful bidder.

The electricity supply for the island is generated from diesel fuel at a cost of approximately five million Australian dollars annually. The average fuel consumption is approximately five to six million litres annually of which is subsidized by the government. Fuel is also donated by the governments of Australia and Japan annually.

Daily peak demand often reaches 3.3MW. The generators have undergone heavy repairs and maintenance work during the past five years and these works have been funded by the government of Australia through AusAID. The EU has also committed to the ongoing reform of the energy sector through funding support towards energy efficiency initiatives and renewable energy.

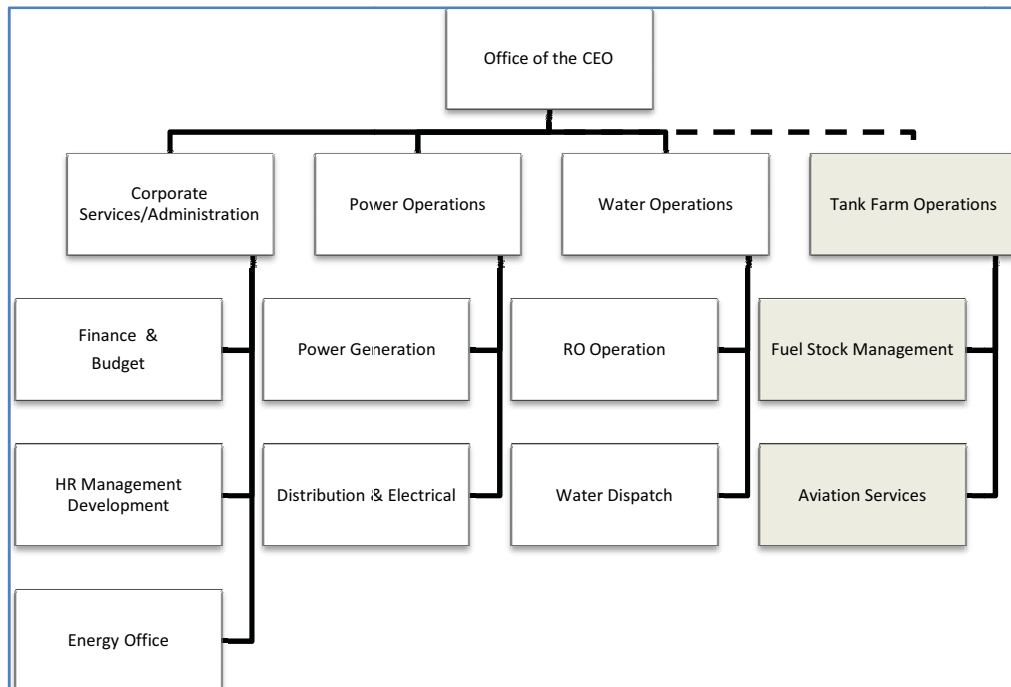
The NUC produces and sells water to the community and during long dry season, the island’s water supply relies entirely on the RO water production. Recently the Japanese government approved funding for a new solar powered RO unit for the government of Nauru. Water is delivered to customers by three delivery tankers also donated by the Government of Japan.

Corporate restructuring has been ongoing where technical operations were separated, each having its own operational manager. All staff will sign up employment contracts and the executive team, including the Manager Fuel Operations, will be engaged through a performance based contract. The operational manager’s contracts are expected to align closely with the CEO’s performance based contract which will be reviewed on a regular basis.

2. Job Description

Organization context

The organizational structure is shown below.



Purpose of the job

The Manager Fuel Operations supports the CEO regarding the overall responsibility for the technical and business performance of the NUC fuel operations and related services. The objectives of the job are as follows:

- To sustain reliability and security of fuel supply services on the island through planned procurement, storage and distribution of fuel throughout the island.
- To secure the work environment for the employees and maintain safety standards in line with industry best practice.
- To strengthen the ongoing development of local capacity to manage their fuel supply and related services in the future.
- To maintain good relationships with relevant key stakeholders.
- Ensure compliance with requirement of NUC Act 2011.

Duties and responsibilities

- Overview and manage operations of the NUC fuel terminal to maintain supply security and sustainability for the island.
- Assist with the preparation and negotiation regarding the outsourcing of the island's fuel supply and management of the fuel terminal operations. These include ensuring that existing projects are completed within agreed timeline.
- Through the CEO work closely with the Government of Nauru through the Department of Finance to ensure that procurement of the island's fuel supply is effectively and efficiently implemented and achieve value for money.
- Develop and implement a capacity building program for local and technical staff in the areas of operational planning, safety and standards, maintenance and installation and further assist with identifying training programs for suitable candidates.
- When fuel shortage occurs, put in place a realistic ration plan that ensures the minimum fuel needs of the community are met. Advise CEO and public about planned fuel ration initiative.
- Maintain a clean terminal site including the safe and appropriate removal of redundant toxic materials etc.
- Ensure essential record keeping and procedures of fuel usage are reported monthly to the CEO on stock on hold.
- Establish proper security monitoring and audit procedures and controls, to limit the loss of fuel and equipment, development including the implementation of an inventory procedure and tool register to minimize misuse and losses.
- As part of the NUC Management team, implement reforms as identified within the Government of Nauru's NSDS and relevant infrastructural sector strategy including regional initiatives ongoing in the energy sector.
- Assist the NUC Management team by providing advice on ongoing fuel operational management issues.
- Assist the CEO with preparation of budgets, technical reports to the Government of Nauru and AusAID etc on the implementation of donor funded projects;
- Provide a report to the CEO detailing the work plan approximately 4 weeks after commencing in the position;
- Provide monthly reports to CEO on implementation of the above;
- Carry out other duties directed by the CEO.

Person specification

1. Tertiary qualification in engineering, business administration, or relevant field.

2. At least 5 years work experience in managerial and / or executive management level including proven administrative, leadership and management ability in the areas of energy and/or petroleum industry in the region;
3. Proven strategic, coordination and analytical skills with sound knowledge on various financing facility available through Government of Nauru's development partners (i.e. EU, AusAID and others) for water related initiatives;
4. Must have sound and working knowledge of energy resource and supply management;
5. Ability to lead and contribute to team development, including communication in person, in writing, and through presentation across a diversity of stakeholders (customers, business organizations etc) and be computer literate;
6. Proven ability to work as part of an interdisciplinary and multi-cultural team;
7. Ability to meet deadlines;
8. Excellent working knowledge in English.
9. Ability to live and work in a new cultural setting.

3. Remuneration Package

Duration: Appointment is for a 6 months initially with possible extension to 12 months and longer subject to performance.

Salary: This position is an expatriate position. Salary per month is \$5,833 - \$9,167 and starting point will depend on level of experience.

Term: The successful applicant will be subject to a one month probation period.

Relocation: NUC will meet certain costs including transport and accommodation on route for the appointee.

Temporary accommodation assistance: The appointee will be entitled to temporary accommodation at suitable hotel or fully furnished accommodation.

Home Leave Travel: Return economy class airfares between Nauru and recognized home country provided no travel is undertaken within the first ten (10) months of the contract.

Repatriation: Costs of home travel and at the end of contract will be met.

Annual Leave: Twenty (20) working days.

Sick Leave: Seven (7) days on full pay and seven (7) days on half pay per annum.

Other leave: Three (3) days special leave per annum. Provisions also exist for maternity, family (compassionate), and special leave (without pay).

Transportation: Vehicle will be provided.

Medical benefits: Medical, hospital and dental facilities will be provided free of charge on Nauru. Primary and Secondary School education on Nauru is available free of charge for the family of the Employee.

4. Administrative Information

Applications should include:

1. Detailed CV containing full personal details.
2. A statement to address how each Essential selection criteria is met.
3. Names and contact details of at least two professional referees who are prepared to provide testimonials – prefer most recent employers and/or supervisors.
4. Commencement date is March/April 2012 and indication of possible starting date if successful will be required.
5. Application must reach CEO Utilities **no later than Friday 17th February 2012.**

All applications to be clearly marked “Application for Manager Fuel Operations” and addressed to CEO Utilities, Aiwo District, Nauru apisake.soakai@naurugov.nr copied to apisake.soakai@gmail.com, and the HR Manager email address sinderinainu@yahoo.com.au