



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

No. 11

18th January, 2019

Nauru

G.N No. 40/2019

APPOINTMENT OF ACTING CHAIRMAN OF NAURU PHOSPHATE ROYALTIES TRUST

It is notified for general information that Cabinet at its meeting held on Monday 31st December, 2018 approved the following:-

1. The appointment of Mr. Mike Dagiario to act as Chairman of the Nauru Phosphate Royalties Trust from Friday 28th December, 2018 until the return of substantive Chairperson. Ms. Sharain Hiram.

Dated this 31st day of December, 2018

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N No. 41/2019

APPOINTMENT OF ACTING CHIEF OF STAFF

It is notified for general information that on 31st December, 2018 Cabinet, pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Chief of Staff effective from 6th – 16th January, 2019 until the return of the substantive Chief of Staff, Mr. Peter Jacob.

Dated this 4th day of January, 2019

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N No. 42/2019

APPOINTMENT OF ACTING SECRETARY FOR EDUCATION

It is notified for general information that on 31st December, 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Education, until the return of the substantive Secretary Dr. Maria Gaiyabu.

Dated this 4th day of January, 2019

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N No. 43/2019

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on 4th January, 2019 Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr. Barassi Botelanga, to act as Secretary for National Emergency Services effective from 6th – 16th January, 2019 until the return of the substantive Secretary, Mr. Roy Harris.

Dated this 7th day of January, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 44/2019

APPOINTMENT OF ACTING SECRETARY FOR PUBLIC ADMINISTRATION & OPERATIONS

It is notified for general information that on 4th January, 2019 Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mrs. Justina Akubor to act as Secretary for Public Administration & Operations effective from 6th – 16th January, 2019 until the return of the substantive Secretary for Public Administration & Operations, Mr. Michael Angelo Dimapilis.

Dated this 7th day of January, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 45/2019

APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS

It is notified for general information that on 8th January, 2019 Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr. Rayong Itsimaera to act as Secretary for Home Affairs from 13th January – 7th February, 2019 until the return of the substantive Secretary for Home Affairs, Mrs. Mary Tebouwa.

Dated this 10th day of January, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 46/2019

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 TELECOMMUNICATIONS & MEDIA
(Information & Communications Technology)

POSITION : Helpdesk Officer
No. of Position : One (1)
SALARY RANGE : Band 5: \$7,063 - \$8,829 per annum
RESPONSIBLE TO : Administrative Officer/Network Officer/Director

DUTIES AND RESPONSIBILITIES:

- Should have knowledge of Microsoft Office tools.
- Should be very good in handling English language.
- Should be able to handle Customer requests without disruptions and within the SLA (Service Level Agreement)
- Should be keeping the helpdesk ticketing tool updated at all times.
- Should have technical knowledge in the related field to handle requests/tickets in time.
- Overall responsible for the Request/Ticket management.
- Should be able to handle the basic network and application functions.
- Should be able to self-train and up skill the staff and build the capacity.
- Should be able to suggest improvements.
- Should be able to motivate the team.
- Should be able to innovate.
- Keep Asset of Government Computers, Laptops and Photocopiers.

QUALIFICATIONS AND EXPERIENCE:

- Minimum qualification of Year 12.
- Computer Technology.
- Minimum of 1 year to a maximum of 3 years of experience in the ICT Information Communication, Technology Field, Technical Support and Helpdesk Management.
- Ability to read and write in English.
- Computer literate (Excel and Word)
- Have a good customer relations and organisational skills.
- Willingness to work after office hours.
- Good public relation.

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's department or the Director of Human Resources & Labour no later than **5pm, Friday 14th December, 2018.**

Dated this 22nd day of December, 2018

BERNARD GRUNDLER
CHIEF SECRETARY