



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

No. 199/2020

6th November, 2020

Nauru

G.N.No. 798/2020

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 HEALTH & MEDICAL SERVICES
(Human Resource for Health)

POSITION : Human Resource Manager
No. of POSITION : One (1)
SALARY RANGE : Band 9.1 - \$17,336 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Human Resource Manager will lead and direct the routine functions of the Human Resource (HR) department including administering pay, benefits, and leave, and enforcing the department's policies and practices.

DUTIES & RESPONSIBILITIES:

- Oversees daily workflow of the department
- Maintains a smooth and boarding process with induction and orientation programs for new employees
- Creates clear and concise reports
- Provides support and guidance to management
- Oversees employee's disciplinary meetings, terminations, and investigations
- Maintains compliance with the Nauru Public Service Act and its Amendments and Regulations; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in human resources and talent management
- Performs other duties as assigned

KNOWLEDGE, SKILLS & EXPERIENCES:

- Diploma in Human Resources, Business Administration, or related field required
- A minimum of three years of Human resources management experience preferred
- At least 3 years' experience in Human Resources or related field
- Knowledge of the Nauru Public Service Act, including Amendments and Regulations.
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organisational skills and attention to detail

G.N.No. 798/2020 (Cont'd)

- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office or related software

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 799/2020

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 HEALTH & MEDICAL SERVICES
(Finance & Revenue)

POSITION : Assistant Revenue Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To assist the Revenue Officer in revenue collection and managing documentations relating to patients; Expatriates, RPC clients and Community Refugees and not limited to other administrative matters as deemed necessary.

DUTIES & RESPONSIBILITIES:

- Receive & assist new patients for registration
- Open new folders
- Filing records in an orderly manner
- Photocopying doctors' response as needed
- Collect inpatient files from the ward
- Assist in compliant of invoices
- Delivery of invoices to clients
- Handover daily revenue collections to Revenue Officer
- Work on Saturdays 10am to 1pm for revenue collection
- Banking revenue
- Maintain a clean & tidy work environment
- Other duties as assigned

G.N.No. 799/2020 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate/Diploma in basic book keeping and accounting preferred
- Year 12 School Level Certificate
- 2 years of office work or equivalent in relevant field
- Good communication, organization and problem solving skills
- Good writing & reading skills
- Basic Word & Excel knowledge
- Reliable, conscientious and willing to accept responsibilities
- Sound knowledge of the PSA 1998
- Driver's license

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 800/2020

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 HEALTH & MEDICAL SERVICES
(Finance & Revenue)

POSITION : Finance Manager
No. of POSITION : One (1)
SALARY RANGE : Band 7.1 - \$14,863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To oversee the financial health of the Ministry by producing financial reports.

DUTIES & RESPONSIBILITIES:

- Managing and coordinating monthly reporting, budgeting and forecast processes
- Provide risk-analysis reports to the Director of Finance
- Provide insight on the financial health of the Ministry
- Track the Ministry's financial status and performance to identify areas for potential improvement
- Correspond with service providers to maintain customer relationship
- Review Financial data and provide monthly and annual reports

G.N.No. 800/2020 (Cont'd)

- Monitoring of Health Budget and updating the Health units
- Implement accounts payable and receivables systems
- Supervising Health Financial Team
- Liaison with Departments of Finance on all aspects of accounting, budgeting and health financing
- Being a key point of contact for other departments on financial and accounting matters
- Ensure the smooth flow of operation of the Health finance systems
- Oversee the payments for operational services are always on track to ensure Health operations are carried out
- Liaise with Audit Department to maintain yearly audits on the Health Finance document and systems
- Provide financial advice to the Director of Finance
- Other duties as requested by the Director of Finance or Secretary of Health and Medical Services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Professional qualification in accounting, management, administration or relevant field (a definite advantage)
- Demonstrated administrative experience of 3 years and over in organization or government department
- Demonstrated experience in managing budgets
- Ability to lead, train, assess and support staff
- High level of written and oral English, good communication skills
- Computer literate in MS applications (Word, Excel, Power Point etc)
- Able to work proactively and take initiative

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Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 801/2020

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 HEALTH & MEDICAL SERVICES
(Finance & Revenue)

POSITION : Assistant Budget Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Assistant Budget Officer reports to Budget Officer and the Finance manager and assists in the management of the day-to-day accounting, budgeting and financial management of all health financial, including GON and donor funding.

DUTIES & RESPONSIBILITIES:

- Assist in the preparation and raising of payment vouchers
- To assist in the management of the budget for all health Divisions
- To assist and monitor the budget both GON budget and Donor funding
- Ensure payment submitted consist of support and relevant documents
- Arrange Travel as required
- Assist in Preparing Inter Head Transfers (if required)
- Correspond with service providers to maintain customer relationship
- Assist in the maintenance and update office files both soft and hard copies
- Maintain a clean workspace
- Assist and coordinate the payment process for all Health Department activities
- Participation in ongoing education and training in relation to accounting, budgeting and finance
- Accurate, thorough and precise recoding of all financial matters
- Is organised, solves problems and makes sound decisions if necessary
- To act and perform responsibilities of the budget officer in the event the budget officer is on leave

Health and Safety

- Must be responsible for his or her own acts and omissions and the effect that these may have upon the safety of self and any other person(s)
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance to with any health and safety procedures, instructions or training that has been given
- May not undertake task(s) for which they have not been authorised to do so and for which they are not adequately trained
- Is required to bring to the attention of a responsible person, any perceived shortcoming in the safety arrangement, or any defects in the work equipment

KNOWLEDGE, SKILLS & EXPERIENCES:

- Accounting qualifications or working towards same
- Computer literate
- 2-3 years minimum experience in accounts
- Able to work independently
- Good communication skills
- Computer literacy in MS applications (Word, Excel, PowerPoint)
- Occupational Health & Safety
- Good command of English and Nauruan communication skills

G.N.No. 801/2020 (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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 802/2020

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 HEALTH & MEDICAL SERVICES
(Human Resource for Health)

POSITION : Patient/Staff Satisfaction Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Patient and Staff Satisfaction Officer is responsible for attending to the concerns, complaints, grievances of patients and staff in access to health services.

DUTIES & RESPONSIBILITIES:

- Evaluating patient experience
- Responsible for collating and compiling compliments and complaints form and processing forms
- Provide feedback to staff and patients based on their submission
- Collaborating with other staff to make improvements or changes to patient experience
- Establish a patient/staff communication plan/program
- Addressing on feedback collected and the effectiveness of programs to patient experience

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion
- Some experience in a health care setting or customer centred service
- Be familiar with the code of conduct
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office or related software

G.N.No. 802/2020 (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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 803/2020

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 HEALTH & MEDICAL SERVICES
(Health Operations)

POSITION : Infrastructure Manager
No. of POSITION : One (1)
SALARY RANGE : Band 8.1 - \$16,052 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- The Infrastructure Manager is to provide continued management and maintenance of the health department plant and equipments that include generators, reverse osmosis unit, oxygen plant, hyperbaric unit, mortuary and the incinerator
- This position is also responsible for the maintenance of all health departments' building infrastructure of both hospitals (Public Health and RON Hospital) and other medical/non-medical equipments ensuring that these are maintained in working order
- The position also has overall responsibility for the maintenance staff in coordinating and delegating tasks, while reporting to the Director of Health Administration
- The Infrastructure manager must be available on PRN from the emergency room and wards and whenever there is a need at any of the centres

DUTIES & RESPONSIBILITIES:

- Planning and coordinating all installations and refurbishments
- Managing the upkeep of equipment and supplies to meet health and safety standards
- Inspecting buildings' structures to determine the need for repairs or renovations
- Compile and provide a weekly updated inventory list, maintenance and repair list for all plant and equipment (medical and non-medical)
- Responsible for the plumbing, electrical and other maintenance work for the Hospital(s) and Public Health
- Compile and provide weekly updates inventory list and maintenance and repair list for all department vehicles and building infrastructures

G.N.No. 803/2020 (Cont'd)

- Liaise with local business, governments, technicians, mechanics and contractors to ensure that building infrastructures are maintained in working order
- Responsible for overseeing and ensuring the continued maintenance of the general utilities system (water, electricity and sewerage) in both hospitals are maintained
- Responsible for the RFQ for ordering of non-medical equipments (air condition, washing machines, freezer etc.) and spare parts for vehicles, plant and equipments
- Compile and update list of job card requests and status of requests, including processing orders for job card requirements as prioritized
- Provide a report of activities under the position's responsibilities to the Director of Administration on a monthly basis
- Assist and ensure ongoing training and development of subordinates on the job
- Plan and coordinate all installations (telecommunication, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs
- Supervise all facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
- Control activities like parking space allocation, waste disposal, building security etc
- Allocate office space according to need, service contracts, keep financial and non-financial records
- Perform analysis and forecasting, requirements and good analytical/critical thinking
- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge in basic accounting and finance principles
- Excellent organizational and leadership skills and excellent verbal and written communication skills
- Effectively manage performance appraisal and development of subordinate staff
- Any other duties as requested by the Senior Management Team
- Undertake quality assurance activities on all health equipment
- Maintain confidentiality of any information received in the work place at all times
- This role also performs other duties directed by the Director of Health Administration

KNOWLEDGE, SKILLS & EXPERIENCES:

- Diploma/Degree in infrastructure management or in related program
- Certificate in inventory management, logistics and consignment distribution
- 3 years minimum experience in the Hospital Building field
- Proficiency with operating systems and network security protocols
- Ability to see the big picture
- Problem solving skills
- Analytical skills
- Organizational skills
- Written and verbal communication skills
- Presentation skills
- Risk management skills
- Must possess basic computer knowledge essentially
- Good command of written and oral English
- MS Word and Excel

G.N.No. 803/2020 (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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 804/2020

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 HEALTH & MEDICAL SERVICES
(Human Resource for Health)

POSITION : Personal Assistant
No. of POSITION : Two (2)
SALARY RANGE : Band 7.1 - \$14,863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Medical Personal Assistant (PA) makes sure that the frontline staff is able to dedicate their time to patient care while the personal assistants support our senior leaders. Personal assistants often act as the manager's first point of contact, typically carries out administrative work on behalf of one individual
- As a PA or personal assistant, you will usually work for a senior member of staff or group of staff. You'll support the work of a department by taking on administrative and secretarial tasks
- For example; typing, arranging meetings and taking minutes, managing diaries, arranging travel, dealing with enquiries, taking phone calls, ordering stationery, dealing with post and emails, creating and updating spread sheets and databases
- As a PA in the hospital, you will have contact with patients and their families as well as with healthcare staff and other administrative staff

DUTIES & RESPONSIBILITIES:

- As a Personal Assistant, you will need to work accurately and methodically, meet deadlines, use medical terminology, pay attention to detail, work in a team but use their own initiative, work with all types of people, be helpful and reassuring if dealing with patients and their families.
- You are required to have skills such as excellent keyboard skills, IT skills, good spelling and grammar and organisational skills.
- You will get the training you need to do the job. This includes an introduction to the department, how to use the IT and phone equipment and the procedures to follow. You may also have training in customer care.

Typical Responsibilities include:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit, e.g. completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research
- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments. Many Pas control access to the manager/executive
- Booking and arranging travel, transport and accommodation, organising events and conferences
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Conducting research on behalf of the manager
- Organising the manager's personal commitments including travel or childcare
- Ensuring clients receive their medication on time
- Supporting clients who cannot move on their own
- Helping clients dress, bathe, eat, etc
- A compassionate, positive person who is not afraid to work hard, then this is a job for you. We expect you to be polite and a good communicator. Experience in housekeeping tasks and caring for the elderly or sick will make you a strong candidate
- Excellent communication and people skills, positive and compassionate attitude, strong ethics, Physical Stamina, CPR certified

Health and Safety

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which have not been authorised and for which they are not adequately trained

KNOWLEDGE, SKILLS & EXPERIENCES:

- A Certificate/Diploma in communications or business subject may be advantageous
- Secretarial course or diploma online or via further education colleges
- A valid driver's licence
- 3 to 5 years of work experience as Personal Assistant in Hospital environment

Key skills for Pas

- Discretion and trustworthiness: you will often be party of confidential information
- Flexible and adaptability
- Good oral and written communication skills
- Organisation skills and the ability to multitask
- The ability to be proactive and take the initiative
- Tact and diplomacy
- Communication skills
- A knowledge of standard software packages and the ability to learn company specific software if required
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures and of basic accounting bookkeeping tasks and procedures
- Good understanding of written and spoken English language
- Good computer skills in MS applications (Word, Excel, PowerPoint)
- Ability to work diligently to help maintain smooth office operations
- Reliable and hardworking with great communication skills
- Be familiar with and able to utilize office equipment, devices and appliances such as PBX Phone, Computer, Photocopier, Printers etc. and processes
- A fast typist with knowledge in stenography and taking dictations
- Excellent organisational and multi-tasking abilities
- Time Management skills, accurate keyboard skills and the ability to prioritize work
- Data management and attention to detail and accuracy with problem-solving and adaptability skills
- Good customer service orientation and team work experience in a healthcare environment.
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures with basic
- Good knowledge and application of basic Life Support, Occupational Health & Safety, Infection Control and of Safety Training and Moving Techniques

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING 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 HEALTH & MEDICAL SERVICES
(Finance & Revenue)

POSITION : Requisition Officer
No. of POSITION : One (1)
SALARY RANGE : Band 6.1 - \$13,762 gross salary per annum

DUTIES & RESPONSIBILITIES:

- To prepare budget request forms
- Monitor and track budget balances both GON budget and Donor funding
- Ensure payment submitted consist of supporting reliable and relevant documents
- Verify budget requisitions and submit to Budget Officer for processing
- Ensure quotes and invoices are legit and are properly endorsed
- Request and compile remittances
- Ensure that internal orders are raised and submitted in timely manner
- Ensure that orders are requested according to their correct item codes
- To ensure payment requests are justified against the Annual Operating Plan
- Maintain and update office files both soft and hard copies
- Maintain a clean workplace
- Participation in ongoing education and training relation to accounting, budgeting and finance
- Ensure accurate, thorough and precise recording of all financial matters
- Other duties as requested by the Finance Manager

KNOWLEDGE, SKILLS & EXPERIENCES:

- School Leavers Certificate (Year 12) or diploma in accounting or equivalent is a definite advantage
- 1 or 2 years of Office work experience or equivalent
- Customer service
- Good communication, organization and problem solving skills
- Good writing and reading skills
- Basic Computing skills
- Professionalism
- Planning and organizational skills

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING 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 HEALTH & MEDICAL SERVICES
(Human Resource for Health)

POSITION : Director of Human Resource for Health
No. of POSITION : One (1)
SALARY RANGE : Band 12.1 - \$21,837 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- The Human Resource Director will plan, lead develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization’s mission and talent strategy
- Recruits, interviews, hires, and trains new staff in the department
- Oversees the daily workflow of the department
- Provides constructive and timely performance evaluations
- Handles discipline and termination of employees in accordance with company policy

DUTIES & RESPONSIBILITIES:

- Collaborate with senior leadership to understand the organizations goal and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; dispute and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s human resource information systems (HRIS) or talent management systems
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Develops and implements departmental budget
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required
- Supports management by providing human resources direction, advice, and counsel
- Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources within a large multi-national organization
- Understanding of cultural norms, traditions, and working with diverse teams
- Guides management and employee actions by developing HR guidelines, communicating the guidelines and enforcing organization values
- Leads company’s compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act

(ADA), the Family and Medical Leave Act (FMLA), the department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA)

- Maintains minimal company exposure to lawsuits
- Ability to work closely with international counterparts to limit workplace issues due to the multicultural nature of our business
- Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines
- Maintains company organization charts and employee directory

Health and Safety

- Be responsible to take reasonable care for his or her own act or omission and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorized and for which they are not adequately trained

KNOWLEDGE, SKILLS & EXPERIENCES:

- Bachelor's degree in Human Resources, Business administration, or related field required; Master's degree or Ph.D. preferred
- SHRM-CP or SHRM-SCP highly preferred or reputable HRM organization
- At Seven (7) years of Human resource management experience required with Bachelors.
- Five year's (5) experience required with Master's Degree
- 3 (3) years of work experience with Ph.D.
- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficient with or the ability to quickly learn the organizations HRIS and talent management systems
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills
- Reliable and hard working with great communication skills
- Time management skills, accurate keyboard skills and the ability to prioritise work
- Data management and attention to details and accuracy with problem solving and adaptability skills
- Good customer service orientation and team work experience in a healthcare environment
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures with basic
- Good knowledge and application of Basic Life Support, Occupational Health & Safety, Infection Control and of Safety Training and Moving techniques

G.N.No. 806/2020 (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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 807/2020

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 FINANCE
(Social Welfare Services)

POSITION : Administration Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.3 - \$12,554 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The primary purpose of the role is to support the Division to deliver its objectives through managing all administration and HR functions. This includes managing timesheets, stores, stationery and printing supplies, filing, budget monitoring and reporting, opening and closing the office and other duties as directed.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

DUTIES & RESPONSIBILITIES:

- Contribute to the team meeting its deliverables, ensuring that Division objectives are achieved. Consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Monitor the divisional budget and provide regular reports, ensuring that all bills are paid on time. Create accurate and timely payment requests (PVs) and secure appropriate approvals to ensure the Division meets all its payments on time, and there is sufficient budget available to meet obligations
- Ensure timesheet information is entered correctly into FMIS, and leave records are accurately kept and managed
- Ensure supplies (stationery and printing supplies, stores) are maintained at sufficient levels to support activity
- Support the Deputy Secretary to develop the annual budget and ensure all information is evidence based and accurate
- Support the Deputy secretary to undertake recruitment activity

G.N.No. 807/2020 (Cont'd)

- Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
- Keep records and manage historical records by filing electronic documents
- Daily opening of the office, provision of stores and oversight of the kitchen
- Other duties as directed

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate or equivalent in office administration or related discipline from a recognised university
- up to 5 years' experience in public service administration and oversight, delivering programs and managing payments
- Commitment to achieving results, taking responsibility and committing to action.
- Ability to analyse and solve problems with practical solutions
- Strong organizational skills
- Sound written and oral communication skills in English and competency in Excel and Word in producing reports
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with ability to work in a complex and challenging environment
- Ability to work independently and seek guidance when needed
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the Department of Finance

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 808/2020

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 EDUCATION
(TVET)

POSITION : Trainer Assistant
No. of POSITION : One (1)
SALARY RANGE : Band 9.1 - \$17,336 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Delivery of complaint training programs
- Development of course material and learning resources.

- Monitoring Student Work, Validation on student results, Student Assessment, Student Report writing, Student filing & recording.
- Engage with industry and other key stakeholders.
- Maintenance of tools and equipment.

DUTIES & RESPONSIBILITIES:

- Operate as an effective and positive team member, practice and promote respect for all clients and staff and support TVET Nauru's vision and Strategic intent.
- Lead and manage the teaching and learning process for classroom, industry and distance based clients.
- Develop and engage in effective working relationships with students, client groups (industry) and staff by participating in team meetings, industry reference groups, student events and forums.
- Identify and develop innovative delivery and assessment solutions for the vocational education and training requirements of client groups and the wider community.
- Create a productive learning environment that uses high level contemporary education and training methodologies and techniques including a variety of appropriate delivery and assessment (RPL) methods and utilising creative learning options to meet the varying needs of the students.
- Use flexible, blended and distributed learning techniques, options and products to meet the changing need of various client groups.
- Contribute to review, development and implementation of course content and teaching and learning resources to ensure relevant industry standards are met and maintained.
- Coordinate and participate in moderation and validation activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements.
- Participate in the coordination of teaching programs, team meetings, marketing strategies, management of teaching resources and associated records.
- Ensure that students and clients practise accepted safety procedures in the learning environment.
- Participate in appropriate staff development programs to develop and maintain personal and professional skills, knowledge and attitudes and maintain industry currency. Meet the requirements for being a TVET trainer and remain up-to-date with current trade and teacher related skills and knowledge.
- Maintain documentation and records in compliance with contractual requirements.
- Maintain all teaching tools and equipment.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Possession of relevant vocational qualification at the level equivalent to or higher than level to be delivered
- Certified IV in training and assessment or equivalent.
- Demonstrate current industry skills directly relevant to the training/assessment being undertaken.
- Technical trade – Minimum 6-7 years in the respective trade
- Vocational Trade – Minimum 4 years in the respective trade.
- Preferably computer literate, energetic to work with passion and high dedication. Must be of sober habit with excellent work ethics.

G.N.No. 808/2020 (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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 809/2020

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 HOME AFFAIRS
(Culture & Language)

POSITION : Director of Culture & Language
No. of POSITION : One (1)
SALARY RANGE : Band 12.1 - \$21,837 salary per annum (gross)

PRIMARY PURPOSE OF POSITION:

Director will be responsible for the overall development, operation and achievement of its associating NSDS goals, objectives and schedules.

The key purpose of the job is to effectively lead and make good decisions in the delivery of these goals and strategic outcomes, which requires responsibility and collective working across national bodies, cultural heritage sections within the communities and the region.

The Director is to collaboratively provide proper and proficient leadership in day-to-day operations, planning, and organization, maintain efficient systems and processes whilst interacting with staff, appropriate persons in the community, or other relevant officials, in order to establish or bring about high quality Cultural outcomes.

Initiate and activate Cultural and Language programs that preserve and conserve our indigenous culture and language, and the whole parcel of it, to the next level of vibrancy of its art, creative crafts, artefacts, unique culture, language, sports, leisure, and livelihoods.

Maintain quality and efficiency of office. Initiate and delegate tasks according to staff members and positions within the official structure.

Recognise and utilise proper information regarding the orthography and grammar of the vernacular.

Regulate frameworks for the continuation of Language preservation and development, formulating a single, officially endorsed and officially sanctioned alphabet (with associate writing conventions), and other forms of Language activities.

Attain key language resources to reach goal result to form and maintain a Language Archive and a national dictionary.

Organise reports, presentation and direct development of Nauru language for preservation and communication purpose; For example, urge essentially realisation requirements as in the scope of other forms of language – sign language.

DUTIES & RESPONSIBILITIES:

- Direct key projects which promote innovation and creativity in these requirements
- Development and oversee all coherent strategies and policies, where Language and Culture is customary; in the workplace/s, at schools, within the communities and on the stage of national sustainability where national heritage, indigenous ‘creativity’ are the livelihoods of the people
- Promote cultural sustainability in the world of change; represent the value of societal beliefs and social organisation, maintaining the vitality of ethnicity
- Initiate and implement budgetary matters, such as New Project Proposals, Annual Operation Plans, and or, supplementary budgetary requisitions;
- Negotiating and solving problems; assist staff wherever, whenever required
- Proactively encourage and enforce transparent procedures to improve coherently, culture-related services and social sustainability
- Appoint and delegate appropriate duties and responsibilities of staff and tasks with consistent reviews
- Recommend modifications of all activities, plans and other preparation including community participations and special consultants/experts
- Ensure effective supervision and evaluation of all, intern and extern, new or ongoing, cultural programs/activities at monthly, quarterly and annual reviews
- Establish and determine language developments, information and language issues, activities and resources for safeguarding the national language of Nauru to ensure the significance in preservation and conservation goals
- Deliberate Nauruan Language and studies; functions, operations and activities, relating to probable language issues in preparation for a standardised written language, targeting the Nauru Language Division
- Appropriate of resources in key language promotional programmes
Improving upon, and publishing of, information and resources for language preservation, educational and promotional activities as well as archiving

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of higher tertiary qualification specifically relating to managerial positions
- Proficiency in Nauruan and in the indigenous culture; art, craft, as well as in English, both written and verbal;
- Must be passionate about national identity and cultural sustainability;
- Respectful with good appropriate public relations and with a proper application of confidentiality, where required
- Must have knowledge of administrative procedures or at least some valid experience in supervisory or organisational skills and operational procedures
- Must have a good experience in expounding budget-related issues, salaries and such requisitions;
- Must be independent and creative, passionate about culture, history, traditional customs, and natural heritage

G.N.No. 809/2020 (Cont'd)

- Ability to direct, with initiative, cultural development areas in accordance with customs and values of society and utilise allocated resources, economically, ensuring priorities are met
- Ability and skilful in use of electronic equipment, e.g. in using Microsoft Word, Excel Access and email;
- Ability in time management skills and book-keeping; gathering and analysing complex data; as well as presenting to officials/related authoritative bodies, at certain levels and where required
- Must be able to work at odd hours, wherever essential required
- Ensure accurate recordkeeping for program activities
- Professionalism in participating in department and nation-wide activities and training, and, when appropriate, regional and or, national Cultural/heritage meetings

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 810/2020

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 PEOPLE WITH DIABILITIES
(Secretariat)

POSITION : National Coordinator
No. of POSITION : One (1)
SALARY RANGE : Band 7.1 - \$14,863 salary per annum (gross)

PRIMARY PURPOSE OF POSITION:

The National Coordinator is to assume responsibilities in the Department for People with Disability and contribute towards maintaining and promoting Nauru's National Sustainable Development Strategy's (NSDS) objective.

DUTIES & RESPONSIBILITIES:

- Coordinate research on relevant and current issues regarding People with Disabilities in Nauru
- Collect and update all data on Disability cases in Nauru
- Produce Disability Information, Education and Communication materials for advocacy
- Implementation of the National Sustainable Development Strategy (NSDS)
- Write budget proposal for disability activity and program.
- Coordinate all disability programs within Community, schools and workplaces.

G.N.No. 810/2020 (Cont'd)

- Advocate and promote all disability events (National and International Days)
- Establish a Disability working network within the community of Nauru.
- Manage office administrative work
- Provide monthly activities report to Director
- Perform any tasks/duties assigned by Director and Permanent Secretary for People with Disability.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Year 10 education
- Certificate in Community Welfare Work/ Social Work would be an advantage.
- Eager to learn new skills and gain experience working with People with Disability
- Ability to Communicate effectively both in English and Nauruan.
- Good Organisational skills, a focus on delivery and achieving goals.
- Ability to work within a team environment
- Ability to exercise discretion and maintain confidentiality at all times.
- Ability to plan, prioritise and co-ordinate, workload in order to meet deadlines.
- Ability to solve complex problems
- Have good computer skills (Microsoft word, excel, power-point etc)
- Ability to use Auslan Sign Language (would be an advantage)
- Must be sober habit, diligent, and honest

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 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING 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
(Multiculture)

POSITION : Junior Officer
No. of POSITION : Three (3)
SALARY RANGE : Special rate \$14,300 per annum (gross)

PRIMARY PURPOSE OF POSITION:

The position of a Junior Officer is a centralised supportive role within the settlement section as well as looking after the reception area. The Junior Officer is responsible for the reception area at the Community Resource Centre (CRC) building. The Junior Officer will also provide assistance within the Settlement section in dealing primarily with refugees and asylum seekers who have been temporarily settled on Nauru. The Junior Officer reports directly to the Settlement Manager. The position is based on an employment contract which shall be for an initial period of one year with the six months of that year being probationary.

DUTIES & RESPONSIBILITIES:

- Work with the Settlement team on ensuring that tasks allocated by the Settlement Manager or the Secretary for Multicultural Affairs are followed through;
- Undertake a range of office procedures such as word processing, photocopying and scanning as required.
- Distribute memos and notices to employees.
- Staff contract list maintained and up to date at all times.
- Provide administrative assistance within the Settlement section
- Provide relief cover at the reception area when requested
- Reception duties:
 - Maintain customer focus at all times when dealing with internal and external clients.
 - Arrange booking for the usage of office space within the CRC building for meetings, interviews, trainings and other functions.
 - Provide daily reports on the CRC building site for the Settlement Manager and the Director for Administration and Advisor.
- Implementing and compliance with the instructions of the Settlement Manager and Secretary for Multicultural Affairs.
- Hours of Work:
 - 35 hours of duty per week
 - Extra hours if required

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification – Year 12 School Leaver Graduation Certificate
- Certificate in Clerical or similar
- Must have experience in the area of Junior Administration Officer or similar
- Effective communication skills, including problem solving skills and conflict resolution.
- Ability to work in a team
- Attention to details

G.N.No. 811/2020 (Cont'd)

- Very organised
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive a motor vehicle and have a valid driver's licence
- Must have completed up to year 12 high school level or the equivalent (tertiary achievements are an advantage)
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to details.
- Must be able to work at irregular hours
- Must be willing and able to travel overseas for work purposes.
- Must be of sober habits, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance.
- Experience in the administration and clerical area is an advantage
- Must be able to work within a team environment and work with different ethnicities

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 CurriculumVitae and other relevant references no later than **5pm, Friday 20th November, 2020.**

Dated this 5th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
