



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

No. 48

14th April, 2021

Nauru

G.N.No. 224/2021

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 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 visiting 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 of 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 the Supervisor

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
- Good oral and written communication skills
- Good analytical skills and research skills

G.N.No. 224 (Cont'd)

- Computer literate
- Able to work flexible hours
- Meeting people

Applications should be submitted to 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 23rd April 2021.**

DATED this 13th day of April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 225/2021

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

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

G.N.No. 225 (Cont'd)

- 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 a 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 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 23rd April, 2021.**

DATED this 13th day of April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 226/2021

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

PRIMARY PURPOSE OF POSITION:

- Reports directly to the Mechanic
- To perform highly skilled and complex mechanical repairs
- Perform the duties of a mechanic involved in inspecting, repairing, fabricating, rebuilding and maintaining Police, light and heavy duty labour

G.N.No. 226/2021 (Cont'd)

- Ability to perform heavy manual labour
- Work special hours as required
- Responds to routine and emergency calls for repairs and service

DUTIES & RESPONSIBILITIES:

- Reporting directly to superintendent Operations provides operational advice, briefings, reports and recommendations as required
- Perform highly skilled and complex mechanical repairs vehicles such as trucks, motorbikes, bicycles
- Perform duties of a mechanic involved in hands on repairs and maintenance of vehicles
- Train and evaluate personnel in the use of shop equipment
- Inspect vehicles and equipment, analyse trouble and plan sequence of repair operations
- Ability to engage in heavy manual labour for extended periods, in all types of weather and under various working conditions
- Perform pumping, painting, heating, drilling, bolting, welding, brazing, soldering or cutting operations
- Adjust or repair and replace parts in engines, transmissions, differentials, brakes and other equipment
- Adjust or repair hydraulic systems and components
- Maintain and instruct others on proper safety procedures
- Respond to repair requests
- Record daily work in mechanic working area
- Perform road service on vehicles and equipment as required
- Perform related work as required
- Investigate complaints and equipment malfunctions
- Coordinate parts runs; maintain sufficient parts inventory
- Analyse performance of all vehicles and equipment
- Participate in the selection of equipment and in the preparation of specifications for purchase.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Successful completion of the Mechanic course
- Certificate – Introduction to Automotive Repair and Maintenance
- Experience over five years
- Considerable knowledge of the methods, materials and equipment used in the maintenance and repair of trucks and heavy equipment
- Ability to prepare and maintain accurate records and reports
- Ability to understand and carry out complex oral written instructions
- Ability to work efficiently and establish good working relationships with other employees
- Ability to work effectively with the general public.

Applications should be submitted to the 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 23rd April, 2021.**

DATED this 13th day of April, 2021

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 POLICE & EMERGENCY SERVICES
(Administration)

POSITION : Archive & Record Officer
No. of POSITION : One (1)
SALARY RANGE : Band 7.1 - \$14, 863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Organize archival records and develop classification system to facilitate access to archival materials.
- Provide reference services and assistance for users needing archival materials
- Prepare archival records, such as document descriptions to allow easy access to information
- Authenticate and appraise historical documents and archival materials
- Create and maintain accessible retrievable computer archives and databases incorporating current advances in electronic information storage technology
- Preserve records, documents and objects, copying records to film, videotape, audiotape, disk or computer formats as necessary
- Establish and administer policy guidelines concerning public access and use of materials
- Direct activities of workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials
- Research and record the origins and historical significance of archival materials
- Locate new materials and direct their acquisition and display
- Coordinate educational and public outreach programs, such as tours, workshops, lectures and classes.
- Specialize in an area of history or technology, researching topics or times relevant to collections to determine what should be retained or acquired
- Select and edit documents for publication and display, applying knowledge of subject, literary expression and presentation techniques.

DUTIES & RESPONSIBILITIES:

- Develop policies, procedures, methods or standards
- Coaching and developing others – identifying the development needs of others, coaching, mentoring or otherwise helping others to improve their knowledge or skills. Responsible for obtaining quotations as required and managing the procurement process for goods and services approved by the Commissioner of Police
- Updating and using relevant knowledge – keeping up to date technically and applying new knowledge to your job
- Use oral or written communication techniques
- Use knowledge of multi-media technology
- Use library or online internet research techniques
- Processing information – compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data
- Organize reference materials, catalogue or classify data
- Interpreting the meaning of information for others – translating or explaining what information means and how it can be used.

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KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate in Library/ Information Studies
- Worked in a position directly related to Data Archiving e.g Records or Library
- Has experience in data collection
- Analysing data or information – identifying the underlying principals, reasons or facts of information by breaking down information or data into separate parts, conduct research on work-related topics
- Experience in strategic, operational and operations support planning
- Policy and report writing to a high level
- Experience in managing human resource, finance and staff, and experience in contributing to corporate business planning
- Experience in building strong internal and external relationships with key clients, stakeholders and partners
- Extensive corporate, operational and technical leadership experience
- Extensive computer skills fluency in written and spoken English
- Excellent communication skills
- Fluency in written and spoken English
- Excellent computer skills
- Ability to make difficult or challenging decisions
- Ability to work collaboratively
- Ability to work individually

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DATED this 13th day of April, 2021

SASIKUMAR PARAVANOOR
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