



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY**

No. 134

17th August 2018

Nauru

G.N.No. 631 /2018

**PUBLIC SERVICE ACT 2016
SECTION 16
CREATION, ABOLITION AND CLASSIFICATION**

Pursuant to the powers in that behalf vested in me, under Section 16 1 (a & b) and subsection 4 (a, b & c) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby, effective 1st July 2018, create and alter the classification of the following positions:

DEPARTMENT OF POLICE & EMERGENCY SERVICES

Classification of Office	No. of Post	Altered Classification
Superintendent Operations Band 11 - \$13, 673 per annum	1	Superintendent Operations Band 13.6 - \$20, 164 per annum
Superintendent Support Band 11 - \$13, 673 per annum	1	Superintendent Support Band 13.6 - \$20,164 per annum
Superintendent Training Band 12 - \$14,494 per annum	1	Superintendent Training Band 13.6 - \$20, 164 per annum
Senior Inspector Band 10 - \$12, 918 per annum	1	Senior Inspector Band 10 - \$12, 918 per annum
Inspectors Band 7.5 - \$11, 555 per annum	7	Inspectors Band 7.5 - \$11,555 per annum
Constables Band 4.9 - \$8,906 per annum	2	Inspectors Band 11.3 – 11.4 \$15,382 - \$16,236 per annum
Constables Band 4.9 \$8,906 per annum	2	Sergeant Band 8.3 – 8.5 \$11,909 - \$13,232 per annum
Sergeant Band 7.3 - \$10,399 per annum	20	Sergeant Band 8.3 – 8.5 \$11,909 - \$13,232 per annum
Senior Constables Band 5.5 - \$8,829 per annum	38	Senior Constables Band 7.3 – 7.4 \$10,399 - \$10,977 per annum
Constables Band 4.9 - \$8,906 per annum	74	Constables Band 6.5 - \$10,097 per annum
Constables Band 4.9 - \$8,906 per annum	2	Probationary Constables Band 5.6 - \$9,270 per annum
Probationary Constables Band 4.9 - \$8,906 per annum	22	Probationary Constables Band 5.6 - \$9,270 per annum
Manager Corporate Services Band 10 - \$12,918 per annum	1	Manager Corporate Services Band 10.2 - \$13,725 per annum

G.N.No. 631 /2018 (Cont'd)

Human Resources Officer Band 6.5 - \$10,097 per annum	1	Human Resources Officer Band 8.2 - \$11,247 per annum
Finance Officer Band 6.5 - \$10,097 per annum	1	Budget Finance Officer Band 7.5 - \$11,555 per annum
Logistics Officer Band 5.5 - \$8,829 per annum	1	Logistics Officer Band 8 - \$10,586 per annum
Staff Liaison Officer Band 7 - \$9,244 per annum	1	Staff Training Officer Band 8.2 - \$11,247 per annum
Senior Personal Assistant Band 9 - \$12,129 per annum	1	Senior Personal Assistant Band 9.2 - \$12,887 per annum
Clerical Officer Band 5 - \$7,063 per annum	7	Clerical Officer Band 5 - \$8,475 per annum
Archive & Record Officer Band 8 - \$10,586 per annum	1	Archive & Record Officer Band 10.2 - \$13,725 per annum
Data & Information Officer Band 8 - \$10,586 per annum	1	Data & Information Officer Band 8 - \$10,586 per annum
Driver Band 3 - \$5,417 per annum	1	Driver Band 3 - \$5,417 per annum
Mechanic Band 5 - \$7,063 per annum	1	Mechanic Band 5 - \$8,475 per annum
Cleaner Band 1 - \$6,013 per annum	1	Cleaner Band 1 - \$4,818 per annum
Animal Control Unit		
Dog Control Supervisor Band 5.5 - \$8,829 per annum	1	Dog Control Supervisor Band 5.6 - \$9,270 per annum
Dog Control Officer Band 4 - \$6,250 per annum	1	Dog Control Officer Band 5 - \$8,475 per annum

Creation of New Position

Classification of office	No. of Post	Salary band / per annum
Cleaners	5	Band 1 - \$8,418 per annum
English Teacher & Counsellor	1	Band 10 - \$12,918 per annum

Dated this 16th day of August, 2018.

BARON DIVAVESI WAQA M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 632/2018

PUBLIC SERVICE ACT 2016
SECTION 11(a)

CREATION OF A NEW OFFICE

Pursuant to the powers in that vested in me, under Section 11(a) of the Public Service Act 2016, I, Baron Divavesi Waqa, MP, President and Minister responsible for the Public Service, do hereby, with effect from 4th June 2018, create the following new office:-

DEPARTMENT OF CHIEF SECRETARY
(Secretariat)

DESIGNATION OF AN OFFICE

Labour Sending Unit

Dated this 16th day of August, 2018.

BARON DIVAVESI WAQA M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 633/2018

PUBLIC SERVICE ACT 2016
SECTION 16 (3)
CREATION, ABOLITION AND CLASSIFICATION

Pursuant to the powers in that behalf vested in me, under Section 16 (3) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby, with effect from 1st July 2018 alter the classification of the following position.

ALTERATION OF CLASSIFICATION

DEPARTMENT OF TELECOMMUNICATIONS & MEDIA
(Nauru Media Bureau)

Current Classification	Altered Classification	No. of Positions
Senior Technician Band 6 - \$8,078 per annum	Clerical Officer Band 5 - \$8,438 per annum	1

Dated this 16th day of August, 2018.

BARON DIVAVESI WAQA M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 634/2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1)(a)
CREATION, ABOLITION, CLASSIFICATION

CREATION OF POSITION

Pursuant to the powers in that vested in me, under Section 16, (1) (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, MP, President and Minister responsible for the Public Service, do hereby, create the following position with effect from 4th June, 2018.

DEPARTMENT OF CHIEF SECRETARY
(Secretariat)

Name of Position	No. of Position	Salary Range (per annum)
Labour Mobility Coordinator	1	Band 10 –10.5 \$12,918- \$16,147

Dated this 17th day of August, 2018.

BARON DIVAVESI WAQA M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 635/2018

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 19th July, 2018;

DEPARTMENT OF PARLIAMENT

NAME	POSITION	SALARY BAND
Kahiko Harris	Assistant Manager Hansard	Band 8.2 - \$11,247 per annum

Dated this 13th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 636/2018

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 19th August, 2016.

DEPARTMENT OF EDUCATION

NAME	POSITION	SALARY BAND
Olympia Harris	Teacher Certificate	Band 10 - \$12,918 per annum

Dated this 15th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 637/2018

APPOINTMENT OF ACTING AUDITOR GENERAL

It is notified for general information that on the 13th August 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Krishnachandran Vakithodi, Auditor to act as Auditor General, effective from 26th August to 2nd September, 2018 until the return of the substantive Auditor General, Mr Manoharan Nair.

Dated this 14th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 638/2018

APPOINTMENT OF ACTING SECRETARY FOR
ADMINISTRATION & OPERATIONS

It is notified for general information that on 13th August 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mrs. Justina Akubor to act as Acting Secretary for Public Administration & Operations effective from 17th to 19th August 2018, until the return of the substantive Secretary for Public Administration & Operations, Mr Michael Angelo Dimapilis.

Dated this 14th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 639/2018

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on 10th August 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Rayong Itsimaera, to act as Secretary for National Emergency Services effective from 12th – 15th August, 2018 until the return of the substantive Secretary, Mr. Roy Harris.

Dated this 13th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 640 /2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Manager of Training & Development
No OF POSITION : One (1)
SALARY SCALE : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose for this role to liaise with Departmental Heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements. To also liaise with various donor agencies such as AUSAID, NZAID, and various Educational Institutional; like UPS on Scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information Public Service wide.

PRINCIPAL RESPONSIBILITIES:

- Consultation with the Heads of Department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.
- Assist various Government agencies with processes for transparent selection of most appropriate participants for all training providers.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations outcome reports.

G.N.No. 640 /2018 (Cont'd)

- Ensure the content of all training delivered is in line with the Nauru Human Resource Development Strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.
- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training database and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Academic qualifications in, adult learning, training human resource management, organisational development or other relevant discipline.
- At least five (5) years of experience working in a training role (Train-the-Trainer) in the Public Sector with an up-to-date knowledge of training concepts and theories.
- High level of presentation, facilitation, communication and capacity building skills, including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education.
- Excellent written and MS skills.
- Excellent interpersonal, written and oral communication skills.
- Fluency in English language required both written and spoken.
- Demonstrated ability to produce reports and other written deliverables to a high standard.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 641 /2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Manager of Employee Relations
No OF POSITION : One (1)
SALARY SCALE : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE:

This position is responsible for providing leadership and coordination for all employee/labor relations activities across NPS, ensuring compliance with Public Service Act 2016 in relation to unsatisfactory performances.

PRINCIPAL RESPONSIBILITIES:

- Interpret and advise on employment legislation such as the Public Service Act.
- Listening to employee grievances and implementing disciplinary procedures.
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Service Act and relevant Government legislation relation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and department supervisor.
- Advising others on the proper procedure for carry out investigating relating to breach of discipline
- Providing accurate advice on issues arising from employment contracts and legislation.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Formal qualification in an appropriate discipline such as industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the Public Sector or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management mediation and conflict resolution are essential.
- Achievement or progress toward relevant human resource qualifications would be highly regarded.
- Possess a high level computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentiality with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants.
- Possess well developed written communication skills including the ability to draft memos, reports and other correspondences.

G.N.No. 641 /2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

DATED this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 642 /2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Manager of Recruitment, Selection & Monitoring
No OF POSITION : One (1)
SALARY SCALE : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose of this role is to provide leadership towards the RSM unit, and to also provide support to the Managers and Supervisors in relation to the position description development and optimisation appropriate and effective selection criteria, advertising strategy.

PRINCIPAL RESPONSIBILITIES:

- Provide specialist advice to Managers and Supervisors in relation to recruitment and selection program.
- Provide support to and/or participate on selection panels.
- Develop employee induction program for new employees joining NPS.
- Continue to monitor recruitment process to ensure that they are honest, fair and transparent, and comply with the Public Service Act and human resource policies.
- Review the use of recruitment and selection methods and tools including the focus on the technology to make efficiency gains.
- Continuously assess the cost effectiveness of the current recruitment strategies and processes develop new strategies where appropriate.
- Ensure that all appropriate administration and documentation in relation to recruitment programs is carried out and referenced to satisfy external scrutiny and includes shortlisted grids, merit assessment, selection panel reports and reference checks.
- Develop, implement and continually improve merit based competitive selection process the recruitment and selection.
- Ensure that recruitment activity is consistent with approved establishment.
- Represent HRL Department in attraction and recruitment initiatives such as job expos, school to work programs and high school career fairs.

G.N.No. 642 /2018 (Cont'd)

- Conduct advertisement of vacant positions and ensure that all advertising complies with the Public Service Act.
- Assist in coordinating selection panel representation for all positions across NPS where required.
- Assist in the development and implementation of workforce plan strategies.
- Promote Equal Employment Opportunity, merit based principles in the recruitment and selection phase of employment programs.
- Perform other duties as requested by the Secretary for Corporate Services.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum of Year 12 and demonstrated experience in a medium or large human resource function with direct involvement in recruitment and selection programs based on merit.
- Achievement or progress towards relevant human resource qualifications would be highly regarded.
- Possess a high level of computer literacy with experience in MS Office application.
- Ability to undertake job evaluations. Previous experience will be highly regarded.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentiality with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants.
- Possess well-developed written communication skills including the ability to draft memos, reports, advertisements and other correspondences.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Contracts Officer
No OF POSITION : One (1)
SALARY SCALE : Band 8 - \$11, 247 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose for this role is to provide day to day administrative and operational level support within the HR Contracts Unit.

PRINCIPAL RESPONSIBILITIES:

- Regularly update and maintain contract employee database (list) and that the electronic records are compatible with physical records.
- Regularly update and maintain contract employee filing system and that physical records are compatible with the electronic records.
- Filing of contract employee documents in personal files.
- Process employment and dependent visas for Nauru Public Service employees, ensuring relevant endorsements acquired prior to process.
- Develop, update and maintain database for employee visas and dependents.
- Process contract employees leave, ensuring leave entitlements are in order and within contract entitlements or PSA, as well as ensuring relevant endorsements acquired prior to process.
- Regularly update and maintain record of contract employee's leave entitlements (i.e. leave tally)
- Develop electronic database, update and maintain record of leave balance (tally)
- Liaise with Departments in regards to contract employees' leave and visa issues.
- Assist the Unit Manager in the recruitment process for contract employees, such as (but not limited to) coordinating interviews and processing of interviews papers.
- Undertake initiative to be familiar with the Public Service Act 2016 particularly the Code of Conduct.
- Undertake initiative to be familiar with the Public Service Act concerning contract employees.
- Undertake initiative to be familiar with the information Act 1976.
- Implement strict confidentiality of all information within the Unit, particularly employee contracts at all times.
- Ensure to seek advice and approval from Unit Manager at all times before imparting information related to employee contracts and/or contract employees.
- Undertake professional development training each year to complete a minimum of 120 hours of straining as assigned/nominated by the Unit Manager.
- Maintain stationary stock and ordering of stationary.
- Keep record of the Unit's stationary and equipment orders.
- All other duties as directed by the Contracts Manager and the Secretary for Corporate Services that is within the jurisdiction and level of this job description and responsibilities of the Unit.

G.N.No. 643 /2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Preferred: Minimum qualification Certificate in Office Management or equivalent level qualification in other areas.
- Acceptable: Year 12 or Form 7 School Leavers Certificate or other equivalent tertiary entry level certificate.
- Minimum of 3 Years work experience in Office Management.
- Must have excellent of spoken and written English.
- Must possess short-hand skills.
- Must have sound/adequate knowledge of Public Service Act 2016.
- Must be able to work with limited supervision, initiative and be proactive.
- Must possess skills to undertake research and problem solving skills.
- Possess excellent computer skills/literacy in MS Office applications, Internet/Email.
- Must be very well organised and possess qualities of attention to detail.
- Must be willing to undertake the ongoing professional development.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 644 /2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Development Officer
No OF POSITION : One (1)
SALARY SCALE : Band 8 - \$10, 586 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose for this position is to assist the Manager of Training & Development in conducting training needs analysis and skills audit to the NPS in conjunction with Departmental Heads. To also plan courses and prepare materials, deliver and present training sessions.

PRINCIPAL RESPONSIBILITIES:

- Advise Departmental Heads and employees on training policies and practises.
- Monitor and evaluate in-house training courses.
- Represent the HRL in attending to activities such as job expos, school to work programs and high school career fairs.
- Plan and sometimes delivering training, including inductions for new staff.
- Develop and maintain database and update employees training and professional development records.
- Produce monthly training report.
- Develop and implement staff development programs.
- Assist Manager Training & Development prepare training and professional development costs budget.
- Coordinating the placement vacation students work experience with the various Government agencies.
- Coordinate and disseminate training and professional development information to the NPS Departments.
- Liaise with the AUSAID and other donor agencies scholarship office on scholarship available for the NPS and coordinate and disseminate this information to the relevant Heads of Department within the NPS.
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service.
- Other duties as may be required.

G.N.No. 644 /2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12 with at least 3 Years of relevant experience training and development/human resource.
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organizational development initiatives using Adult Learning principles.
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action.
- Time- Management, Planning and Organizational Skills.
- Excellent presentation and facilitation skills.
- Persuasive presentation skills and the ability to negotiate and liaise with Managers, Employers, Educational Institutions and donor agencies.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 645 /2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Employee Relations Officer
No OF POSITION : One (1)
SALARY SCALE : Band 8 - \$10, 586 per annum

PRIMARY PURPOSE OF THIS ROLE:

Is to assist the Manager of Employee Relations in investigating any decisions or recommendations made or any act done or omitted to be done relating to possible breaches of the Public Service Act 2016. Also to investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint made by the Head of Departments (HODs), against any officer(s) of the Public Service.

PRINCIPAL RESPONSIBILITIES:

- investigate any complaints arising from officer(s) within the Public Service against any other officer(s)
- Investigate and ensure that all matters or findings must be made in aligned with the Public Service Act 2016.
- Maintain and update history offenders.

G.N.No. 645 /2018 (Cont'd)

- Investigate any decision or recommendations made or any act done or omitted to be done on any matters raised in liaison with the Justice Department.
- Compile and furnish monthly, quarterly and yearly reports.
- Interview the witnesses and offenders so as to ascertain the truth of the matter.
- Ensure that all matters are brought to the attention of the Chief Secretary and the Secretary for Corporate Services.
- Treat all matters arising with due process and diligence and utmost confidentiality and not to disclose any information to a third party

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed a High School Leaving Certificate or should be qualified as a paralegal, or in the absence of such qualification.
- Should have at least undergone some legal training in a recognized and accredited institution of learning or work with at least 3 years of experience in the field of legal profession.
- Must be knowledgeable with Public Service Act 2016 and the constitution of Nauru and must be acquainted and familiar with the criminal laws of Nauru.
- Must be fair and impartial.
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentiality with people at all levels, negotiate positive outcomes with internal and external customer services and the ability to display empathy towards job applicants.
- Possess well-developed written communication skills including the ability to draft memos, reports and other correspondences.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 646/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Higher Clerical Officer (RSM)
No OF POSITION : One (1)
SALARY SCALE : Band 5 - \$7, 063 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose for this role is to develop and maintain adequate recruitment filing systems to ensure confidentiality, security and accessibility of Recruitment and Selection records accurately and efficiently in line with statutory requirement.

PRINCIPAL RESPONSIBILITIES:

- Maintaining and developing and filing the job seekers and probationary officers' database records.
- Handle employee or public enquiries regarding applications and matters.
- Maintain the registry of incoming and outgoing correspondences files pertaining to Recruitment, Selection & Monitoring.
- Process job applications and advice applicants accordingly on outcome of applications.
- Check and verify that applied leave form on NPS4 and salary variation is consistent with the employees' entitlement records.
- Keep the daily registry of employee personal files movement.
- Send notification letters to shortlisted candidates for interview.
- Arrange bookings for interview rooms and conference room.
- Assist Recruitment, Selection & Monitoring with the monthly recruitment status report.
- Assist Recruitment Officer with placement of employment vacancy advertisement.
- Perform other duties as may be required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Year 12 education or other qualification relevant to the job.
- At least 2 Years of working experience in Public Administration or relevant fields.
- Good public relations and customer service skills.
- Excellent organizational skills.
- Well versed with the Public Service Act.
- Ability to produce documents to a high standard of presentation and output using Microsoft Office suite including word excel, software applications.
- Ability to communicate effectively both verbally and in writing with employees.
- Ability to plan prioritise and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiatives.

G.N.No. 646/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 647/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Births, Deaths & Marriages)

POSITION : Archives & Records Keeper
No. OF POSITION : One (1)
SALARY RANGE : Band a: \$10, 586 - \$13, 232 per annum
RESPONSIBLE TO : Registrar

PRIMARY PURPOSE OF THIS ROLE: To maintain and update the Registry's Archives on Births, Deaths & Marriages records including dissolution of marriages, adoptions and change of names.

DUTIES & RESPONSIBILITIES:

- Maintain and update archiving system on Births, Deaths & Marriages records including dissolution of marriages, adoptions and change of names.
- Create work plans for the archiving and back-up system.
- Produces and submits weekly or monthly reports to the Registrar summarising work undertaken during that period.
- Provide customer service to customer's requiring assistance at the Registry; and
- Performs such other related duties as may be assigned from time to time by the Registrar.

G.N.No. 647/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must know how to handle old documents with care; and
- Must be a computer literate.
- High standard of integrity and honesty.
- Must be fluent in the Nauruan language.
- Ability to work independently without supervision.
- Ability to work with other staff at the Registry and with other stake holders; and
- Ability to work under pressure.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 648/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF NATIONAL EMERGENCY SERVICES

POSITION : Ambulance Driver
No. OF POSITION : Five (5)
SALARY SCALE : Band 5 - \$7, 063 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Ambulance Driver is to provide driving services on Nauru, responding to emergencies throughout the island.

PRINCIPAL RESPONSIBILITIES:

- To be fit for duty and to be in attendance according to roster.
- Ensure the service is set up and operating each day in accordance with standards.
- To be among the first to reach people in emergency situations as quickly as possible.
- To assist nurse/orderly in transporting the sick and injured persons to the emergency care, hospital or other definite care.
- Fill service form on responding activities.
- Responsible for daily mechanical check on Ambulance vehicle.

G.N.No. 648/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Have minimum level certificate in Basic First Aid (ability to carry out CPR, use stretcher spinal board, use neck brace)
- Have the knowledge and skills to handle and transport injured person and casualty.
- Ability to read and write in English, relevant to filling service form.
- The ability to work flexible hours, including weekends and public holidays.
- A valid drivers' license classes A-E.
- Must have minimum mechanical ability, relevant to vehicle check, before rostered shift.
- Must be of sober habits and of a responsible character.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 649/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Youth Affairs Division)

POSITION : Director of Youth Affairs
No. OF POSITION : One (1)
SALARY SCALE : Band 12 - \$14, 494 per annum

PRIMARY PURPOSE OF THIS ROLE:

To lead and direct the development and establishment of the Department of Youth Affairs in providing quality and efficient services for the continuing development and education for the Youths of Nauru.

PRINCIPAL RESPONSIBILITIES:

- To provide proficient and quality advice to the Minister and other relevant Government Ministries on policies to address issues concerning the young people in Nauru.
- Provide strategic leadership to the Youth Affairs Division and technical advice to the Nauru National Youth Council.
- Lead implementation, monitoring and review of the Nauru National Policy 2009-2015 in accordance with the RONYOUTH Pathways 2015.
- Lead and manage the Youth Affairs staff in any requirements needed that concerns the Youth Affairs office or the Young Youths in Nauru.
- Liaise with Commonwealth Youth Programme, Secretariat of the Pacific Community and other regional and International Youth Organizations for the resourcing of Youth Developmental Programmes in Nauru.

G.N.No. 649/2018 (Cont'd)

- Attend regional and other international meetings on Youth Affairs related matters.
- Plan, Establish and Coordinate training program opportunities for the Local Youths (18 and over), and also the implementation of the work experience development scheme for Youths as part of the training program.
- Liaise with the relevant Senior Youth Officer to develop after school activities and other recreational programs for the Youths.
- Responsible for seeking funds overseas bodies/donors through the DDPD, AMU and other agencies, for the financing of Youth related projects.
- Responsible for the preparation and work on the Youth Affairs Division annual budget working papers for it's' operation.
- Any other relevant duties that would be delegated from time to time by the Minister in charge of Youth Affairs.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be of mature age, preferably 25 years and over.
- Must have tertiary education.
- Must have a respectful quality in leadership and managerial capabilities.
- Must have excellent communication skills both oral and written for work presentation.
- Must be highly dedicated and genuinely capable of working with Youth issues and associated problems.
- Must be of sober habits and is respectful member of the communities.
- Decision making and team building skills.
- Possess cultural awareness and sensitivity.
- Demonstrate sound work ethics and the ability to work in a team.
- Analytical and problem solving skills.
- Office administration and time management skills.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 650/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Youth Affairs Division)

POSITION : Assistant Director of Youth Affairs
No. OF POSITION : One (1)
SALARY SCALE : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE:

Implement the project activities smoothly as per the activity plan, maintaining the quality and timely outputs. Ensure that the benefits reach to the target beneficiaries timely and meet the objectives of the project. Major responsible activities for the Project Officer (capacity building) assessment of the capacity needs of the communities and the individuals, partners and stakeholders staff, identify the training institutional and the individuals as resources.

PRINCIPAL RESPONSIBILITIES:

- Responsible for recording and administering the enrolments of Youth into the centre and must ensure that enrolment numbers are maintained and constantly reviewed.
- Responsible for counselling of students to ensure that they are placed on the right track towards achieving their career preferences.
- Responsible for keeping and monitoring staff attendance and attending to personnel related issues, including salaries.
- Advise the Director on relevant workshops and projects which needs to be organised, or the betterment and benefit of the Youth [population.
- Provide assistance in the career guidance and counselling of Youths who are actively seeking employment.
- Approach other Departments and Non-Government organisation to coordinate projects, which requires their involvement.
- Correspond with overseas Youth organisations through the Director, on relevant matter pertaining to the Youth, including unemployment problems Youth support programs workshops, for skill development and general sharing of ideas.
- Coordinate the promotion of Youth workshops activities with overseas consultants, including local Project Officer, Nauru National Youth Council, Sports and Culture.
- Responsible for collecting relevant data and statistics pertaining to Youth, including unemployment levels, workshop participation rates, Youth crime rates etc.
- Attend to any other duties as specified from time to time by the Director. Communicate with Youths to determine their needs and interests.
- Maintain contacts with local, regional and international organisations for Youths.
- Arrange for advertising of Youth programs, and identify areas where new projects are needed.
- Assist and support the Director in any requirements needed concerning the Youths or the Youth Affairs office, and to act as Director in his/her absences, when he/she is on leave or off island.

G.N.No. 650/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Preferably to have Tertiary qualifications in the areas of Youth Affairs, Youth Counselling and Psychology.
- Must have managerial experience or have worked in a senior position in a youth centre.
- Must have leadership qualities and good managerial ability.
- Must have excellent communication skills, both written and oral.
- Must be highly dedicated and genuinely interested in youth issue and associated problems.
- Must have sober habits and is a respected member of the community.
- Ability to conduct and administer Youth programs and activities.
- Ability to work as part of a team.
- Effective verbal, presentation and listening communication skills.
- Computer skills including word processing and spread sheet programs. and email at an advanced level.
- Decision making, analytical and problem solving skills.
- Possess cultural awareness and sensitivity.
- Demonstrate sound work ethics with team building skills.
- Office administration and time management skills.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 651/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Youth Affairs Division)

POSITION : National Youth Coordinator
No. OF POSITION : One (1)
SALARY SCALE : Band 8.4 - \$12, 571 per annum

PRIMARY PURPOSE OF THIS ROLE:

Responsible for administering and delivering programs for Youth in the Community. The Youth Coordinator will consult with Youth and organizations that represent Youth to determine their needs and develop programs in response to those needs. To coordinate all efforts of Youths to the development of Youths and Nauru as a whole.

G.N.No. 651/2018 (Cont'd)

PRINCIPAL RESPONSIBILITIES:

- Assess the program requirements of Youth in the Community.
- Communicate with the Youths and the organisations that represent Youth to determine needs and interests of Youths.
- Strengthen and coordinate with Nauru National Youth Council.
- Supervise and lead activities for the Youths.
- Encourage local Youths to participate in the regional and international programs.
- Maintain contacts with local, regional and international organizations for Youths.
- Monitor the use of equipment and facilities.
- Provide monthly and yearly reports about Youths programs and opportunities.
- Demonstrated experience in building and maintaining partnership across a broad range of sectors and stakeholders, both internal and external.
- Research funding sources and project requirements for Youths entrepreneurship.
- Prepare funding proposals and a plan to Youths activities.
- Ensure a variety of sports, recreation, cultural and other programs are planned and implemented.
- Ensure program information is available, and that Youths and Youths Organizations are aware of available activities.
- Encourage existing organizations to include Youths.
- Evaluate the effectiveness of programs and identify areas where new programs are needed.
- Schedule activities, facilities and volunteers as required.
- Coordinate a community relations campaign to promote Youths programs.
- Prepare financial and program reports.
- Record information on and prepare reports concerning Youth programs, costs, number of participants and equipment and facility use.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate or Diploma on Management and Administrative skills or any other qualifications in related fields with a minimum of 2 years working experience preferred.
- Office administration and time management skills.
- Ability to conduct and administer Youths programs and activities.
- Ability to work as part of a team.
- Good oral and written communication skills.
- Effective verbal, presentation and listening communication skills.
- Computer skills including word processing and spread sheet programs, and email at an advanced level.
- Decision making, analytical and problem solving skills.
- Possess cultural awareness and sensitivity.
- Demonstrate sound working ethics.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 652/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Youth Affairs Division)

POSITION : Assistant Youth Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 4 - \$7, 813 per annum

PRIMARY PURPOSE OF THIS ROLE:

To assist with the Youth Officer in working directly with young people to facilitate their personal, social and educational development, and to enable them to gain a voice influence and place in society.

PRINCIPAL RESPONSIBILITIES:

- Assist with planning and implementation of programmes in the community.
- Assist the assessment of the program requirements of Youths in the community.
- Assist with Youths to determine their needs and interests.
- Assist in ensuring that young people play an active role in the Youth group and deliver a model of Youths participation.
- Assist in monitoring the success of the Youth sporting, recreation and activities program and the culture awareness program.
- To assist monitoring the use of equipment and facilities.
- Assist in organising public meetings or announcements relating to the Youth propose activities program and the culture awareness program.
- Ensure a variety of sport, recreation, cultural and other programs that are planned are implemented.
- Ensure program information is available.
- Assist in providing information and support to the Youths.
- Assist in promoting Youths interests.
- Assist with schedule activities, facilities and volunteers as required.
- Help in arranging for advertising of Youths programs.
- Assist in recording information and preparing reports concerning Youths programs, cost, number of participants and equipment and facility use.
- Support young people in evaluating Youths work activities and the impact of Youths work on their development.
- Carry out administrative duties, under direction of the Youth Officer.
- Attend regional or international meetings.
- Attend any duties given by the Youth Officer of National Youth Coordinator from time to time.

G.N.No. 652/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be a High School Graduate or a has a Certificate in Youth and Community work or any other qualifications in related fields with at least 1 year working experience prefer.
- Should know the traditions and cultures of Nauru.
- Should be able to work as part of a team or can work individually.
- Must require little or no supervision.
- Must be able to work with Youths.
- Must have the ability to conduct and administer Youths programs and activities.
- Must have good decision making, analytical and problem solving skills.
- Must have time management and team building skills.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 653/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Tourism Division)

POSITION : Director of Tourism
No. OF POSITION : One (1)
SALARY SCALE : Band 13 - \$15, 363 per annum

PRIMARY PURPOSE OF THIS ROLE:

This position is to develop and promote Tourism in order to attract visitors and produce significant economic benefits for Nauru and to also manage efficiency and effectively the Visitor's Information Office.

PRINCIPAL RESPONSIBILITIES:

- Managing the Tourism Officers in the administration of the day to day finances, handling membership and advertising revenue and completing monthly financial reports.
- Organising monthly Board Meetings.
- Handling visitor's complaints.
- Acting as the Principal point of contact for and responding to enquiries from other Tourist Associations, Government Bodies, Visitors, Journalist and others.
- Recommend suitable policies, plans, programmes deemed appropriate for Nauru's Infrastructure
- Attend regional and international meetings.
- Ensure staff to submit monthly base report.

G.N.No. 653/2018(Cont'd)

- To assist with budget management.
- To implement development policies and strategies.
- Prepare and propose budgetary requirements of the Visitor's Information Office.
- Assist Culture Division in initiating Project Development for Tourism sites involving major Infrastructures.
- Monitoring and evaluations of projects to ensure that all projects reach the Tourism NSDS goals.
- To ensure that all communities at large play a vital role towards Tourism, including disabilities and elderly.
- Assist Culture Division in preserving and conserving Tourism sites.
- To liaise with staff for Project Development, in marketing and touring activities.
- Organise and arrange public awareness campaigns for the benefit of increasing support and understanding from custodians of resources/services to ensure that the same resources/services are sustained/maintained.
- To initiate workshops for staff capacity including all Departments and Tourism Management.
- To seek training information and invitations available in prior for interested applicants.
- To make invitation applications available for appropriate staff member.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications.
- Must have at least 5 years minimum experience in a senior position either with the Public Service, Airline Business or Hospitality Business.
- Must be competent in managing accounts.
- Applicants must be of sober habits.
- Must be computer literate and dissemination of information using email would be of advantage.
- Good communication and administration skills would be ideal.
- Expect to work flexible hours.
- Must be of good public relationship and requires little or no supervision including transportation.
- Must be able to read and write in English.
- Must be able and capable to represent Nauru at various conventions within and outside the Pacific-Asia region.
- Must command a professional standard at all times.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 654/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Tourism Division)

POSITION : Project Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 7 - \$9, 244 per annum

PRIMARY PURPOSE OF THIS ROLE:

The purpose for this position is to work under management of Tourism in coordinating and developing projects.

PRINCIPAL RESPONSIBILITIES:

- Research, plan, prepare and propose projects necessary for the development of Tourism business in Nauru.
- Manage and maintain a dialogue between national tour operators and hotels for benefit of consistency of ongoing Tourism Projects.
- Recommend and incorporate suitable regional plans, programmes or projects into Nauru's national Tourism product(s), i.e. eco-tourism or environmentally, friendly programmes to ensure the sustainable development of resources and/or services available on Nauru for overseas visitors and locals alike.
- Assist in all aspects of planning, management and implementation of tourism policies, programmes and projects.
- Assist with budgetary preparations.
- Conduct appropriate surveys to seek necessary outcomes of future tour products.
- Establish dialogue from overseas counterparts as part of research in order that benefits and losses of tourism may be fully realized for Nauru.
- Liaise with other officers to produce promotion material regarding marketing and Tour operating information and activities.
- To liaise and assist development officer in initiating project development for tourism sites involving major infrastructure.
- To ensure that all communities at large play a vital role towards tourism, including disabilities and elderly.
- Monitoring and evaluations of projects to ensure that all projects reach the tourism NSDS goals.
- Other duties as directed by the Director Tourism.

G.N.No. 654/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leavers' Certificate or some form of Higher Tertiary Qualifications.
- Must have at least 1 to 2 years of work experience in the area of hospitality and have greatly travelled to different countries within the region.
- Must have at least 2 years' minimum experience of economic business operations.
- Must be competent in establishing and creating projects relying on what services or resources are available in Nauru.
- Applicants must be young and energetic.
- Applicants must be of sober habits.
- Must be computer literate and dissemination of information using email would be of advantage.
- Good communication and administration skills would be ideal.
- Must be able to work after hours.
- Must be of good public relationship and requires little or no supervision including transportation.
- Must be able to read and write in English.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 655/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Tourism Division)

POSITION : Marketing Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 4 - \$5, 937 per annum

PRIMARY PURPOSE OF THIS ROLE:

The main purpose for this position is packing and promoting, branding and marketing Nauru and to produce and update accurate Nauru Tourism Information package i.e. Fact sheets, brochures and others.

PRINCIPAL RESPONSIBILITIES:

- Contributes towards yearly budget provision.
- Budget management including of SPTO membership fees.
- Assist with policy and strategies management.
- Liaise with communities to implement marketing strategies for good investment.
- Implement marketing policies and strategies.
- To work with team staff under developing projects for marketing and touring activities for good investment including cost and tax fees.
- Liaise with Development Officer for promotion material for marketing activities.
- Produce and promote Nauru brand for marketing activities.
- To brand Nauru for marketing strategies.
- Update accurate tourist/visitors arrival information such as number of visitor's arrival, expenses spent while in Nauru, genders, ages, length of visit, purpose of visit and other activities while in Nauru.
- Liaise with Higher Clerical Officer for Tourism information updates.
- Research and produce fact sheet.
- Ensure marketing activities are reached within the NSDS goals.
- To attend regional and international marketing activities.
- To liaise with project officer for project implementation for marketing and packaging activities.
- To liaise with tour operator(s) internal and external for marketing activities.
- Liaise with Foreign Affairs & Trade for marketing activities.
- To play a vital role for Development Officer when officer is on leave.
- Other duties as directed by the Director of Tourism.

G.N.No. 655/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications.
- Must have at least 2 years' minimum experience of economic business operations.
- Applicants must be of sober habits.
- Must be computer literate and dissemination of information using email would be of advantage.
- Good communication and administration skills would be ideal.
- Must be able to work after hours.
- Must be of good public relationship and requires little or no supervision including transportation.
- Must be able to read and write in English.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 656/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Tourism Division)

POSITION : Tour Operator
No. OF POSITION : One (1)
SALARY SCALE : Band 4 - \$5, 937 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Tour Operator is to operate tours for tourists, visitors and interested locals.

PRINCIPAL RESPONSIBILITIES:

- Manage and maintain a dialogue between national tour operators and hotels for benefit of consistency of ongoing tourism activities.
- Ensure operation activities reach the NSDS goals.
- Liaise with the Project Officer for the tour operational activities.
- Liaise with the Marketing Officer for tour guide operational activities.
- Liaise with Development Officer for tour development.
- Liaise with the community at large including disabilities and elderly for tour operating activities.
- Sustain tour activities with community's at large for tourism national recognition and accreditations.
- Liaise with Development Officer to promote tour operation national and internally on a wider scale.
- To play vital role when other officers are absent when necessary.
- Other duties as directed by the Director of Tourism.
- Assist with budgetary management.
- Liaise with communities to implement tour operation services for good investment.
- Ensure return goods investment on costs and taxes fees.
- Implement tour operation policies and strategies.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications.
- Must have at least 2 years' minimum experience of economic business operations.
- Applicants must be of sober habits.
- Must be computer literate and dissemination of information using email would be of advantage.
- Good communication and administration skills would be ideal.
- Must be able to work after hours.
- Must be of good public relationship and requires little or no supervision including transportation.
- Must be able to read and write in English.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 657/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Tourism Division)

POSITION : Higher Clerical Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 5 - \$7, 063 per annum

PRIMARY PURPOSE OF THIS ROLE:

To assist with filing and administrative duties. To also produce and update accurate Nauru Tourism information package i.e. facts sheets, visitor's statistics and others.

PRINCIPAL RESPONSIBILITIES:

- To assist with filing cabinets and with administrative duties on budgetary and expenditures.
- Assist with policy and strategies management.
- Budget management including of SPTO membership fees.
- Assist in stock take inventory.
- Provide general support to visitors.
- Sort and distribute incoming correspondence.
- Provide statistic report on visitor's and tourist information (quarterly)
- Liaise with statistics bureau for tourism information updates.
- Liaise with staff for active information updates.
- Research and produce fact sheet.
- Promote Nauru nationally and internationally wide.
- Update promotion materials including charges and costs.
- Liaise with other officer to produce promotion material regarding marketing and tour operating information.
- Other duties directed by Director of Tourism.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications.
- Applicants must of sober habits.
- Must be computer literate and dissemination or information using email would be of advantage.
- Good communication and administrative skills would be ideal.
- Must be able to work after hours.
- Must be of good public relationship and requires little or no supervision including transportation.
- Must be able to read and write in English.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 658/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Child Protection Services)

POSITION : Administrative Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

To develop and maintain the best administrative system for Child Protection Services that will enable the office to operate effectively on a daily basis. To also manage all intake inquiries and records are managed according to Child Protection Privacy and Confidentiality policy.

PRINCIPAL RESPONSIBILITIES:

- To provide administrative and clerical support to the Director and other staff of the Division of Child Protection Services.
- To maintain and manage a proper filing system and recording system in a confidential manner.
- To assist the Directorate in compiling and providing statistics and reports on its administrative activities.
- To undertake the duties of an authorized officer as required.
- To assist the Directorate with budgetary matters such as New Project Proposals, Annual Operation Plans, supplementary budgetary requisitions.
- To maintain the Directorate inventory list.
- To assist staff with travel arrangements.
- Preparation of workshop and training materials.
- To provide secretariat services for all Child Protection meetings.
- To liaise with other Administrative Officers from internal and external organization.
- Minute taking at meetings including the Integrated Case Coordination Meeting, and preparation of detailed minutes.
- To assist in the referral process both for notifications of children and referrals to other services for support.
- To undertake any other task from the Director.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications, specifically relating to Children.
- Must have qualification in Administration work.
- Experience in providing Administrative and Clerical duties.
- Must have experience working with Children and Families.
- Must have good command of English both written and verbal.
- Must be skilful in gathering and analysing data.
- Must have a good understanding of the Child Protection and Welfare Act 2016.

G.N.No. 658/2018(Cont'd)

- Must have the following qualities resilience, commitment, and empathy, able to manage conflict and difficult clients, self-awareness, flexibility, good communication skills.
- Must have strong knowledge of administrative and operational procedures relating to budgetary related issues requisitions and salary returns.
- Able to work with minimal supervision.
- Must be a computer literate and skilful in using Microsoft Word, Excel Access and Email.
- Strong time management and organizational skills.
- Good problem solving, negotiation and communication skills.
- Manage budget and reporting system.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 659/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Child Protection Services)

POSITION : Senior Child Protection Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 7.5 - \$11, 555 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Senior Child Protection Officer is to assist the Child Protection Director to identify and provide services for vulnerable children, including children with disabilities, Asylum Seekers and Refugee Children and Children from Domestic Violence Abuse, Physical and Cyber Bullying, Neglect Discrimination, Exploitation and from all other forms of Harm, and to also provide assistance and support on the charged with Criminal Offence(s) as required to the United Nations Conventions on the Rights of Children (UNCRC) or based on an informal restorative justice process.

PRINCIPAL RESPONSIBILITIES:

- to provide practice advice to all the staff in the Child Protection Services to ensure that all legislative and service delivery requirements are met.
- To ensure that all cases are managed effectively through from intake, investigation and assessment, and ongoing intervention.
- To coordinate case complex conference with relevant stakeholders, and delegate task to staff on a daily basis.

G.N.No. 659/2018(Cont'd)

- To provide reports and sound advice to the Director in Administrative and operational matters relating to the Director orate of Child Protection.
- To assist the Directorate in propagation through ensuring that the Child Protection team activities are aligned to the UNCRC.
- Developing protocols which are appropriate for different circumstances and made widely known to the general public, and to establish support services for children and families.
- To provide support for resistant victims based on trust and confidence.
- To provide assistance to service providers working with Asylum Seekers and Refugee Children, and Disable Children.
- To be able to travel and attend overseas workshops and training relating to Children issues.
- To assist the Directorate in compiling Monthly Reports and United Nations Reports on the UNCRC.
- To assist the Director in any requirements needed that concerns with the Child Protection Services.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be High School Graduate or has a Certificate/Degree in Management or in the related fields of Children.
- Must have previous management experience.
- Experienced working with Children and have the knowledge in Child Protection or willing to learn.
- Must have sound knowledge and be able to offer counselling to Children and Families or be willing to engage in training.
- Must be committed, able to manage conflict and difficult clients, with self-awareness, flexibility and good communication skills.
- Strong knowledge in the Laws relating to Children particularly with Child Protection and Welfare Act 2016.
- Must be able to work independently and be able to offer sound and practical advice.
- Strong knowledge in Administrative and Operational Procedures relating to Children issues.
- Must have the genuine desire to help and be able to work with Children of all Races or different Situations under the age of 18 years.
- To provide Medical Clearance, Police Clearance and a Valid Driver's License.
- Skilful in negotiation I problem solving.
- Knowledgeable in family dynamics and risk factors impacting other abilities to protect and care for Children.
- Must be able to provide after hour's coverage cases.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Child Protection Services)

POSITION : Child Protection Officer
No. OF POSITION : Four (4)
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

To provide increased protection for Children through legislation and the Just system that protects them as Victims, Offenders and Witnesses. To also coordinate services for Children and Families maintaining links and works with the Government agencies or stakeholders' responsibilities and functions for Children and Families, to ensure greater protection against, responds to violence, abuse, exploitation and neglect.

PRINCIPAL RESPONSIBILITIES:

- Receive and respond to reports of Child Protection concerns and conduct thorough investigations and assessments in line with the Child Protection and Welfare Act 2016.
- Undertake all the duties and responsibilities relating to the role of an Authorized Officer.
- Prepare Child Protection reports including Court Reports, Foster/Kinship Care Reports, Initial Social Background Reports, follow-up social background reports etc.
- Attend Courts as required for applications under the Juveniles Act, and the Child Protection and Welfare Act 2016 for care orders.
- Conducts social background investigations, at-risk assessments and case planning to enable recommendations for Child Protection intervention.
- Follow-up review with Children and Families to make a decision with their situation.
- Refers clients for services such as counselling, educational support, financial assistance, medical etc.
- To provide capacity building development programs on all issues pertaining to Children in the Communities through initiated projects such as life skills workshops and trainings.
- To work with NGO's and the Community Task Force to implement or the improvement of policy concerning all children.
- Must be able and ready to undergo training on Child Protection courses either locally or overseas.
- To assist the Director and the Senior Child Protection Officer in any other requirements as needed concerning the Child Protection Services.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications, specifically relating to Children.
- Must have qualification in Administration work.
- Experience in providing Administrative and Clerical duties.
- Must have experience working with Children and Families.
- Must have good command of English both written and verbal.

G.N.No. 660/2018 (Cont'd)

- Must be skilful in gathering and analysing data.
- Must have a good understanding of the Child Protection and Welfare Act 2016.
- Must have the following qualities resilience, commitment, and empathy, able to manage conflict and difficult clients, self-awareness, flexibility, good communication skills.
- Must have strong knowledge of administrative and operational procedures relating to budgetary related issues requisitions and salary returns.
- Able to work with minimal supervision.
- Must be a computer literate and skilful in using Microsoft Word, Excel Access and Email.
- Strong time management and organizational skills.
- Good problem solving, negotiation and communication skills.
- Manage budget and reporting system.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 661/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HOME AFFAIRS
(Cultural Division)

POSITION : Culture Industry Officer
No. OF POSITION : One (1)
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

Mainly working on weaving, carving and other traditional methods for archives and museum, and to attend various community outreach programmes.

PRINCIPAL RESPONSIBILITIES:

- Attending overseas workshops if necessary.
- Maintain monitoring of all office movement by maintaining statistics and inventory.
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Data filing of standard filing from staff members.
- Availabilities of resources for filing systems and logistics.
- Meeting budgetary deadlines (financial year submission)
- Other duties as assigned by the Director.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of year 12 education.
- Must have knowledge in Nauruan custom, etiquette and culture.
- Must have experience in general administration or office practise.
- Must be adept in weaving/carving and other traditional methods.
- Be responsible in managing stag and be of sober habits.
- Must have excellent customer relation and communication skills.
- Must have a good command in English and Nauruan languages.
- Values and guiding principles.
- Respectful towards clients and colleagues.
- Confidentiality, punctuality and non-judgemental.
- Self-management skills and the ability to resolve disputes.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF JUDICIARY & COURT

POSITION : Assistant Clerk of Court
No. OF POSITION : One (1)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

Role and responsibility of the Assistant Clerk of Court is to assist the Clerk of Court and the Administrative Officer during court sessions and for administrative purposes for the court and any other direction from the Chief Justice and the Resident Magistrate.

PRINCIPAL RESPONSIBILITIES:

- To manage and assist the Clerk of Court for Asylum Seeker appeal listings and hearings and assist the Registrar and Deputy Registrar as and when required.
- Oversight files management and issuing of Court Orders.
- Arrange for publication and distribution of Judgements.
- Maintain case files, registers and record Judgements of Asylum Seeker Court.
- Attend to enquiries from public through the Registry.
- Assist in the preparation of records as directed by the immediate superior.
- Assist in preparations of returns/statistics whenever required.
- Answering queries both verbal and written and actioning the same as directed d by the immediate superior.
- Ensuring the proper conduct of Court sessions and assisting Judicial Officers in all aspects relating to Court cases whenever required.
- Preparation of cause lists and cases for hearing, including notifications to parties concerned and the proper maintenance and updating of the court diaries.
- Counter service for the public and legal clientele.
- Providing information, advice and professional assistance whenever required to the public and legal clientele.
- Assist in any other Court as and when required.
- Any other duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification Year 12.
- Experience in Public Administration of relevant fields.
- Good written communication skills with ability to produce documents to a High standard of presentation.
- Good public relations and customer service skills.
- Ability to communicate and interpret effectively in English and the Nauruan Language.
- Ability to plan, priorities and co-ordinate, workload in order to meet conflicting deadlines.
- Ability to work within a team environment.
- Ability to work with minimum supervision.
- Ability to exercise discretion and maintain confidentiality.

G.N.No. 662/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 663/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

POSITION : Senior Tax Auditor
No. OF POSITIONS : One (1)
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

PRINCIPAL RESPONSIBILITIES:

- Carry out Tax Audits on individual and company taxpayers.
- Prepare written audit reports identifying any errors and omissions and recommending appropriate action.
- Prepare amended assessments to reflect the outcome of tax audits.
- Make recommendations on the application of the penalty and prosecution provisions of the Law and impose additional tax as directed.
- Provide assistance to Audit and Enforcement Officers to resolve more complex aspects of their work.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Relevant experience in tax administration, accounting or compliance activities, or the ability to quickly acquire these skills.
- An understanding of taxation legislations and its' application in a taxation environment or the ability to quickly acquire.
- Good problem solving and analytical skills.
- An ability to work in a potentially confrontational environment.
- Excellent communication skills, both written and oral.
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered.

G.N.No. 663/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 664/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF LAND MANAGEMENT
(Nauru Lands Committee)

POSITION : Receptionist
No OF POSITION : One (1)
SALARY SCALE : Band 4 - \$7, 422 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Receptionist is responsible for providing customer relations support (switchboard and or clerical duties) for the Department.

PRINCIPAL RESPONSIBILITIES:

- Greet and assist customers/visitors.
- Answer direct calls and respond to inquiries.
- Other duties such as typing, scanning and photocopying.
- Treat all matters arising with due process and diligence and utmost confidentiality.
- Perform other duties as may be required by the Director/Manager of Administration.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of year 12.
- At least 2 years of relevant experience.
- Good command of written and spoken English.
- Knowledge in report writing.
- Knowledge of computer programs such as Excel & Word Processor.
- Possess a positive attitude towards staff and customer service.
- The ability to deliver quality outcomes while maintaining a high attention to detail.
- Possess the ability to work effectively and contribute positively and innovative towards NLC goals and objectives.
- Must be trustworthy and honest.
- Must be of sober habits, diligent and pays attention to details.

G.N.No. 664/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 665/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF MULTICULTURAL AFFAIRS

POSITION : Settlement Officer – Health
No. OF POSITION : One (1)
SALARY SCALE : \$16, 900 per annum

PRIMARY PURPOSE OF THIS ROLE: this position is one which deals with Refugees who have been temporarily settled on Nauru. They work with a thematic Settlement Lead. The SO is allocated a thematic area of responsibility i.e. Health, Social Welfare & Employment, Community Engagement, Safety & Security, Education, and Child & Family Protection. The SO works in a team environment and must multitask and approach issues holistically. The SO works various ethnicities and individuals of different religious backgrounds. The SO is responsible to the Settlement Manager (SM) through the relevant Settlement Lead (SL) and the Secretary for Multicultural Affairs (SecMA). The position is based on an employment contract which shall be for an initial period of one year with the first six months of that year being probationary.

PRINCIPAL RESPONSIBILITIES:

- Working with Settlement Lead – Health on ensuring that tasks allocated by the Settlement Manager of the Secretary for Multicultural Affairs are followed through.
- Support established projects and initiatives consistent with the organisational objectives.
- Implement and maintain settlement policies which are relevant to their area of responsibility.
- Undertaking relevant training in upgrading their skills and knowledge in the relevant area.
- Taking directions from the Settlement Lead – Health.
- Reporting and escalating issues to higher management when necessary.
- Attending meetings and workshops.
- Complying with instructions from the Settlement Manager and the Secretary for Multicultural Affairs, and undertake tasks as allocated to them by either

G.N.No. 665/2018 (Con't)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have completed up to Year 12 High School level or the equivalent (tertiary achievements are an advantage)
- At least 1 Year of experience in a job similar to the role of Settlement Officer – Health.
- Must have experience in dealing with individuals from various nationalities and cultural backgrounds.
- Effective communication skills, including problem solving skills and conflict resolution.
- Able to work in a team environment.
- Must be at least 18 years and a Nauruan citizen.
- Must be able to drive a motor vehicle and have a valid drivers' license.
- Must be computer literate with good customer service skills.
- Good communication skills, and can read, write and speak in English

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF MULTICULTURAL AFFAIRS

POSITION : Settlement Officer – Social Welfare & Employment
No. OF POSITION : One (1)
SALARY SCALE : \$16, 900 per annum

PRIMARY PURPOSE OF THIS ROLE: This position deals primarily with Refugees who have been temporarily settled on Nauru. They work with thematic Settlement Lead. The Settlement Officer – Social Welfare & Employment is allocated the area of responsibility of Employment and Social Welfare. They work with a team environment and must multi-task and approach issues holistically. The work with various ethnicities and individuals of different religious background. The SO is responsible to the Settlement (SM) through the Settlement Lead – Social Welfare and Employment, and Secretary for Multicultural Affairs (SecMA). The position is based on an employment contract which shall be for an initial period of one year with the first six months of that year being probationary.

PRINCIPAL RESPONSIBILITIES:

- Working with the Settlement Lead – Social Welfare & Employment, on ensuring that tasks allocated by the Settlement Manager or the Secretary for Multicultural Affairs are followed through.
- Support established projects and initiatives consistent with the organisational objectives.
- Implement and maintain settlement policies which are relevant to their area of responsibility.
- Undertaking relevant training in upgrading their skills and knowledge in the relevant area.
- Taking directions from the Settlement Lead – Social Welfare & Employment.
- Reporting and escalating issues to higher management when necessary.
- Attending meetings and workshops.
- Complying with instructions of the Settlement Manager and the Secretary for Multicultural Affairs, and undertake tasks as allocated to them by either.
- 40 hours of duty per week and extra hours if required during incidents or either.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have completed up to Year 12 High School level or the equivalent (tertiary achievements are an advantage)
- At least 1 Year of experience in a job similar to the role of Settlement Officer – Social Welfare & Employment.
- Must have experience in dealing with individuals from various nationalities and cultural backgrounds.
- Effective communication skills, including problem solving skills and conflict resolution.
- Able to work in a team environment.
- Must be at least 18 years and a Nauruan citizen.
- Must be able to drive a motor vehicle and have a valid drivers' license.
- Must be computer literate with good customer service skills.
- Good communication skills, and can read, write and speak in English

G.N.No. 666/2018 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st August, 2018.**

Dated this 16th day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY