



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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No. 142

22nd July, 2020

Nauru

G.N.No. 455/2020

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 PRESIDENCY

POSITION	:	Administrative Assistant
No. OF POSITION	:	One (1)
SALARY RANGE	:	Band 4 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Administrative Assistant is responsible to the Administrative Officer in the Department of Presidency. Role and responsibilities of the Administrative Assistant is to assist the Administrative Officer in providing the following executive duties for his Excellency the President.

DUTIES & RESPONSIBILITIES:

- Assist in preparation and management of the president budget

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have valid driver's licence
- Must be able to work odd hours if required
- Ability to exercise discretion and maintain confidentially
- Ability to communicate effectively both verbally and written
- Ability to work within a team environment and own supervision using initiative
- Have experience in librarianship and personal administration
- Good public relations and customers service skills
- Must have basic skills in Microsoft and Microsoft Excel
- Be honest, proactive, innovative and efficient

G.N.No. 455/2020 (Cont'd)

Applications should be submitted to the Acting 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 July, 2020.**

Dated this 14th day of July, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 456/2020

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 PRESIDENCY

POSITION	:	Museum Assistant
No. OF POSITION	:	One (1)
SALARY RANGE	:	Band 4 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Museum Assistant is responsible to assist the Director, the assistant Director the Curator in any aspect of museum operations as required such as preparation of exhibits, collections, processing and performance of security surveillance, preparation of objects for storage and conducting research.

DUTIES & RESPONSIBILITIES:

- Assist with processing collections including registering, accessioning, cataloguing, packing, unpacking, maintaining inventory, and documentation
- Assist in setup and assembly of storage areas for collection according to curatorial standards; cleans collection and storage area as needed
- Prepares various reports regarding collection activities and condition of objects as requested
- Conducts research in identification and interpretation of museum collections
- Respond to enquiries regarding collection from museum visitors; acts as museum receptionist
- Performs specific tasks that are components of exhibit planning, installation, and maintenance; prepares graphics, illustrations, labels, and artefact mounts and construction of exhibit cases
- Assist in the maintaining of museum collection database through data entry and editing
- Assist on organization of and Implementation of public programs such as workshops, education programs and special events; may assist in preparation of educational materials, promotional materials, and mailing lists
- Organizes special viewing of collection; arranges showings and selects exhibits based on audience; prepares displays
- Assist in restoration and preservation work on relics and on National Heritage Sites
- Any duties assign by the Director

G.N.No. 456/2020 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Higher School Leaving Certificate
- Excellent written and verbal communication skills
- Ability to organise, present and communicate messages effectively through design
- Excellent project management and organisational skills
- Knowledge of working with museum databases and IT issues
- Good team work skills
- Excellent research and IT skills
- Experience in metal work, welding, panel beating

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Dated this 14th day of July, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
