



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

No. 143

10th June, 2022

Nauru

G.N.No. 643/2022

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on Tuesday 7th June 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. Andy Cain to act as Secretary for Finance from 12th June 2022 until the return of the substantive Secretary for Finance on 23rd June 2022.

DATED this 9th day of June, 2022.

**SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY**

G.N.No. 644/2022

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on Tuesday 7th June 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. Andy Cain to act as Secretary for Finance from 24th June 2022 until the return of the substantive Secretary for Finance on 29th July 2022.

DATED this 9th day of June, 2022.

**SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY**

G.N.No. 645/2022

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that on Wednesday 8th June 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Elizabeth Jacob to act as Secretary for Foreign Affairs and Trade from Thursday 9th June 2022 to Sunday 19th June 2022.

DATED this 10th day of June, 2022.

**PETA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 646/2022

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that on Wednesday 8th June 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Ophelia Caleb, Deputy Secretary to Cabinet to act as Secretary for Foreign Affairs and Trade from Sunday 19th June 2022 until the return to office of the substantive Secretary for Foreign Affairs and Trade, Mrs. Chitra Jeremiah.

DATED this 10th day of June, 2022.

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 647/2022

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 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 equipments, 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 of senior employees from time to time

QUALIFICATIONS & EXPERIENCE:

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

G.N.No. 647/2022 (Cont'd)

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 17th June, 2022**.

DATED this 7th day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 648/2022

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 EDUCATION
(TVET)

POSITION : TVET ICT & Digital Technician
SALARY RANGE : Band 8 - \$16,052 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- To look after TVET institution networks, install and configure, order software and hardware and provide technical support to staff, trainers and students.
- To diagnose repair, and maintain hardware and software components to ensure the smooth running of computer systems for the TVET institution. With high priority to online learning sessions.
- To be the primary point of contact for IT support for the TVET institution.
- Will be responsible for the recording and monitoring of all TVET institution ICT devices e.g., Inventory data collection.
- To be responsible for producing of design presentations and digital models through sketches, electronic visualizations for TVET business.
- To be responsible for the obtaining of state of the art digital devices for the enhancement of technology standards within the TVET institution.
- Work in collaboration with the duties of the TVET project officer, the TVET marketing administrator and TVET Safety and Building Administrator.
- Will be responsible to the Director of TVET for the performance of his/her duties.

DUTIES & RESPONSIBILITIES:

- Setting up workstations with computers and necessary peripheral devices (routers, printers, etc).
- Checking computer hardware (HDD, mouses, keyboards, etc) to ensure functionally.
- Installing and configuring appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.

G.N.No. 648/2022 (Cont'd)

- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging, etc).
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Monitoring and tracking of all ICT devices e.g., Inventory data.
- Identify computer or network equipment shortages and place order.
- Explain issues with equipment and repairs.
- Install new products, and test them to ensure they are working correctly.
- Educating the staff on how to use and maintain their device.
- Provide staff support.
- Diagnose problems and come up with solutions to repair them.
- Fill out detailed reports and keep records on services that have been performed.
- Responsible for visiting sites, making design presentations, and participating in training workshops.
- Perform work plans side by side with the TVET project officer, TVET Marketing Administrator and the TVET Safety & Building Administrator.
- Consult Trainers in collaboration with concerns to safety and hazards to their respective trades & vocations.
- Perform any other duties that may be assigned by the Director TVET.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Preferably a minimum of Certificate II in information Technology.
- Proven experience as IT technician or relevant position.
- Excellent diagnostic and problem solving skills.
- Excellent communication ability.
- Organizational and time-management skills.
- In depth understanding of diverse computer systems and networks.
- Good knowledge of internet security and data privacy principles.
- Ability to work independently without much supervision.
- Ability to work flexible hours and work around a changing schedule.
- Ability to install, repair, service, test and troubleshoot equipment.
- Must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems.
- Works well with colleagues.
- Willingness to give assistance.

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 17th June 2022**.

Dated this 3rd day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 649/2022

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 HEALTH & MEDICAL SERVICES
(Health Operations)

POSITION : Driver

SALARY : Band 2.1 - \$10,501 per annum

PRIMARY PURPOSE OF ROLE:

- **The Driver is required to provide the necessary transportation requirement for Health workers to and from hospitals, dialysis centres, medical offices and their private residences in a safe, secure and professional manner.**

DUTIES/RESPONSIBILITIES:

- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- Maintain log book of each vehicle on daily basis and submit weekly to DO
- Support Administration Section as a courier by assisting with the mail deliveries, both incoming and outgoing
- To provide secure and timely driving services to transport passengers and/or goods.
- To ensure that workers are picked and dropped off in a timely manner following their schedules.
- Transporting Health staff utilizing hospital vehicles in a safe and professional manner
- Effectively communicates with dispatch regarding schedule progress and to receive instructions.
- Maintain a professional image and attitude in regards to relationship with co-workers.
- Complete daily vehicle pre-trip and post trip inspections, and maintain vehicle cleanliness.
- Assist staff and patients as needed to safely complete the transfer.
- Must understand instructions in English (both written and spoken)
- Must be able to understand and operate 2-way radios and cell phones.
- Furthermore, the driver goes on delivery errands to the Government Offices, picking up and delivering messages, filing, data entry, envelope stuffing and general organization.
- Perform all duties as assigned

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 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 they have not been authorised and for which they are not adequately trained.
- Is required to bring to attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Certificate in secondary school level
- Year 10 School Certificate
- 1-year minimum experience as a driver
- Familiarity with office procedures and basic accounting principles and working knowledge of office device

G.N.No. 649/2022 (Cont'd)

- **Team working:** Show respect for colleagues, offer ideas, and know your role on a team.
- **Customer Service:** Provide relevant information to patients and hospital staff while remaining friendly and polite.
- **Efficiency:** The capacity to complete work to a high standard while always meeting deadlines.
- **Organisation:** The ability to prioritise tasks, and ensure everything runs smoothly within the office.
- **Technical Skills:** You must know how to use relevant company policies.
- **Result-Orientated:** Checks completed work thoroughly.
- **Actively listen:** To others and try to understand their requirements and perspectives.
- Remain courteous and respectful even in difficult situations.
- The ability to communicate and maintain relationships with stakeholders in order to assist with service delivery.
- Must be physically able to step up and down steps, safely secure patients for transport, lift up to 50lbs. and transport wheelchair patients on paved and unpaved surfaces PRN.
- Good command of written and oral English, MS Word and Excel Excellent communication skills
- Very good organization and multi-tasking abilities.

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 17th June, 2022.**

DATED this 7th day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 650/2022

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 HEALTH & MEDICAL SERVICES
(Medical Service)

POSITION : Imprest Pharmacy Technician
SALARY : Band 4.1 - \$12,248 per annum

PRIMARY PURPOSE OF ROLE:

- The Imprest Pharmacy Technician provides prompt and high standard of pharmacy care and advice to patients, carers and families, putting into practice clinical reasoning and clinical skills with guidance and supervision from the Pharmacist in Charge.

DUTIES/RESPONSIBILITIES:

- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care
- Operates within the field of expertise, competencies and experience

G.N.No. 650/2022 (Cont'd)

- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment.
- Prepares and dispenses medication accurately.
- Ensure quality assurance processes are in place and practiced at all times
- Undertake regular weekly stocktake of pharmaceutical items in the pharmacy and report to the pharmacist (e.g. stock usage rate, expiry, low stock etc)
- Shelve and/or store pharmaceutical items according to the manufacturer's instructions
- Identify drugs expiry dates and ensure that they are disposed accordingly by the Environment Health Officer
- Fill in requisition forms and deliver items to the appropriate departments.
- Daily stocktake and replenishing of Emergency room/Acute block drugs and medical consumables
- Maintains appropriate and orderly filing system of records
- Any other duties within the scope of this job description as assigned

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 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 they have not been authorised and for which they are not adequately trained.
- Is required to bring to attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Preferred Certificate Level qualification in management and /or stock management
- Minimum Year 12 or Form 7 School Leaver Certificate with at least 3.0 – 3.7 GPA
- Minimum 3 years' experience in Pharmacy
- Must possess and demonstrate good understanding and fluency in verbal and written English language
- Must have good analytic skills
- Must exhibit sound knowledge of medical terminology
- Possess attention to detail
- Possess ability to work in a team setting and be a team player
- Must possess good computer skill and knowledge in MS applications (Word, Excel, Power point)
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health & Safety
- Good knowledge and application of Safety Training and Moving Techniques
- Good knowledge and application of Infection Control

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 24th June, 2022.**

DATED this 3rd day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 651/2022

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 HEALTH & MEDICAL SERVICES
(Secretariat)

POSITION : Referrals Coordinator

SALARY : Band 8.1 - \$16,052 per annum

PRIMARY PURPOSE OF ROLE:

- **The primary duty of a referral coordinator is working with patients to arrange and schedule referral appointments. Depending on the office, this can include providing patients with referrals to other care providers, managing incoming patient referrals, or both.**
- Referral coordinators set appointments, send reminders, and provide patients with information about referral appointments.
- Referral coordinators frequently interact with patients and doctors so they need some experience with customer service tasks and the ability to maintain patient records and confidentiality, manage multiple schedules, and ensure that patient information is complete and up to date.

DUTIES/RESPONSIBILITIES:

Coordinator Referral Appointments:

- The primary duty of a referral coordinator is working with patients to arrange and schedule referral appointments.
- Depending on the office, this can include providing patients with referrals to other care providers, managing incoming patients' referrals, or both.
- Referral coordinators set appointments, send reminders, and provide patients with information about referral appointments

Maintain and update Patient Records:

- Referral coordinators ensure that patient records are up to date and kept in accordance with laws and regulations.
- These records may include information from other care providers, detailed information on procedures and tests conducted within the office, and records of patient ailments and treatments. Additionally, the referral coordinator may provide these records to other care providers.
- Maintain ongoing tracking and appropriate documentation on referrals to promote team awareness and ensure patient safety. This tracking may use an IT database.
- Contact review organizations and other hospitals to ensure prior approval requirements are met.
- Ensure that patient's primary care chart is up to date with information on specialist consults, hospitalizations, ER visits and community organization related to their health.

Provide Administrative Support:

- Provide general administrative and clerical support relating to patients' referral arrangements.
- Assist patients in problem solving potential issues related to their referral (e.g. request for interpreters as appropriate, transportation services or prescription assistance).
- Ensure that referrals are addressed in a timely manner.

G.N.No. 651/2022 (Cont'd)

Answer Patient Questions:

- Assist patients by answering questions and resolving issues that may arise regarding their referral.
- Request for interpreter as appropriate, transport services or prescription assistant – refer to medical officer.

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 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 they have not been authorised and for which they are not adequately trained.
- Is required to bring to attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Diploma/Certificate in business administration or relative field
- Year 12 School Leaver Certificate
- Minimum of 3 years' experience in health care support services.
- Effective communication skills, including problem solving skills and conflict resolution
- Able to work as a team player, result oriented with project management skills
- Customer service experience is also helpful in this role, particularly if that experience is in a medical setting.
- **Timely management** – referral coordinators must be highly organized and able to manage schedules for multiple patients and doctors, ensuring that schedules are up to date and that patient appointments are entered correctly
- **Attention to detail** – most referral coordinators work with patient information that can include medical histories and focused on maintaining accurate patient information.
- **Customer service** – referral coordinators interact directly with patients, so they should have strong customer service skill and the ability to answer patient questions and resolve issues
- **Computer skills** – in this role, referral coordinators work with computers to connect patients to resources and other care providers, so they should have some clerical and computer skills
- **Communication skills** – referral coordinators are liaisons between patients and care providers, so effective written and verbal communication skills are a necessity

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 17th June, 2022.**

DATED this 7th day of June, 2022

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
(Medical Service)

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

PRIMARY PURPOSE OF ROLE:

- Responsible for all the admissions and discharge folder available at the time of admission and ensure all are entered into the Admission and Discharge Register.
- Ensure all forms required for patient admission are ready in the patient's folder and patients' information is entered.
- Collect all patient folders upon discharge and return to the medical record unit
- Data input.
- Ensure that all discharge folders are collected daily for coding and data input.

DUTIES/RESPONSIBILITIES:

- Organize and manage patients' health information data under the direction of the Chief Information Officer and overarching guidance of the Director of Medical Services.
- Maintain and update patient database on computers and notify nursing staff on all diagnosis.
- Ensure all forms required for patient admission are ready in the patients' folder and patients' information is entered.
- Collect all patient folders upon discharge and return to the medical record unit with proper filing.
- Provide support to health care staff and ensure appropriate maintenance of patient care unit
- Prepare and update patients with ancillary reports and forms from various departments.
- Administer medical records for all physicians and medical staff and maintain records of attendance
- Ensure that all discharge folders are collected daily for coding and data input
- Maintain discharge summary reports for all patients and maintain records of all patients.
- Evaluate patient charts and ensure compliance safety policies and procedures.
- Prepare records of patient card and provide regular updates on same on an everyday basis
- Ensure compliance to all safety policies staff and perform require functions.
- Preparing forms for daily clinical use.

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 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 they have not been authorised and for which they are not adequately trained.
- Is required to bring to attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Completed High School diploma or its equivalent. Courses in mathematics, computer skill and other business subject are helpful

G.N.No. 652/2022 (Cont'd)

- Strong Customer service skill, basic computer skills, and strong clerical skills such as managing files and records
- Typically trained on the job and may have taken some training on customer care service and disease coding
- 3 years previous experience working in Record and Filing
- Adequate English skills both written and oral communication
- Excellent communication skills
- Adequate computer skills
- Knowledge in health care and client service.

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 17th June, 2022.**

DATED this 7th day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 653/2022

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 TRANSPORT
(D.C.A)

POSITION : Cleaner
SALARY RANGE : Band 1.1 - \$9,724 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- To ensure the cleanliness and hygiene of the airport building.

DUTIES & RESPONSIBILITIES:

- Responsible for all basic cleaning in and around airport buildings.
- Clean floors including dust mopping, damp mopping, sweeping, vacuum, and dusting, picking up larger objects off the floor, and spot cleaning glass and windows.
- Sanitizing seats, rails, windows and door frames, benches, counters and ATM machine.
- Empty rubbish bins and ash trays.
- Clean restrooms, including restocking dispensers, emptying trash, cleansing and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilet and urinals.
- Replenish paper towels, hand soap and toilet paper in restrooms when required.
- Vacuums, empties trash and replaces liners.
- Sets up, stocks, and maintain cleaning equipments and supplies.

G.N.No. 653/2022 (Cont'd)

- Monitors and maintains sanitations and organization of assigned areas.
- Notify management of deficiencies or repairs required.
- Perform other related duties may be assigned by superiors.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate in hospitality is an advantage
- Minimum 1 year of experience in cleaner of housekeeping field.
- Year 11 of education.
- Ability to work with a team environment.
- Ability to work within minimum supervision.
- Ability to work under pressure.
- Must have a valid driver's license.
- Mut have a valid police clearance.
- To be effective, proficient and proactive.
- Healthy, fit and of sober habits.

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 24th June 2022.**

Dated this 3rd day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 654/2022

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 TRANSPORT
(DCA)

POSITION : Finance Officer
SALARY : Band 5.1 - \$12,983 per annum

PRIMARY PURPOSE OF ROLE:

To manage and assist the Finance & Administration Manager for monitoring expenditure and revenue to meet its financial goal.

DUTIES/RESPONSIBILITIES:

- Report to Finance & Administrator Manager;
- Manage and monitor budget for expenditure and revenues;
- Assist in the preparation of the budget;

G.N.No. 654/2022 (Cont'd)

- Evaluation and selection of quotes;
- Monitor and manage invoice payments;
- Manage payment vouchers and log for budget tracking;
- Manage records of receipts for audit purposes;
- Maintain stock orders on timely manner;
- Maintain stock take and inventory system;
- Manage Inter Subhead Transfer for budget urgent supplementary;
- Provide invoices to tenants and airline operators;
- Provide weekly and monthly budget reports;
- Perform other duties as may be required by the Director.

QUALIFICATIONS & EXPERIENCE:

- Finance, Economics, Basic Accountant, Business Management Certificate.
- Minimum 1 year of experience in finance role.
- Satisfactory level of education of year 12.
- Knowledge of Finance functions (budget, payments, reconciliation, recording and reporting).
- Excellent communication and interpersonal skills.
- Ability to plan, prioritize and co-ordinate, workload in order to conflicting deadlines.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Proficient in MS office; knowledge of FMIS is a plus.
- Strong ethics and reliability.
- Must have a driver's license.
- Must have police clearance.

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 17th June, 2022**.

DATED this 7th day of June, 2022

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY