



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

No. 155

11th October, 2021

Nauru

G.N.No. 679/2021

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
(Planning & Aid Division)

POSITION : Assistant Sector Planner
SALARY : Band 9.1 - \$17,336 per annum

PRIMARY PURPOSE OF ROLE:

- The Assistant Sector Planner will be responsible to the Director Sector Planning
- Undertake administrative duties including filing, managing the ordering, receipt and distribution of office supplies, ensuring adequate stores are kept on hand and assist order other PAD staff with stocktaking and inventories
- Assist with the preparation of payment documentation, end of month processes, entering data into computerised accounting system (FMIS) and ensure correct filing of financial records
- Assist with IT services and equipment
- Assist the Sector Planners in their day-to-day work
- Arrange logistics/meeting schedules for consultants and development partner visiting Nauru, including National Development Committee meetings
- Assist with the appraisal and comment on new policy initiatives from line Ministries/Departments
- Assist with the consolidation and communication progress on sectoral and national strategies/plans to the Government of Nauru and donor agencies
- Work in concert with line agencies to prepare project proposals for the annual budget discussion
- Assist in the verification of the financial components of development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
- Any other duties specified by the Director Sector Planning and in some cases, the Deputy Secretary

DUTIES/RESPONSIBILITIES:

- Ensure familiarity with all donor-supported projects within sector portfolio, including those where supported is provided through TA, training, contractors, and gifting of assets
- Maintain electronic copies of key documents, communications and records of decisions
- Maintain electronic copies of funding agreements and any amendments
- Monitor and evaluation of NSDS, international development agenda with sectoral development through regular reporting and targeted audience

G.N.No. 679/2021 (Cont'd)

- Monitor compliance with key funding agreement terms, such as expiry dated, eligible expenditure and reporting and audit requirements
- In close collaboration with the Director (Aid) and line agency staff, take proactive measures to ensure that project agreements are updated or extended to reflect implementation requirements
- Work closely with line agency staff to maximise expenditure of donor funds prior to expiry of agreements and proactively work with line agencies to identify ways to accelerate spending, if required
- Coordinate with Director (Planning) and Director (Aid) and contribute project/sectors updates or data as required
- Support departments to proactively manage project finances and resolve project issues
- Facilitate the development of new projects and liaise with departments and donors to resolve issues for existing projects
- Participate in high-level meetings and engage in executive decision-making, as required
- Contribute project updates and projections to reports as required by the Director (Planning) and Director (Aid)
- Ensure familiarity with all relevant AOPs, sector strategies and budgets
- Support development of relevant AOPs and sector plans, as required
- Assist line agencies to develop and regularly capture KPI data, and report at a sectoral level, as needed
- Contribute sectoral updates and data to NSDS reporting, as required
- Participate in key sectoral meetings, as required
- Assist line agencies to develop sector priorities in advance of donor consultations or the annual budget process
- Other duties as needed and/or directed

QUALIFICATIONS & EXPERIENCE:

- Bachelor degree or progress towards a degree in a relevant field such as development planning, economics, management, business or public sector policy and administration or 3-5 years' experience in a mid-level position in Government
- Some knowledge of the planning cycle, design and management of programmes, projects and projects management
- Good analytic skills and attention to detail
- Competent computer skills
- Good interpersonal and communication skills
- Very good organisational skills and able to maintain accurate records
- A capacity to work independently and within a team environment
- Be self-motivated, have strong integrity and commitment
- An understanding of the Public Service Act and a commitment to the values and principles of this Act

Applications should be lodged to the Acting Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 22nd October, 2021.**

DATED this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 680/2021

PUBLIC SERVICE ACT 2106
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
(Public Health)

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

PRIMARY PURPOSE OF POSITION:

The enforcement officer is responsible for undertaking enforcement on Acts and Legislation under the Ministry of Health.

DUTIES & RESPONSIBILITIES:

- Enforcement of the Acts and Legislation that is under the jurisdiction of the Ministry of Health
- Public awareness and compliance on health Acts and Regulation
- Assist in the Prosecution of individuals
- Assist in developing and maintaining of an enforcement register and filing system
- Assist the enforcement officer in the compilation of reports including monthly updating of activities
- Perform other duties or attend other activities in relation to any Non-Communicable Disease and not limited to communicable disease areas of responsibilities as required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Knowledge on enforcement or certification on enforcement
- Nauruan and English communication skills
- Cross-cultural sensitivity, ability to maintain confidentiality and good interpersonal skills
- Must have at least some experience in enforcement
- Desirable – have some experience in law enforcement
- Understand the Health Legislation
- Can undertake routine inspection following a guidance checklist and communicate the results from the inspections
- Ability to apply the knowledge on enforcement to determine that there is a violation and appropriate measures to be taken
- Can identify noncompliance issues that require further action for referral to the enforcement officer
- Demonstrates the descriptive writing skills and writes reports that clearly and accurately record work undertake
- 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 they are not authorised.

G.N.No. 680/2021 (Cont'd)

Applications should be submitted to the Acting 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 22nd October, 2021.**

DATED this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 681/2021

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
(Treasury)

POSITION : Assistant Treasury Analyst
SALARY : Band 4.1 - \$12,248 per annum

PRIMARY PURPOSE OF ROLE:

The primary purpose of the role is to assist the Director to achieve the team's objectives. The team is responsible to oversight and manage the performance of state owned enterprises (SOEs) to ensure value for money outcomes from the Government of Nauru's investment in SOEs. This will include establishing the new business unit, developing the framework to implement the new Public Enterprise Act 2019 and monitoring compliance with the Act, undertaking research, analysis and monitoring of the performance of state owned enterprises, including financial analysis, reporting on performance and providing advice to the Deputy Secretary, Secretary and Minister for Finance on SOE performance and opportunities to improve SOE performance

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

DUTIES/RESPONSIBILITIES:

- Contribute meeting team deliverables ensuring that Treasury objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Contribute to the development and implementation of the framework to implement the Public Enterprise Act, including developing a database to record SOE performance information
- Monitor and manage compliance with the Act, including compiling performance information
- Coordinate the delivery of a training program to improve SOE awareness of the Public Enterprise Act and development of key artefacts outlined in the Act.
- Undertake high quality research and analysis into SOE performance, including the quality of corporate planning artefacts, financial reporting, and new project proposals, and prepare reports that are evidence based and can withstand external scrutiny.
- Provide timely and quality advice to senior executives and Ministers on SOE performance, and opportunities to improve performance.
- Build productive working relationships with colleagues and stakeholders
- Actively contribute to a positive team culture and commit to personal development
- Other duties as directed.

G.N.No. 681/2021 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Certificate or Diploma or equivalent in economics, accounting, business or related discipline from a recognised university
- Up to 1 year's experience in a role in economic and fiscal analysis and public policy.
- Experience with developing and maintaining databases is highly desirable
- Commitment to achieving results, taking responsibility and committing to action
- Strong analytical and financial skills, and ability to analyze and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good written and oral communication skills in English
- Demonstrated capacity to utilize computer programs to support daily operations, including Excel and Word
- Attention to detail
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with other people
- Service oriented approach and commitment to support the Treasury operational and corporate environment

Applications should be lodged to the Acting Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 22nd October, 2021.**

DATED this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 682/2021

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
(Insurance & Vehicle Registration)

POSITION : Road Transport Officer
No. of POSITION : One (1)
SALARY RANGE : Band 5.1 - \$12, 983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Issue, cancel, transfer and or renew vehicle registrations
- Issue, cancel, transfer and or renew Compulsory third Party insurance Policies
- Assign number plates to vehicles
- Create and issue Registration stickers
- Issue/cancel and or transfer Taxi/Rental Permits
- To monitor the vehicle inspectors and to report if any issues arises
- To assist Nauru Police Force Traffic Unit with information sharing of the vehicle and its owner

G.N.No. 682/2021 (Cont'd)

DUTIES & RESPONSIBILITIES:

- To assist the Manager of VRID in daily operations of the office
- Registration of Motor vehicles
- Collection of Registration Fees
- Insurance of Registration Labels
- Maintenance and management of motor vehicle registers; and
- Inspection of motor vehicles
- To raise the quote for CTP and Registration for the customers
- To Receipt the amount collected, and record the details in the certificate of insurance and certificate of resignation
- To enter and maintain the vehicle database with entire vehicle description, amount collected and receipt numbers
- To monitor the vehicle inspectors and to provide the report to the Director of Land Transport Regulatory
- To perform additional functions as required by Regulation
- Other duties as directed by Registrar.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed education of minimum Form 7 or Year 12
- Minimum 2 years work experience in clerical or administrative position
- Knowledge of operating computers and MS-office is must
- Must have a clean track record in their previous role of employment
- As the job is more customer centric, must be polite and have greater command in Nauruan and English language
- Discretion/trustworthiness as he/she will be party to confidential information
- Shows attribute of maturity, adaptability and multi-tasking
- The ability to be proactive and take the initiative
- Punctual, reliable and willing to accept responsibilities

Applications should be submitted to the Acting Secretary fo 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 22nd October, 2021.**

Dated this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 683/2021

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 POLICE & EMERGENCY SERVICES
(Administration)

POSITION : Driver
No. of POSITION : One (1)
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To Provide transport and courier service for Nauru Police Force H.R Staff.

DUTIES & RESPONSIBILITIES:

- Adhere to road safety regulations
- Pick up and drop off in a timely manner
- Responsible for cleanliness of vehicle at all times
- 0900hrs to 1700hrs and willing to work odd hours
- Courier services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Valid Driver's Licence
- Good Knowledge of road safety regulations (MTA)
- Over 1 Year of Driving experience
- Exceptional navigation skills
- Good oral communication skills
- Excellent interpersonal skills

Applications should be submitted to the Acting Secretary for 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 22nd October, 2021.**

Dated this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 684/2021

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 MEDIA
(Nauru Media Bureau)

POSITION : Radio Announcer

SALARY : Band 4.1 - \$12,248 per annum

PRIMARY PURPOSE OF ROLE:

Receive and transmit communications using radio telephone and transmission equipment in accordance with government regulations. Advertise live or pre-recorded announcements for public information on a daily basis keeping the public up to date with news and current affairs internationally as well as local news.

DUTIES/RESPONSIBILITIES:

- Perform on-air shifts in a professional and timely manner
- Source stories/news item
- Write links for stories/news items and announcements for broadcast
- Interview talent both live-to-air and/or pre-recorded
- Required to supplement time with program preparation and/or any other duties required
- Assist the Manager Radio where required and as requested
- Talking to others/public on Air to convey information effectively
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Understanding written sentences and paragraphs in work related documents
- Communicating effectively in writing as appropriate for the needs of the audience
- Monitoring/assessing performance of yourself, other individuals, or organisations to make improvements or take corrective action

QUALIFICATIONS & EXPERIENCE:

- Certificate IV qualification in Media & Journalism that should include a radio component
- 3-4 years experience in a work related position
- Ability to listen and understand information and ideas presented through spoken words and sentences
- Ability to communicate information and ideas in speaking so others will understand
- Ability to identify and understand the speech of another person
- Ability to speak clearly so others can understand you
- Ability to tell when something is wrong – does not involve solving the problem, only recognizing there is a problem
- Develop ability to write and produce interviews and feature reports
- Ability to write and produce interviews and feature reports
- Ability to develop strong on-air presence
- Able to communicate effectively both verbally and in writing (Nauruan and English)
- Able to give full attention to what others are saying, to take time to understand points being and to ask questions as appropriate
- Must be prepared to work 40 hours a week and extra time on weekends and public holidays when required
- Ability to work independently with minimal supervision
- Good computer skills
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities

G.N.No. 684/2021 (Cont'd)

Applications should be lodged to the Acting Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 22nd October, 2021.**

DATED this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 685/2021

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 AUDIT
(Secretariat)

POSITION : Senior Assistant (Budget & Personal Assistant)
SALARY : Band 7.1 - \$14,863 per annum

PRIMARY PURPOSE OF ROLE:

To manage the general administration of Audit Office. To help senior officers and high-level executives by providing them with secretariat support. Supervise staff attendance and submission of variation. Organise meetings and workshops. Verifying budget funding by government and monitoring how the funds are being spent etc.

DUTIES/RESPONSIBILITIES:

- Office administration in general
- Manage all secretarial work of the Auditor General
- Organise staff and other meetings/workshops
- Take notes to prepare minutes of the meeting
- Make appointments with government officials
- Prepare payment vouchers for utility bills
- Prepare timesheets and variation and ensure timely submission of the same to HR Department
- Maintenance of office equipment, vehicle etc
- Implements and maintains budget records to ensure efficient coordination with Treasury
- Monitor office budget to ensure that expenses are within the budgetary limit
- Any other work assigned by the Auditor General or senior employees from time to time

QUALIFICATIONS & EXPERIENCE:

- Bachelor Degree or Diploma in Secretarial job
- Minimum of 2 years experience

G.N.No. 685/2021 (Cont'd)

Applications should be lodged to the Acting Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 22nd October, 2021.**

DATED this 7th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 686/202

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 FOREIGN AFFAIRS & TRADE
(Secretariat)

POSITION : Foreign Service Officer
No. of POSITION : One (1)
SALARY RANGE : Band 5.1 - \$12,983 salary per annum

PRIMARY PURPOSE OF POSITION:

This is a permanent position created in the Department of Foreign Affairs and Trade.

DUTIES & RESPONSIBILITIES:

- Meet incoming Foreign Dignitaries visting Nauru on official business
- Assist with Protocol formalities during official functions
- Assist with the necessary support to our diplomatic representative on the island
- Implementation of NSDS
- Maintain records or incoming and outgoing correspondences
- Perform administrative duties not limited to photocopying, typing and scanning
- Maintaining and updating file records
- Responsible for the preparation and maintenance of appropriate dossiers, meetings, travel arrangements, functions, reports on issues to be discussed both in Nauru and overseas by the Department and other respective ministries
- To be always and be willing to be rotated within the Department and to travel abroad on Government business
- To be able and be willing to be posted to overseas missions; and
- Any other duties assigned by Subordinates.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Qualifications/Memberships – Diploma or equivalent
- Work experience of 2 years
- On the job training or related field
- Fluent in English and Nauruan
- Proactive and have a keen interest in the job

G.N.No. 686/2021 (Cont'd)

- Good oral and written communication skills
- Good analytical skills and research skills
- Computer literate
- Able to work flexible hours
- Meeting people

Applications should be submitted to Acting 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 22nd October, 2021.**

Dated this 7th day of October, 2021

SASIKUAMR PARAVANOOR
ACTING CHIEF SECRETARY
