



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

No. 312

1st December, 2022

Nauru

G.N.No. 1243/2022

APPOINTMENT OF ACTING SECRETARY FOR CORPORATE SERVICES

It is notified for general information that on Tuesday 22nd November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Clarissa Scotty to act as Secretary for Corporate Services from Friday 18th November 2022 until the return of the substantive Secretary for Corporate Services.

DATED this 28th day of November, 2022.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1244/2022

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Monday 28th November 2022, Cabinet, pursuant to Article 68, clause (1) (a) of the Constitution of Nauru has approved the appointment of the Secretary for Justice, Mr. Jay Udit to act as Secretary for Multicultural Affairs from 8th December, 2022 to 22nd December, 2022.

DATED this 29th day of November, 2022.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1245/2022

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on Monday 28th November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. Angelo Dimapilis to act as Secretary for National Emergency Services from Thursday 1st December 2022 until the return of the substantive Secretary for National Emergency Services on Sunday 11th December.

DATED this 29th day of November, 2022.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1246/2022

APPOINTMENT OF CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF EXECUTIVE OFFICER OF NAURU AIR CORPORATION

It is notified for general information that Cabinet on Wednesday 24th August 2022 has approved the following:

1. The appointment of Mr. Brett Gebers as the substantive Chief Executive Officer of Nauru Air Corporation effective on the 24th of October 2022; and
2. The appointment of Captain Robert Eoe as the Deputy Chief Executive Officer of Nauru Air Corporation effective on the 24th of October 2022.

Dated this 29th day of November, 2022.

OPHELIA CALEB
SECRETARY TO CABINET

G.N.No. 1247/2022

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
NAURU FISHERIES AND MARINE RESOURCES AUTHORITY**

It is notified for general information that Cabinet on Tuesday 29th November 2022 has approved to appoint the Interim Technical Services Manager, Mr. Camalus Reiyetsi as Acting Chief Executive Officer of the Nauru Fisheries and Marine Resources Authority from Tuesday 17th January 2023, to Wednesday 1 March 2023

Dated this 29th day of November, 2022.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 1248/2022

APPOINTMENT OF A DIRECTOR OF THE NAURU REHABILITATION CORPORATION BOARD

It is notified for general information that Cabinet on Wednesday, 30th November 2022 has approved to appoint Mr. Dyke Daoe as a Director of the Nauru Rehabilitation Corporation Board effective immediately.

Dated this 30th day of November, 2022.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 1249/2022

**PUBLIC SERVICE ACT 2016
SECTION 27A(2a)**

NOTICE OF PROMOTION

It is notified for general information the following officer's promotion is effective as follows:

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Office of the Public Prosecution)

NAME	FROM	TO	EFFECTIVE
Victor Soriano	Pleader (Corporation & Business) Band 11.1 - \$22,210 per annum	Public Prosecutor Band 13.1 - \$26,002 per annum	1/11/2022

DATED this 28th day of November, 2022

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1250/2022

PUBLIC SERVICE ACT 2016
SECTION 27(2b)

NOTICE OF APPOINTMENT

It is notified for general information the following officer's appointment is effective as follows:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Human Resource for Health)

NAME	POSITION	EFFECTIVE
Antonia Hartman	Receptionist/Call Operator Band 2.1 - \$10,501 per annum	15/04/2022

New banding (Band 2.1 -\$11,577 per annum) effective 1/7/2022.

DATED this 16th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1251/2022

PUBLIC SERVICE ACT 2016
SECTION 27(6)

NOTICE OF APPOINTMENT

It is notified for general information the following officer's appointment is effective as follows:

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Immigration)

NAME	POSITION	EFFECTIVE
Dawnia Aiyunge	Clerical Officer Band 4.1 - \$12,248 per annum	9/06/2022

New banding (Band 4.1 -\$13, 503 per annum) effective 1/7/2022.

DATED this 16th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1252/2022

PUBLIC SERVICE ACT 2016
SECTION 27(6)

NOTICE OF APPOINTMENT

It is notified for general information the following officer's appointment is effective as follows:

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Office of the Solicitor General)

NAME	POSITION	EFFECTIVE
Taasha Aliklik	Personal Assistant Band 7.1 - \$14,863 per annum	5/08/2021

New banding (Band 7.1 -\$16, 389 per annum) effective 1/7/2022.

DATED this 16th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1253/2022

PUBLIC SERVICE ACT 2016
SECTION 83(1)

NOTICE OF RESIGNATION

It is notified for general information the following public service officer's resignation is effective as follows:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Nursing Policy & Standards)

NAME	POSITION	EFFECTIVE
Moralene Capelle	Director of Nursing Policy & Standards Band 12.1 - \$24,075 per annum	21/11/2022

DATED this 16th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1254/2022

PUBLIC SERVICE ACT 2016
SECTION 83(1)

NOTICE OF RESIGNATION

It is notified for general information the following public service officer's resignation is effective as follows:

DEPARTMENT OF TRANSPORT
(Land Transport)

NAME	POSITION	EFFECTIVE
Jonley Cecil	Bus Driver Band 2.1 - \$11,577 per annum	17/8/2022

DATED this 16th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1255/2022

CORRIGENDUM

It is notified for the general information that the Government Gazette No. 304/2022 G.N.No. 1215/2020 Page 9 dated 10th November, 2022

DELETE:

NOTICE is hereby given that a Deed poll dated 31st October, 2022 and registered in the Registry of Births, Deaths and Marriages on 31st October, 2022 (**FEMALE**) (**MARRIED**), Abandon the name of Magic Elijah Dã Bwanen Pitcher and assumed the name Magic Elijah Dabanen Pitcher

INSERT:

NOTICE is hereby given that a Deed poll dated 31st October, 2022 and registered in the Registry of Births, Deaths and Marriages on 31st October, 2022 (**MALE**) (**MARRIED**), Abandon the name of Magic Elijah Dã Bwanen Pitcher and assumed the name Magic Elijah Dabanen Pitcher

Given under my hand and sealed on the 25th November 2022

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES

G.N.No. 1256/2022

BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017
BIRTHS DEATHS MARRIAGES (CHANGE OF NAMES) REGULATIONS 2018

NOTICE is given by the deed poll in accordance to section 22 & 23 of the Births Deaths and Marriages Registration Act 2017

CHANGE OF NAMES OF A CHILD UNDER THE AGE OF 18 YEARS

NOTICE is hereby given that a Deed poll dated 14th June, 2022 and registered in the Registry of Births, Deaths and Marriages on 14th June, 2022 (**MALE**) (**SINGLE**), Abandon the name of **Trevough Pitcher** and assumed the name of **Robert Dorodeab Abraham Pitcher**

NOTICE is hereby given that a Deed poll dated 21st November, 2022 and registered in the Registry of Births, Deaths and Marriages on 21st November, 2022 (**MALE**) (**SINGLE**), Abandon the name of **Jay-Jay Kun** and assumed the name of **Gabriel Zadok Kun**

Given under my hand and sealed this 25th day of November, 2022

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS & MARRIAGES

G.N.No. 1257/2022

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Ezra Ika of Meneng District, and
Shamana Temaki of Boe District.

Sean Menke of Nibok District, and
Presia Akibwib of Ijuw District.

Jon Abbot Tokataake of Boe District, and
Mary-Jane Maria Olsson of Baiti District.

Bryce Moses of Buada District, and
Tabita Kataunati from Kiribati.

DATE OF ENGAGEMENT:

18th October, 2022

25th November, 2022

25th November, 2022

30th November, 2022

HON. MARTIN HUNT, M.P
MINISTER IN CHARGE

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-\$18,679 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 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, mice, keyboards, etc) to ensure functionality.
- 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.
- 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.

G.N.No. 1258/2022 (Cont'd)

- 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 16th December, 2022.**

Dated this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1259/2022

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
(Directorate of Nauru Trade & Vocational Education Training)

POSITION : TVET Manager
No. OF POSITION : One (1)
SALARY RANGE : Band 11.1 - \$22,210 gross salary per annum

G.N.No. 1259/2022 (Cont'd)

PRIMARY PURPOSE OF POSITION:

Manage TVET Nauru's educational portfolio
Engage with industry and other key stakeholders
Quality assurance and compliance
Manage staffing resourcing

- Trainers
- Administration

Operational management and planning

DUTIES & RESPONSIBILITIES:

- Lead and manage the effective operation and administration of quality educational portfolios through the provision of strategic educational planning, direction and advice, in conjunction with the Director and relevant trainers
- Work with internal and external stakeholders (industry, business and the community) to identify training needs and requirements and to develop relevant and innovative learning programs, services and solutions in a VET and educational context.
- Foster and encourage best practice across the organisation by leading educational staff to improve and develop consistent, quality, innovative approaches to program delivery and assessment
- Enhance business sustainability through leadership and significant involvement in the research and development of cost effective blended and distributed delivery options
- Ensure provision of timely and accurate program and course information material to key stakeholders by implementing the marketing strategy
- Ensure TVET Nauru educational products and services are regularly reviewed, enhanced, relevant to client requirements and innovatively promoted and delivered
- Ensure education and training services are compliant with all regulatory standards and requirements and meet all contractual requirements
- Oversee the financial performance of the educational portfolio ensuring expenditure is managed and appropriate business strategies are implemented to achieve revenue targets
- Assist with educational budget planning and course costing activities and manage educational expenditure processes including the monitoring and interpretation of finance and business performance reports
- Manage staffing resources and participate in workforce planning processes including recruitment and selection, performance management, equitable workload distribution, casual engagements, leave processing, timesheet procedural requirements and provide access to appropriate staff training and development and industry engagement opportunities
- Drive employee development opportunities and assist with the induction mentoring of new staff within the organisation
- Manage and supervise the administrative functions and operational educational support processes ensuring adherence to institute policies, procedures and guidelines; compliance with service level agreements, national training packages, student administration, course offerings, room bookings, fee profiles and results registration and the achievement of institute objectives
- Manage the integrity of the student management database by ensuring timely and accurate record keeping processes are followed and maintained
- Provide strategic direction and sound advice to the Director and relevant stakeholders regarding training programs and business services
- Provide business analysis and pro-active advice to the Director and contribute to the timely development of strategic and operational plans
- Ensure strategic objectives, and student contact hour and revenue targets are met through appropriate business strategies and operational planning and implementation
- Maintain an understanding of the commercial aspects of TVET Nauru including financial and business performance and any impact from external factors

G.N.No. 1259/2022 (Cont'd)

- Continuously promote new ways of improving efficiency by reducing cost and enhancing outcomes
- Participate in change management and business improvement processes that encourage knowledge creation and that enhance the learning experience for clients
- Contribute to and manage implementation of continuous improvement strategies in relation to administrative systems and services to both internal and external clients in order to achieve Institute objectives
- Provide direction in monitoring outputs to identify and implement continuous improvement strategies through the application of best practice delivery support processes and systems
- Provide accurate and timely feedback to the Director in support of a continuous business improvement culture
- Contribute to the achievement of TVET Nauru's quality policies by developing, implementing and maintaining quality administrative procedures and by encouraging an environment where high quality work is achieved and supported by the adherence/development of quality systems documentation
- Effectively and efficiently respond to concern or complaints raised by students, teachers or industry groups, ensuring the appropriate person and processes are fully engaged to achieve a client focused outcome
- Maintain key internal and external stakeholder relationships in a positive customer service oriented manner.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Bachelor degree in either of Management, business, accountant and teaching background and understanding
- Understanding of TVET systems, processes and quality control requirements
- Experience working in the TVET system
- Experience in Business or TVET skills
- Must be computer literate, energetics, to work with passion and high dedication. Must have be of sober habit with excellent work ethics

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 16th December, 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1260/2022

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

(Directorate of Nauru Trade & Vocational Education Training)

POSITION : Safety & Buildings Administrator
SALARY : Band 10.1 – 20,641 per annum

PRIMARY PURPOSE OF ROLE:

- To Manager Building standards for occupational health and safety in the workplace with the day to day safety functions
- Work in collaboration with the duties of the TVET project officer, the TVET Marketing Administrator and TVET ICT & Digital Technician
- Will be responsible for the safety of the TVET Campus buildings
- Will be responsible for the safety of all TVET staff, students and visitors on the TVET campus premise
- Will be responsible for the international compliance to the TVET institution's facilities
- Will be responsible to the Director of TVET for the performance of his/her duties

DUTIES/RESPONSIBILITIES:

- Inspect the TVET buildings and facilities to comply with international safety standards
- TVET building maintenance plan
- Liaise with Director TVET in reporting and issues relating to maintenance and repair works on TVET campus grounds and wherever appropriately required
- Review, monitor and report project works undertaken by contactors
- Organise and effective recording and reporting system on project progress for administrative purpose
- Safety induction sessions to new students and staff
- OHS in the workplace: safety of buildings, hazards, policies and operations of tools and machines, evacuation procedures, repair and maintenance, safety signs, PPE gears, parking allocations, restriction rules, reporting
- Security and monitoring of all Nauru TVET properties
- Responsible for TVET's Material Safety Data Sheets (MSDS) both for workshops, classrooms and the offices
- Perform work plans side by side with the TVET Project Officer, TVET Marketing Administrator and the TVET ICT & Digital Technician
- Consult Trainers in collaboration with concerns to safety and hazards to their respective trades and vocations
- Perform any other duties that may be assigned by the Director TVET

QUALIFICATIONS & EXPERIENCE:

- Preferably Certificate II in Information Technology
- Preferably with Trade background
- Preferably with White Card certificate
- Preferably have years of experience in business organisation
- Must have a character that is firm and strict on work policies
- Able to arrange and organise an event

G.N.No. 1260/2022 (Cont'd)

- Able to use email and communicate well with others
- Able to public speak and use power point presentations
- Problem solving skills
- Computer skills in working with Excel and Word Office
- Works well with colleagues
- Willingness to give assistance to colleagues
- Punctual to work
- Honest and lawful
- Very good English skill (listening, writing, speaking)
- Commitment and dedication
- Able to carry out task given
- Able to work odd hours when necessary/required

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1261/2022

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
(Administration)

POSITION : Statistic Support Officer
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Collect, verify and enter school data in the Education Management Information System (EMIS) for presentation, interpretation and to provide insight recommendation and advice on policy and strategies to improve the education system

DUTIES & RESPONSIBILITIES:

- Manage the implement and operation of Education Management Information System (EMIS) software or other departmental statistical information system software
- Mange the collection, verification, analysis storage and reporting of data from schools and the department required for internal and external clients
- Design surveys and questionnaires for data collection

G.N.No. 1261/2022 (Cont'd)

- Create/Edit/Delete students and teachers account in EMIS
- Provide analytical advice from the data collected on National Benchmark, Prep Readiness, Assessment, Staff Performance Appraisals and the National Examinations
- Provide monthly update on student/teacher attendance
- Assist relevant Managers for the tracking of student's learning progress in Nauru or Scholarship students overseas
- Verify student's personal information with the Birth Registry office
- Assist the complain of NEAT scheme entitlements for Year 12 graduates
- Submit a weekly/monthly report to the Director of Administration
- Provide the Social Welfare officer (Nauru Finance) compiled lists of students eligible for "Back to School" scheme
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- To perform any other duties compatible with the position as determined by the Director of Administration or the Secretary for Education

KNOWLEDGE, SKILLS & EXPERIENCE:

- School Leaving Certificate
- Interpersonal Skills
- Organising Skills
- Computer Literate
- Proficient in English and Nauruan language
- Diligent

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1262/2022

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
(P.A.D)

POSITION : Administration Officer
SALARY : Band 4.3 - \$14,887 per annum

G.N.No. 1262/2022 (Cont'd)

PRIMARY PURPOSE OF ROLE:

The Administrative Officer is responsible for providing administrative support to the Deputy Secretary, Planning and Aid and the Planning and Aid division.

DUTIES/RESPONSIBILITIES:

- Fortnightly payroll data entry and filing of timesheets and signed payroll reports
- Obtain quotations for expenditure against the PAD budget, as directed
- Preparing payment vouchers for office expenditures, obtaining and approvals required, uploading the payment voucher into FMIS and collection of goods or services ordered
- Securing and monitoring of office equipment, supplies and store items
- Monitor expenditure of the PAD budget and maintain PAD personal files
- Provide secretarial function (i.e. invitations, catering, taking notes and drafting minutes etc) for higher level PAD-led meetings
- Arrange logistics and meeting schedules for visiting missions, consultations or high-level meetings as required by the Deputy Secretary (PAD)
- Manage electronic filing of key documents, records of actions/issues/decisions and important communications in the shared Pad folder
- Liaise with line manager to ensure that all urgent tasks are delegated to other or backfilled in advance of known periods of absence
- Support other PAD functions and staff during periods of peak workload, as directed by Deputy Secretary (PAD)
- Other tasks as required or directed

QUALIFICATIONS & EXPERIENCE:

- Essential
 - High School Completion
- Desirable
 - Diploma in relevant field
 - Study toward a Bachelor degree in a relevant field
- At least 5 years relevant experience (desirable)
- Experience in administrative support or personal assistant capacity
- Experience in managing or administering donor-support projects
- High degree of computer literacy
- Strong work ethic and willingness to assume higher duties as required
- Knowledge of public administration

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1263/2022

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
(Human Resource for Health)

POSITION : Executive Secretary
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

The Executive Secretary is responsible for supporting executives and management of entire departments. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

This position is also responsible for all clerical matters in the allocated post, including drafting letters and notices, processing orders for ICT consumables, coordinating, compiling and preparation of meetings and minutes, and all other duties as assigned.

DUTIES/RESPONSIBILITIES:

- Responsible and accountable to the Director of Human Resources and Designated Division Director.
- Day to day responsibility of all clerical matter in allocation area
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritise all outgoing or incoming correspondence (email, letters, packages etc)
- Make travel arrangements for executives, attend meetings and keep minutes
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost effective orders
- Maintain electronic and paper records ensuring information is organised and easily accessible
- Conduct research and prepare presentations or reports as assigned
- Requirements
- Coordinating, compiling and preparation of meeting minutes as assigned
- Receive and screen all incoming calls including message taking and relaying of messages to intended receiver
- Stock management/ordering of ICT consumables
- Draft letters and notices as assigned
- Maintain confidentiality of any information received in the work place at all times
- Assist the Director of Administration and Executive Secretary Administrative Assistant in all administrative matters as assigned
- Any other duties as requested by the Senior Management Team (SMT)
- Maintain a clean and tidy work environment
- Undertake quality assurance activities

QUALIFICATIONS & EXPERIENCE:

- Diploma/Certificate in business administration or relative field
- Year 12 School Leaver Certificate

G.N.No. 1263/2022 (Cont'd)

- Certificate in Secretarial Studies or equivalent
- Valid Drivers' License
- 3 years of work experience in secretarial/clerical field
- Proven experience as executive secretary or similar administrative role
- Proficient in MS Office and "back-office" software (e.g. ERP)
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry
- Familiarity with basic research methods and reporting techniques
- Excellent organisational and time management skills
- Outstanding communication and negotiation abilities
- Integrity and confidentiality
- Good understanding of English language
- Good written and spoken English
- Good computer skills 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 Infection Control
- Good knowledge and application of Safety Training and Moving Techniques

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1264/2022

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
(Human Resource for Health)

POSITION : HR Database Officer
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Working under the direct supervision of the Human Resource Manager and responsible for the data processing of HR records and profiles for the smooth operation of the HR Division
Daily update of Health establishment spreadsheets

G.N.No. 1264/2022 (Cont'd)

DUTIES & RESPONSIBILITIES:

- Responsible for the data processing function of the HRH Division including entering, maintaining and processing data-Health Establishment Spreadsheet
- Liaise with Central HR personal on gazette notice to update status of health staff employment
- Liaise with HRM on expatriate employment status
- Responsible for maximizing technological capabilities to reduce manual processes
- Acts as resource and guide for managers as it relates to HR data
- Ensure the timely implementation of database changes to ensure accurate payroll
- Ensure the highest level of accuracy for data entered into HR data systems
- Adhere to department's policies and standards
- Other duties as assigned

HEALTH AND SAFETY

- Be responsible to take responsible care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or another 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 authorized and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

KNOWLEDGE, SKILLS & EXPERIENCE:

- Computer science certificate or any related field
- Experience in managing and analysing data
- Experience in office administration
- Excellent verbal and written communication skills
- An analytic mindset
- Database management
- Proficient with Microsoft Office or related software
- Moving techniques

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
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 INFORMATION COMMUNICATIONS & TECHNOLOGY
(ICT)

POSITION : ICT Trainee
SALARY RANGE : Band 2.1 - \$11,577 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Through on the job, supervised practical issues resolution, gain the knowledge required to provide operational support and management assistance for ICT services
- Install, configure and maintain PC's networking equipment, network operating systems and ICT peripherals
- Assist with monitoring and configuring networks to optimize performance and minimize faults
- Assist with recovery action in the event of a system failure
- Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
- Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
- Under supervision, assist with the installation, maintenance and support of a managed, secure operating, environment for all ICT activities
- Assist with monitoring all ICT activities, such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
- With supervision, provided user support in relation to software and hardware issues
- Provide reports on work undertaken and issues identified as being in need of resolution
- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) strategy
- Assist with the implementation of the e-Government Strategic Plan

DUTIES & RESPONSIBILITIES:

- Installing and configuring hardware components to ensure usability
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met
- Repairing or replacing damaged hardware
- Upgrading the entire system to enable compatible software on all computers

KNOWLEDGE, SKILLS & EXPERIENCES:

- Cert I.V in I.T
- More than 4 years' experience in ICT trainee's role or any job experience equivalent
- Look after the network
- Familiar with installing softwares and hardwares
- Repairing computers and laptops
- Identify any issues arose by departments

G.N.No. 1265/2022 (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 16th December, 2022.**

Dated this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1266/2022

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 INFRASTRUCTURE DEVELOPMENT
(Secretariat)

POSITION : Infrastructure Development Officer
SALARY RANGE : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

- The Development Officer is to oversee projects on a daily basis and monitor project timelines also assess invoices and project reports

DUTIES & RESPONSIBILITIES:

- Monitor and evaluate invoices received from Contractors
- Advices Directors and Secretary on current status of all infrastructure Projects
- Develop and maintain Data base on Nauru Asset Management
- Produce recommendation on necessary changes to project operations
- Other duties as maybe directed by director and Secretary Infrastructure

KNOWLEDGE, SKILLS & EXPERIENCE:

- At least 1-year relevant experience
- Demonstrate experience in managing projects and sound level of understanding of Public Service regulations and office procedures
- Ability to train, assess and support staff
- Possess excellent oral and written communication and interpersonal skills,
- Possess a planning and organization skills, and time-management skills,
- Display tact, confidence, proficiency and proactive

G.N.No. 1266/2022 (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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1267/2022

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 INTERNAL AFFAIRS
(Directorate of Culture & Language)

POSITION : Clerical Officer
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

To assist the Culture Division in maintaining up to date records of the status of all equipment and is responsible for updating and compiling pf Personal folders and list equipment list for assessment by Technicians

DUTIES & RESPONSIBILITIES:

- To maintain safe and work environment in harmony
- Responsible to the Culture Division Administrative office for preparing and maintaining records of orders and indents
- Responsible for administrative and general typing and filing of correspondence
- General typing, filing of records and clerical duties
- Assist in developing and updating efficient filing system for Culture Division
- Assist in maintaining of the attendance register
- And carry other clerical duties as assigned by the Director
- To keep peace and be responsible in all related work given by superior

KNOWLEDGE, SKILLS & EXPERIENCE:

- At least 1 year of relevant experience
- Must possess basic technical/mechanical skills
- Year 7 School Certificate
- Must be high school graduate of has done work with related fields with at least one year experienced preferred

G.N.No. 1267/2022 (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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1268/2022

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 PRESIDENCY
(Secretariat)

POSITION : Museum Assistant
SALARY RANGE : Band 4.1 - \$13,503 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- The Museum Assistant is responsible to assist the Director, the assistant Director the Curator in any aspect of museum operations as required such as preparation of exhibits, collections, processing and performance of security surveillance, preparation of objects for storage and conducting research.

DUTIES & RESPONSIBILITIES:

- Assist with processing collections including registering, accessioning, cataloguing, packing, unpacking, maintaining inventory, and documentation
- Assist in setup and assembly of storage areas for collection according to curatorial standards; cleans collection and storage areas as needed
- Prepares various reports regarding collection activities and condition of objects as requested
- Conducts research in identification and interpretation of museum collections
- Respond to enquiries regarding collection from museum visitors; acts as museum receptionist
- Performs specific tasks that are components of exhibit planning, installation, and maintenance; prepares graphics, illustrations, labels, and artefact mounts and construction of exhibit cases
- Assist in the maintaining of museum collection database through data entry and editing
- Assist on organization of and implementation of public programs such as workshops, education programs and special events; may assist in preparation of education materials, promotional materials. And mailing lists
- Organizes special viewing of collection; arranges showings and selects exhibits based on audience; prepares displays
- Assist in restoration and preservation work on relics and on National Heritage Sites
- Any duties assigned by the Director

G.N.No. 1268/2022 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Higher School Leaving Certificate
- Excellent written and verbal communication skills
- Ability to organise; present and communicate messages effectively through design
- Excellent project management and organisational skills
- Knowledge of working with museum databases and IT issues
- Good team work skills
- Excellent research and IT skills
- Experience in metal work, welding, panel beating

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 16th December, 2022.**

Dated this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1269/2022

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 PRESIDENCY
(Secretariat)

POSITION : National Heritage Assistant
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Primary role is to assist Manager of National Heritage in Managing National Heritage sites and preserving cultural and war relics

DUTIES & RESPONSIBILITIES:

- To assist the Manger with identifying, record, investigate, assess, list, protect and conserve historic place and areas
- To assist the Manager with keeping permanent records of objects of heritage
- To assist thee Manager with developing and managing the Nauru's National Heritage lists
- To assist the Manger with advocating the conversation and protection of history places and areas
- To foster public interest and involvement in historic places and area
- To assist the Manager with colleting relic on the field and engaging in restoration work
- To carry out duties when Manager is on leave
- To conduct survey of historic sites and building

G.N.No. 1269/2022 (Cont'd)

- To work closely with the community in recording all historical sites historical including local and national government agencies
- To provide advice and prepare report as required on the condition future prospect and potential of sites and building
- To collate and submit a monthly activity report including an annual report on to the Director of National Heritage
- To work closely with the Justice Department in regard to Legislative Acts concerning National Heritage and to provide public awareness
- To work closely with the Nauru Tourism and the Department of Culture on issues relevant to National Heritage
- To ensure that the World War II Monument is kept in immaculate condition and to report of any vandalism
- To monitor and provide guidance and feedback on the Face Book Site

KNOWLEDGE, SKILLS & EXPERIENCE:

- High School Leaving Certificate
- Knowledge of documentation practices and procedures pertaining to museum object, storage and preparation exhibits
- Good skills written and verbal communication skills
- Ability to organise, present and communicate effectively
- Good project management and organisational skills
- Knowledge of working with museum database
- Good team working skills
- Good personal skills when working with others
- Good leadership skills

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1270/2022

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 SPORTS
(Community in Sports Unit)

POSITION : Community Development Officer
No OF POSITION : One (1)
SALARY : Band 5- \$12,983 per annum

PRIMARY PURPOSE OF THE POSITION

To develop and enhance all sports in Nauru in working closely with National Federations and to assist, train and deliver sporting course, programs to all Sporting bodies.

PRINCIPAL RESPONSIBILITIES

- To carry out the implementation of community sports program activities as set out in the Annual Operation Plan and Budget.
- Maintain files and records and submit monthly reports of community program activities
- Record minutes of meetings with community committees and stakeholders
- Maintain records of inventories for plants and equipment used in the program
- Develop modes of regular and effective communication and program promotion through media such as flyers, newsletters or the internet.
- Carry out the monitoring and evaluation of program activities
- Carry out program related tasks as required by the Department of Sports

KNOWLEDGE, SKILLS AND EXPERIENCE

- Should have completed Year 12 schooling or an appropriate tertiary qualification preferred Good communication and report writing skills.
Good knowledge of relevant administrative procedures and project management.

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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1271/2022

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 : Staff Support Officer
SALARY RANGE : Band 3.1 - \$12,503 per annum

PRIMARY PURPOSE OF POSITION:

- Provide general office support that assist in the functioning of the department.

DUTIES & RESPONSIBILITIES:

- Assist with collecting and screening staff timesheets.
- Assist with updating uploading timesheet data daily.
- Assis with sourcing quotes from local businesses.
- Assist with collecting and delivering goods to respective section.
- Assist with monitoring and replenishing stocks.
- Delivering and distributing documents.
- Update filing system.

KNOWLEDGE SKILLS & EXPERIENCE:

- Year 11 and 12 Certificate
- Administrative Certificate
- Minimum 1 year in clerical ole.
- Minimum 18 years old
- Good communication and interpersonal skills
- Good work ethics and reliability.
- Must have valid driver's license.
- Must be 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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1272/2022

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

DEPARTMENT OF TRANSPORT
(DCA)

POSITION : Security Officer
SALARY RANGE : Band 3.1-\$12,503 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To conduct screening of passengers at Nauru International Airport and ensure that unregulated or, prohibited items are not carried on board Aircraft undetected

DUTIES & RESPONSIBILITIES:

- Performed shift duties as rostered, and maintain security of all restricted areas;
- Screen passengers during flight operations;
- Ensure security and safety airside during flight operations;
- Compile reports from shift guards, and write summaries for superior;
- Communicate and cooperate with other agencies at the airport;
- Control the movement of people and vehicles at the airport;
- Guard and patrol airport vulnerable areas, facilities and aircraft with diligence;
- Recognize weapons, explosives and other restricted cargo;
- Inspect, screen and search passengers and baggage;
- Respond to airport emergency situations;
- Escort people and consignments as required;
- Perform other related duties as may be required or as assigned by the Chief Security Officer.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed year 11 or 12 of education
- Certification of Security Guard
- Certification of First Aid
- Excellent communication and interpersonal skills
- Ability to work within a team environment
- Ability to work under pressure
- Must have valid driver's license
- Must have valid police clearance
- To be effective, proficient and proactive
- Healthy, fit and 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 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY