



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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No. 65

4th May, 2018

Nauru

G.N. No. 318 / 2018

NAURU PUBLIC SERVICE ACT 2016
SECTION 16
CREATION, ABOLITION, CLASSIFICATION OF DESIGNATION

Pursuant to the powers in that vested in me, under Section 16(1) a, b of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service do hereby, create the following position with immediate effect.

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Creation of Position)

No. of Position	Designation	Salary
1	Development Officer	Band 6 \$10, 097 per annum

Dated this 27th day of April, 2018.

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

G.N. No. 319 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16
CREATION, ABOLITION, CLASSIFICATION OF DESIGNATION

Pursuant to the powers in that vested in me under Section 16(2) a, b, c of the Public Service Act 2016, I, Baron Divavesi Waqa, President and Minister responsible for the Public Service do hereby, create, abolish and alter the classification of the following positions: -

DEPARTMENT OF CHIEF SECRETARY

Reclassification – Secretariat

Employee Name	Designation	Current Salary	Proposed Salary
Blossom Tsiode	Executive Secretary	\$8, 829 per annum	\$9, 270 per annum

Employee Name	From	To	Current Salary	Proposed Salary
Lianta Billeam	Administrative Officer	Personal Assistant	\$8, 829 per annum	11, 247 per annum

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Reclassification – Human Resources

Employee Name	From	To	Current Salary	Proposed Salary
Vacant	Clerical Officer (Recruitment Unit)	Contracts Officer	\$7, 063 per annum	11, 247 per annum
Jadwiga Atsime	Payroll Officer (Salaries Unit)	Budget Officer	\$8, 829 per annum	11, 247 per annum

Dated this 27th day of April, 2018.

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

G.N. No. 320 / 2018

NAURU PUBLIC SERVICE ACT 2016
SECTION 16
CREATION, ABOLITION, CLASSIFICATION OF DESIGNATION

Pursuant to the powers in that behalf vested in me, under Section 16(1) a, b of the Public Service Act 2016, I, Baron Divavesi Waqa, President and Minister responsible for the Public Service do hereby with immediate effect, create, abolish and alter the classification as follows: -

CREATION OF POSITION UNDER THE DEPARTMENT OF CHIEF SECRETARY

No. of Position	Designation	Salary
1	Manager – Case Analyst	Band 10 \$13, 725 per annum

Dated this 27th day of April, 2018

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

G.N. No. 321 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 1(a, b), 2, 3 & 4(a, b, c)

CREATION, ABOLITION
AND CLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 subsection 1 clause a & b, 2, 3, and subsection 4 clause a, b and c of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby with effect 1st July 2017 immediately create, abolish, alter the designation and/or alter classification of the following positions.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

Classification of Positions:

NURSING

Director of Nursing Band 13 - \$15,363 per annum	1	Director of Nursing Band 13.2 - \$16,323 per annum
Assistant Director of Nursing Band 12 - \$14,494 per annum	2	Assistant Director of Nursing Band 12.2 - \$15,399 per annum
Unit Manager (local) Band 10 - \$12,918 per annum	3	Unit Manager (local) Band 10.2 - \$13,725 per annum
Unit Manager (expat) Special Pay - \$16,000 - \$18,000 per annum	3	Unit Manager (expat) Special Pay - \$16,000 - \$18,000 per annum
Nurse Supervisor (local) Band 9 - \$12,129 per annum	6	Nurse Supervisor (local) Band 10 - \$12,918 per annum
Nurse Supervisor (expat) Special Pay - \$16,000 per annum	10	Nurse Supervisor (expat) Special Pay - \$16,000 per annum
Staff Nurse (local) Band 8 - \$10,781 per annum	10	Staff Nurse (local) Band 8.4 - \$12,571 per annum
Graduate Nurse Band 8 - \$10,586 per annum	13	Graduate Nurse Band 8.2 - \$11,247 per annum
Nurse Aide (Level 2) Band 5 - \$7,505 per annum	16	Nurse Aide (Level 2) Band 5 - \$8,741 per annum
Nurse Aide (Level 1) Band 5 - \$7,063 per annum	6	Nurse Aide (Level 1) Band 5 - \$8,476 per annum

G.N. No. 321 / 2018 (Cont'd)

Creation of Positions:

NURSING

Unit Manager (local)	1	Band 10.2 - \$13,725 per annum
Nurse Supervisor (local)	2	Band 10 - \$12,918 per annum
Staff Nurse (expat)	13	Special Pay - \$16,000 per annum
Nurse Aide Level 2	1	Band 5 - \$8,741 per annum

Dated this 3rd day of May, 2018.

**HON. AARON STEIN COOK, MP
ACTING PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G.N. No. 322 / 2018

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment is effective as of 27th April, 2018.

DEPARTMENT OF NATIONAL EMERGENCY SERVICES

NAME	POSITION	SALARY BAND
Charisma Amoe-Tarrant	Development Officer	Band 6.5 - \$10, 097 per annum

Dated this 27th day of April, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 323 / 2018

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on 27th April 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mrs. Annette Cook, Settlement Manager as acting Secretary for Multicultural Affairs effective from 27th – 29th April 2018 until the the return of substantive Secretary for Multicultural Affairs, Ms. Barina Waqa.

Dated this 1st day of May, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 324 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27 A (2)

The provisional transfer of the following officer is hereby notified for general notification effective as of 1st May, 2018.

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Meteorology Services Division)

Name	Transferred from Fire & Rescue Services Division:	Transferred to Meteorology Services Division:
Sebastian Detenamo	Senior Fire Officer Band 8 - \$10, 586 per annum	Assistant Meteorology Officer Band 5 - \$7, 063 per annum

Dated this 4th day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 325 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27A (5)
NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information effective as of 30th April, 2018.

Name	Transferred from Education Department	Transferred to Home Affairs Department
Ann Bunde Scotty	Teacher Diploma Band 11 - \$13, 673 per annum	Child Welfare Supervisor Band 10 - \$12, 918 per annum

Dated this 4th day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 326 / 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
(Culture & Language)

POSITION : Culture Industries Officer
No. OF POSITION : One (1)
SALARY LEVEL : Band 6.5 –\$10,097 per annum

RESPONSIBILITIES:

- Attend various community outreach programs.
- Attending overseas workshop if necessary.
- Mainly working on weaving, carving and other traditional methods for archives and museum.
- Maintain monitoring of all office movement by maintaining statistics and inventory
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Perform other duties as assigned by the Director.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Must have knowledge in Nauruan customs, etiquette and culture
- Must have experience in general administration or office practice.
- Must be adept in weaving/carving and other traditional methods
- Be responsible in managing staff
- Be of sober habits and punctual
- Be capable in public relations
- Must have excellent customer relation and communication skills
- Must have a good command of English and Nauruan language

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 18th May, 2018.**

Dated this 27th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 327 / 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

(Clean and Green Project)

Position : ASSISTANT PROJECT OFFICER

Salary Level : Band 5 -\$7,063 per annum

Responsibilities

- To check progress and attendance of all C&G employees
- Deliver and maintain tools or requirements as per request form from Supervisors
- Assist Project officer with delivery tools and submission of timesheets
- Provide assistance and guidance to employees
- Perform any duties as per directive by Project Officer (e.g. obtain quotes required by supply purchase)
- Maintain collection of rubbish
- Coordinate activities set out by Project Officer and Secretary for Home Affairs

Knowledge, Skills & Experience

- Able to work odd hours during special or local celebration days
- Ability to communicate with workers and Supervisors in harmony
- Check tool inventory for maintenance or repair
- Supervise duties and duty allocation for workers

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 18th May 2018.**

Dated this 27th day of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 328 / 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
(Ministerial Division)

POSITION : Administrative Assistant
SALARY RANGE : Band 5.6: \$9,270 per annum

PRIMARY PURPOSE OF POSITION: To assist the Manager (Financial & Administration) and the Administrative Officer in processing payment vouchers, organizing official functions and other financial officer matters.

RESPONSIBILITIES:

- Travel arrangements for President and Ministers and other officers or individuals through Our Travel.
- Preparation of Payment Vouchers.
- Liaising with Finance Department in regards to cheque payments and telegraphic transfer on every payment raised from the Presidency and Ministerial Budget.
- Raise payments from Budget Head 01 and Head 02.
- Assist in the organizing of Government Functions.
- Maintain Budget and PV records.
- Maintain the record book for all inventory and assets.
- Stocktaking.
- Coordinating with the Department of Foreign Affairs in all protocol matters for His Excellency the President and Ministers.
- Delivering of documents, letters and other office articles when required.
- Lifting of heavy objects, parcels received/procured.
- Other duties as required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12 or equivalent.
- English (oral and written).
- Basic Finance and Accounting.
- Computer literate (Microsoft Offices, internet, emailing).
- Administrative and accounting.
- Managing budget.
- FMIS System.
- Team worker.
- Able to work after hours.
- Time management.
- Respectful, honest, humble and to maintain confidentiality.
- Fit and strong.
- Maintain a clean and tidy work environment.
- Has a drivers' license.
- Cooperative in all task/work given.

G.N. No. 328 / 2018 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 18th May, 2018.**

Dated this 3rd of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 329 / 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
(Cabinet Division)

POSITION : Research Officer
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

PRIMARY PURPOSE OF POSITION: The primary function is to maintain and update the record of all Cabinet documents. Collect and archive all agreement, MOU and Research Books.

RESPONSIBILITIES:

- Maintaining the Cabinet Decisions records.
- Researching and establishing the data bank of all Cabinet Decisions.
- Responsible in conducting research of all the important official documents as and when directed by His Excellency the President, Ministers and Secretary to Cabinet.
- Archive all agreement and MOU signed.
- Archive records/books published by Government of Nauru.
- Assist the Secretary to Cabinet, Deputy Secretary to Cabinet and Assistant Secretary to Cabinet in all office work when required.
- Delivering of documents, letters and other office articles when required.
- Assist and takes part in Official Government Functions.
- Drafting of memos when required.
- Able to work in a team.
- Filing of all office documents manually and electronically.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12 of equivalent.
- English (oral and written)
- Computer literate (Microsoft Offices, internet, emailing).
- Administration and Library work.
- Team worker.
- Able to work after hours.
- Time management.
- Respectful, honest, humble and to maintain confidentiality.

G.N. No. 329 / 2018 (Cont'd)

- Maintain a clean and tidy work environment.
- Has a drivers' license.
- Cooperative in all task/work given.
- Has good communication skills with other worker and clients.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 18th May, 2018.**

Dated this 3rd of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 330 / 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 COMMERCE, INDUSTRY & ENVIRONMENT
(Climate Change Section)

POSITION : Adaptation Officer
SALARY SCALE : Band 7 - \$9, 244 per annum

RESPONSIBILITIES:

- Conduct a full review of all existing CC related assessments, strategies/plans and produce recommendations for improved action and policy review (in coordination CCO)
- Develop and implement and National Climate Proofing strategy with emphasis to the protection and sustained development of residential, industrials, commercial and public infrastructure.
- Develop and implement a National Action Plan for the conversation and efficient use of Water, specifically taking into account the scientific characteristics of climate change (such as precipitation change, temperature change, storm surge return periods and sea level rise), (in collaboration with NUA, NatCom Projects, PACC, IWRM, ARMS, Agriculture, NRC, RONPHOS and Health)
- Develop and implement a National Acting Plan for the Protection of marine ecosystems specifically taking into account the scientific characteristics of climate change (such as sea surface temperature, sea level rise and ocean acidification), (in collaboration with NFMRA and Biodiversity Projects)
- Develop and implement a National Action Plan for the protection and conversation of coastal areas, specifically taking into account the scientific characteristics of climate change (such as sea level rise, coastal erosion, storm surges and precipitation change), in collaboration with NFMRA, Agriculture, NRC and RONPHOS another CIE Projects)
- Undertake full responsibilities of Nauru Clim Program (comprehensive CC scenario generator software valued at \$33k) as primary operator.
- Incorporate findings of scenario projections to address food security issues specifically taking into account the scientific characteristics of climate change (such as precipitation change, temperature

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change, sea level rise and meteorological data), (in collaboration with Agriculture/Quarantine/ROC Taiwan ICDF/ARMS)

- Undertake primary responsibility of sourcing funding (in collaboration with AMU) and implementing the Nauru Adaption Programme of Action (NAPA aka RONADAPT). All components within the NAPA are to be coordinate by the Adaption Officer and it's elements integrated into other existing mechanisms/programs.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum requirement of tertiary/graduate qualifications in (or relating) to Environmental Science.
- Minimum of 3 years work experience in Environmental or Climate Change duties stationed in a single country.
- Required to have sound knowledge of the international negotiations conducted at the United Nations Framework Convention on Climate Change.
- Must have at least 12 months' experience of involvement within any Environmental institute or Official Department.
- Certified computer skills for word documenting, excel spreadsheet processing and Power Point presentations are necessary.
- Must have a broad understanding and knowledge of the operations and functions of climate change and environmentally related institutes (regionally and internationally).

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 18th May, 2018.**

Dated this 20th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 331 / 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 TRANSPORT
(Directorate of Civil Aviation)

POSITION : Assistant Plant Operator
SALARY RANGE : Band 5: \$7,063 per annum

PRIMARY PURPOSE OF POSITION: To assist the Plant Operator and Airport Foreman in maintaining of the Airport grounds and the mechanical equipment or other equipment assigned.

RESPONSIBILITIES:

- Report to the Airport Forman and Plant Operator officer.
- Perform duties of the Aerodrome maintenance on a regular basis.
- Perform routine checks and basic preventative maintenance service on the tractors and other similar equipment assigned.

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- Operate the tractor for cutting grass and shrubs within the aerodrome areas (airport field, VORDME and NDB building sites, as well as sweeping the airstrip, tarmac area, taxi way and the car park area.
- Clean equipment as required and ensure equipment is safely and securely stored.
- Explain work procedures to workers assigned to assist in such work.
- Maintain clean and tidy work area.
- Record daily work undertaken on log sheet.
- Perform other duties as required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 9 or form 3.
- Sufficient command of spoken and written English.
- Experience in operating a tractor or similar equipment.
- Must have a mechanical background.
- Be able to read and write routine memos and reports.
- Must have at least two reference from current and/or previous employment.
- Must have a valid driver's license
- Must have a police clearance
- Must have a medical clearance

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 23rd May, 2018.**

Dated this 4th of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 332 / 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 TRANSPORT
(Directorate of Civil Aviation)

POSITION : Staff Support Officer
No OF POSITION : One (1)
SALARY RANGE : Band 4: \$5, 937 - \$7, 422 per annum

DUTIES & RESPONSIBILITIES:

- Report to the Administration Officer.
- Support the Director in terms of technical policy and procurement of equipment and services.
- Manage all procurement activities.

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- Following receipt of requisitions, ensure timely development, negotiations, and issuance of contracts and purchase orders, paying special attention to special technical and/or of commercial requirements and other specifications.
- Initiate correspondence and undertake negotiations with field personnel, contractors, suppliers, etc. relating to specifications, costs, deliveries, and letter of tenders.
- Ensure timely and efficient liaison with the Finance Department and Justice Department for the contracts.
- Assist in developing policies and procedures related to procurement.
- Ensure stocks and supplies of all items are closely monitored.
- Stocktaking on a weekly and monthly period by preparation of a report.
- Supervise and prepare budgetary pricing information and statistical reports.
- Pursue administrative tasks such as process of payment vouchers, filing of all correspondences etc.
- Assist with the other administrative assistant staff and their duties and responsibilities should any of them are away on leave etc.
- Perform other related duties as may be required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum of year 11 or form 5 level of education.
- Must be computer literate i.e. Microsoft Word, Excel, PowerPoint & Internet.
- Knowledge of the procurement and contract rules, regulations and procedures of the RON Government through the Warehouse.
- Good public relations and customer services skills.
- Have experience in general administration or office practice.
- Be capable in public relations and managing staff.
- Knowledgeable in general accounting and secretarial/clerical duties.
- Ability to exercise discretion and maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.
- Must have valid driver's license.

Applications should be lodged in writing or electronically 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 **5:00pm, Wednesday 23rd May, 2018.**

Dated this 4th day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 333 / 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 TRANSPORT
(Directorate of Civil Aviation)

POSITION : Safety Officer
SALARY RANGE : Band 5: \$7,063 per annum

PRIMARY PURPOSE OF POSITION: The Safety Officer will assist the Safety & Quality Assurance Manager in development, coordination and management of the ICAO development maintenance of implementation of Standards, recommended practices & procedures applicable to interview international civil aviation activities.

RESPONSIBILITIES:

- Report to the Director of Civil Aviation and Safety & Quality Assurance Manager.
- Implement safety policy of the Directorate of Civil Aviation.
- Assist the Safety & Quality Assurance Manager and Director of Civil Aviation to implement safety.
- Assist in the management of the office.
- Assist in preparing reports to Nauru Civil Aviation Authority.
- Filing of correspondence and 'confidential' reports.
- Perform other related duties as assigned by the DCA or the manager.
- Act as secretary to Safety meetings & preparing minutes of the meeting.
- Be prepared for attendance of training or meetings etc.

KNOWLEDGE, SKILLS & EXPERIENCES:

- A certificate level 1 in OHS (Occupational Health & Safety) or any other alternate certificate.
- Must be computer literate (Microsoft Words & Excel, Power-point).
- Must have good command of spoken & written English as well as good spoken Nauruan
- Have excellent public relation and communication skills
- Punctual and of sober habits.
- Must have investigative skills and be able to exercise sound decision making skills.
- Must have a valid driver's license, police & medical clearance.
- Must be able to work as a team player and to work collaboratively with colleagues to achieve organizational goals.
- Must be able to keep abreast of new developments in the professional field.
- Must be able to manage and resolve conflict successfully.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically stating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 23rd May, 2018.**

Dated this 4th of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 334 / 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 TRANSPORT
(Directorate of Civil Aviation)

POSITION : ICAO Public Relations Officer
No OF POSITION : One (1)
SALARY : Band 5: \$7, 063per annum

DUTIES & RESPONSIBILITIES:

- Report to the Administrative Officer.
- Writing and editing the Directorate of Civil Aviation magazines, speeches, articles and annual report.
- Promote safety and security awareness of the aerodrome through media, district communities, face book, schools etc.
- Provide information for tourists/travellers of the island through the publicity of brochures, handouts, direct mail leaflets etc.
- Ensure the update of the ICAO library with filing and categorizing or reading material as well as distributing incoming emails/material to necessary sections.
- Planning, developing and implementing PR strategies as well as managing the PR aspect of potential crisis.
- Liaising with colleagues and key spokespeople as well as answering queries from media, individuals and other organizations.
- Researching, writing and distributing press release to targeted media and communities.
- Collating and analysing media coverage.
- Performing other related duties as may be required or as assigned by the DCA.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum of year 11 or form 5 level of education.
- Must be computer literate i.e. Microsoft Words, Excel, PowerPoint & Internet.
- Good public relations and customer services skills.
- Have experience in general administration or office practice.
- Be capable in public relations and managing staff.
- Knowledgeable in general accounting and secretarial/clerical duties.
- Ability to exercise discretion and maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.
- Must have valid drivers' license.

Applications should be lodged in writing or electronically 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 **5:00pm, Wednesday 23rd May, 2018.**

Dated this 4th day of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 335 / 2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Jonathan Mark Levitt from Australia and
Rosivin Miriam Eoaeo of Meneng District

DATE OF ENGAGEMENT: 24th May, 2018

HON. AARON STEIN COOK, M.P.
ACTING MINISTER IN CHARGE

G.N. No. 336 / 2018

CORRIGENDUM

It is notified for general information that the Gazette No. 62/2018 dated 30th April 2018;

DELETE:

G.N.No. **314** / 2018

INSERT:

G.N.No. **315** / 2018

and Gazette No. 63/2018 dated 3rd May, 2018;

DELETE:

G.N.No. **315** / 2018

INSERT:

G.N.No. **316** / 2018

GAZETTE OFFICER