



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

No. 100

25<sup>th</sup> April, 2022

Nauru

G.N.No. 467/2022

**PUBLIC SERVICE ACT 2016  
SECTION 16**

**CREATION AND RECLASSIFICATION OF POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1 (a) ) and Subsection 3 of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately create and alter the classification of the following positions:

**DEPARTMENT OF INFORMATION, COMMUNICATION & TECHNOLOGY (I.C.T)**

**Alteration of Designations**

Current Designation	No. of Position	Altered Designation
<b>Administration Division</b>		
ICT Policy Officer Band 6.1 - \$13,762 per annum	1	Policy Analyst & Drafting Band 11.1 - \$20,220 per annum
Handyman Band 2.1 - \$10,501 per annum	1	Maintenance Officer Band 2.1 - \$10,501 per annum
Cleaner Supervisor Band 2.1 - \$10,501 per annum	1	Custodian Band 2.1 - \$10,501 per annum
<b>Structured Cabling Division</b>		
Project Manager Band 8.1 - \$16,052 per annum	1	Manager for Structured Cabling Band 11.1 - \$20,220 per annum
<b>IT Operations Division</b>		
Technical Support Manager Band 10.1 - \$18,722 per annum	1	Manager IT Operations Band 11.1 - \$20,220 per annum
Helpdesk Officer Band 4.1 - \$12,248 per annum	1	Helpdesk Coordinator Band 4.1 - \$12,248 per annum

**Creation of positions**

Current Designation	No. of Position	Salary Band
<b>Secretariat Division</b>		
Personal Assistant	1	Band 7.1 - \$14,863 per annum
Office Assistant	1	Band 6.1 - \$13,762 per annum
<b>Administration Division</b>		
Manager Administration & Logistics	1	Band 10.1 - \$18,722 per annum
Asset Officer	1	Band 4.1 - \$12,248 per annum
Finance Officer	1	Band 5.1 - \$12,983 per annum
Clerical Officer	1	Band 4.1 - \$12,248 per annum
<b>Structured Cabling Division</b>		
Line Technician	1	Band 4.1 - \$12,248 per annum
<b>IT Operations Division</b>		
Senior Technician	1	Band 8.1 - \$16,052 per annum
ICT Trainee	1	Band 2.1 - \$10,501 per annum

G.N.No. 467/2022 (Cont'd)

<b>Systems Division</b>		
Manager Systems	1	Band 11.1 - \$20,220 per annum
<b>Networks Division</b>		
Manager Networks	1	Band 11.1 - \$20,220 per annum
Network Technician	1	Band 9.1 - \$17,336 per annum
<b>eGovernment Division</b>		
Manager eGovernment	1	Band 11.1 - \$20,220 per annum
Developer	1	Band 10.1 - \$18,722 per annum
Web Master	1	Band 9.1 - \$17,336 per annum
Business Analyst	1	Band 9.1 - \$17,336 per annum
<b>Cyber Security Division</b>		
Manager Cyber Security & Compliance	1	Band 11.1 - \$20,220 per annum
Security Analyst	1	Band 9.1 - \$17,336 per annum

DATED this 14<sup>th</sup> day of April, 2022.

**H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.**  
**PRESIDENT**  
**AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 468/2022

**PUBLIC SERVICE ACT 2016**  
**SECTION 11**

**DEPARTMENT ESTABLISHMENT**

PURSUANT TO the powers in that behalf vested in me, under Section 11 Subsection (a) of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately establish the positions within the following Department:

**DEPARTMENT OF INFORMATION, COMMUNICATION & TECHNOLOGY (I.C.T)**

<b>Designation</b>	<b>No. of Position</b>	<b>Salary Band</b>
<b>Secretariat Division</b>		
Secretary for Information, Communication & Technology	1	Band 14.1 - \$28,846 per annum
Director of ICT	1	Band 12.1 - \$21,837 per annum
Director of Administration	1	Band 12.1 - \$21,837 per annum
Personal Assistant	1	Band 7.1 - \$14,863 per annum
Office Assistant	1	Band 6.1 - \$13,762 per annum
<b>Administration Division</b>		
Manager Administration & Logistics	1	Band 10.1 - \$18,722 per annum
Administration Assistant	1	Band 4.4.1 - \$14,178 per annum
Policy Analyst & Drafting	1	Band 11.1 - \$20,220 per annum
Asset Officer	1	Band 4.1 - \$12,248 per annum
Finance Officer	1	Band 5.1 - \$12,983 per annum
Clerical Officer	1	Band 4.1 - \$12,248 per annum
Maintenance Officer	1	Band 2.1 - \$10,501 per annum
Custodian	1	Band 2.1 - \$10,501 per annum
Gardener	1	Band 1.1 - \$9,724 per annum

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<b>Structured Cabling Division</b>		
Manager for Structured Cabling	1	Band 11.1 - \$20,220 per annum
Line Technician	5	Band 4.1 - \$12,248 per annum
<b>IT Operations Division</b>		
Manager IT Operations	1	Band 11.1 - \$20,220 per annum
Senior Technician	1	Band 8.1 - \$16,052 per annum
Technician (ICT)	5	Band 7.1 - \$14,863 per annum
ICT Trainee	5	Band 2.1 - \$10,501 per annum
Helpdesk Coordinator	1	Band 4.1 - \$12,248 per annum
<b>Systems Division</b>		
Manager Systems	1	Band 11.1 - \$20,220 per annum
Server Administrator	1	Band 10.1 - \$18,722 per annum
Application Administrator	1	Band 10.1 - \$18,722 per annum
<b>Networks Division</b>		
Manager Networks	1	Band 11.1 - \$20,220 per annum
Network Administrator	1	Band 10.1 - \$18,722 per annum
Network Technician	1	Band 9.1 - \$17,336 per annum
<b>eGovernment Division</b>		
Manager eGovernment	1	Band 11.1 - \$20,220 per annum
Developer	1	Band 10.1 - \$18,722 per annum
Web Master	1	Band 9.1 - \$17,336 per annum
Business Analyst	1	Band 9.1 - \$17,336 per annum
<b>Cyber Security Division</b>		
Manager Cyber Security & Compliance	1	Band 11.1 - \$20,220 per annum
Security Analyst	1	Band 9.1 - \$17,336 per annum

DATED this 14<sup>th</sup> day of April, 2022

**H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.**  
**PRESIDENT**  
**AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 469/2022

**PUBLIC SERVICE ACT 2016**  
**SECTION 11A(1a) and 11A(1b)**

**ALTER TITLE OF EXISTING SECTION AND ESTABLISH SECTIONS WITHIN A DEPARTMENT**

PURSUANT TO the powers in that behalf vested in me, under Section 11A Subsection (1a) and (1b) of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately alter title of an existing Section and establish Sections within the Department of Information, Communication & Technology (I.C.T) as follows:

**DEPARTMENT OF INFORMATION, COMMUNICATION & TECHNOLOGY (I.C.T)**

**Alter a Section**

<b>CURRENT SECTION TITLE</b>	<b>PROPOSED SECTION TITLE</b>
Information, Communication & Technology (I.C.T)	Secretariat

**Creation of Sections**

Administration
Structured Cabling
IT Operations
Systems
Networks
eGovernment
Cyber Security

DATED this 14<sup>th</sup> day of April, 2022.

**H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.**  
**PRESIDENT**  
**AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 470/2022

**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** : Director Social Welfare Services  
**SALARY** : Band 12.1 - \$21,837 per annum

**PRIMARY PURPOSE OF ROLE:**

- The primary purpose of role is to support the Deputy Secretary Social Welfare Services to deliver the outcomes of the Social Welfare Services Team. The Director position is responsible for the processing all social welfare related payments. This includes the co-ordination, delivery and monitoring of social welfare Master database, to ensure timely and accurate payments consistent with social welfare policies and procedures and the Financial Instructions (i.e. ensure compliance.) The Director role also manages the social welfare, undertakes research and analysis into social welfare related issues, provides regular reporting on social welfare related matters.
- Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objective with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

**DUTIES/RESPONSIBILITIES:**

- Contributing to 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
- Ensure the timely processing, creation and submission of accurate PVs and bank files for social welfare payments, consistent with Financial Instructions and all requirements
- Ensure policies and procedures for social welfare payments are compiled with
- Consistent with the agreed Compliance Plan, undertake regular compliance checks and reconciliations of beneficiaries and payments to ensure eligibility, consistent with policies
- Develop and maintain database for social welfare payments to a level that can withstand external scrutiny
- Undertake research and analysis into social welfare issues, drafting reports and making recommendations for reform to senior executives and ministers
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders
- Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
- Keep Master Database records and manage historical records
- Reliable to handle office once understaff
- Undertaking quality assurance activities
- Perform other as may be assigned by Secretary for Finance
- To Establish Networking that will develop and Implement a reliable system in assessing accurate Master database
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate or Diploma or equivalent in accounting, finance, business, economics or related discipline from a recognised university
- Up to 5 years and more experience in public service administration and oversight, delivering programs and managing payments
- Experience with developing and maintaining databases
- Experience drafting documents for publication
- Commitment to achieving result, taking responsibility and committing to action
- Reliable when office is understaff
- Strong ability to analyse and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good 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 a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with Government officers, senior staff of the Ministry and external technical advisers
- Services oriented approach, with a commitment to supporting the operational and corporate environment of the Department of Finance
- Able to completed task and deliver in its timeframe

Applications should be lodged to the 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 6<sup>th</sup> May, 2022.**

DATED this 13<sup>th</sup> day of April, 2022

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**