



Government of Niue
NIUE PUBLIC SERVICE COMMISSION

PUBLIC SERVICE OFFICIAL CIRCULAR

Circular No. 03/12

22 July 2011

JOB ADVERTISEMENT : SECRETARY TO GOVERNMENT, PREMIERS DEPARTMENT

Applications are invited for the position of Secretary to the Government at the Premier's Department.

The position of Secretary to the Government is the Head of the Niue Public Service and the Chief Administrative Officer of the Government of Niue. In that capacity the position is responsible to Cabinet in the provision of policy advice and assistance on constitutional and international affairs related matters. Secondly the position is also responsible to Cabinet for the general direction of the work of all Departments and Offices of the Executive Government. In other words the Secretary to the Government is accountable to Cabinet for the function performed by Departments and offices of the Executive Government.

Salary range is from step 34 to 37 \$42,534 – 57,771.00 per annum under the Niue Unified Salary Scale.

We are seeking a person essentially with proven and demonstrated skills in strategic leadership qualities internally and externally, in communication skills both verbal and written, analytical and problem solving competencies, negotiation and inter-relationship skills, management skills in relation to human capital, other resources including finance and projects, team building and collaborative skills with external development partners, monitoring and evaluation skills.

The applicant must also have at least 10 years of related work experience at a senior executive level with a tertiary qualification in political science, management/administration, law or legal studies, economics or any social science degree from a recognised Tertiary Institution . A comparable tertiary qualification can be considered.

Interested persons are requested to address and demonstrate abilities in the above competencies and skills in their letter of applications to assist with the selection process.

The successful applicant will be appointed under a contractual employment arrangement for a period of 3 years.

Full detail of the Job Description is available from the Niue Public Service Commission Office.

All applications must include curriculum vitae, certificate of qualifications, police report and nominations of three independent referees.

Applications may be submitted by mail or e-mail no later than 3.00pm on Friday 5th August 2011 to:

Postal Address:

**Niue Public Service Commission,
P.O. Box 125, Public Service Building, Niue.
Telephone: (683) 4210
E-mail Address: npsc.office@mail.gov.nu**