



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

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No. 58

24<sup>th</sup> February, 2022

Nauru

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G.N.No. 238/2022

**APPOINTMENT OF ACTING AUDITOR GENERAL**

It is notified for general information that on 24<sup>th</sup> February, 2022, Cabinet pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Gillian Itsimaera to act as Auditor General effective from 3<sup>rd</sup> March, 2022 until the return of the substantive, Mr. Manoharan Nair on 21<sup>st</sup> April 2022.

Dated this 24<sup>th</sup> day of February, 2022

**PETA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 239/2022

**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 Finance Administrator  
**SALARY** : Band 10.1 - \$18,722 per annum

**PRIMARY PURPOSE OF ROLE:**

- This role is responsible for any financially related task for Nauru TVET and the developing of its financial plan, preparing of financial reports and is involved in directing its investment activities.
- Responsible to the Director of TVET for the satisfactory performance of duties. The position involves evaluation of the financial management of the TVET Directorate.

**DUTIES/RESPONSIBILITIES:**

- Producing the annual financial report for the RON and various Donor funded projects to specific deadlines.
- Prepare payment vouchers for submission to Finance Department in a timely manner and ensure all PVs satisfy accountability requirements.
- Records and tracks all invoice, periodic payment, and approved payment and they are paid in a timely manner.
- Responsible from receiving of bills/invoices processes to the receiving of goods/items to Nauru TVET properties.
- Responsible of reporting of Nauru TVET's current budget balance in all its categories.
- Developing financial management mechanisms that minimize financial risk.
- Keeping abreast of changes in the financial regulations.
- Provide training to other staff in regards to Financial/budget responsibilities.
- To perform such other duties compatible with the position as determined by the Director TVET.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum Certificate II in Information Technology.
- Computer skills e.g., Excel Office program.
- Experience in the business of money accounting roles.
- Excel office, organisational skills, and management skills.
- Efficient in typing.
- Efficient in organizing.
- Competent in Nauru and English language.
- Computer literate.
- Competent in verbal and written communication.
- Execute in tasks with efficiency and diligence.
- Exercise economy in dealing with time, effort and resources.
- Be punctual at work.
- Respectful and amicable demeanour.

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 11<sup>th</sup> March, 2022.**

DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 240/2022

**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** : 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.
- 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.

G.N.No. 240/2022 (Cont'd)

**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.

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Dated this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 241/2022

**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 Project Officer  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

To assist the administration in the daily operations of the TVET campus. Will be responsible to the Director of TVET for the performance of his/her duties.

Responsible for TVET projects however small or big that sits outside the workshops/classroom environment of training, such as TVET's functions, events, projects within the community, projects with industries, national important days, ceremonies.

G.N.No. 241/2022 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

- Secretarial role and responsibilities.
- Responsible for the organising and scheduling of the usage and hiring of TVET classrooms and workshops and records of payment made by local customers and international customers (APTC).
- Responsible for arrangements and schedule records of community outreach training projects, group excursions, preparations support to the student apprenticeship programs.
- Pre and Post Preparation for TVET Industry Advisory Committee meetings. I.e., Agenda and necessary information distribution, catering.
- Progress, distribution, and arrangement of customer order request. E.g., Job cards, quotations, payment records, completion and collection of products, automotive vehicle services, services request for hospitality team, etc.,.
- Organising & preparation of TVET functions and events. E.g., Graduation day, National day events, Marketing day, other TVET related important days (official and non-official events), etc.
- Must work in collaboration with the TVET Marketing Administrator, TVET Safety & Building Administrator, TVET Finance Administrator.
- Records and minutes to staff meeting, section meetings and its distributions.
- Perform any other duties that may be assigned by the Director TVET.

**QUALIFICATIONS & EXPERIENCE:**

- Preferably Certificate II in information Technology.
- Preferably have years of experience in a secretarial or frontline position.
- Able to arrange and organise an event.
- Emailing and Digital Communication.
- Problem solving skills.
- Computer skills in working with excel and word office.
- Works well with colleagues.
- Customer service skills.
- Willingness to give assistance to colleagues.
- Punctual to work.
- Honest and lawful.
- Very good English skills (listening, writing, speaking).
- Commitment and dedication.
- Able to carry out task given.
- Able to work odds 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 11<sup>th</sup> March, 2022.**

DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 242/2022

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

**PRIMARY PURPOSE OF ROLE:**

- To assist the administration in the daily operations of the TVET Campus. Will be responsible to the Director of TVET for the performance of his/her duties.
- Administer student learning records and data in digital and hardcopy filing management.

**DUTIES/RESPONSIBILITIES:**

- Secretariat role and responsibilities.
- Responsible for enrolment records.
- Responsible for student personal information and contacting of student in regards to training matters.
- Data collection on student training records.
- Data collection on student training fees.
- First contact to TVET student's inquiries & concerns.
- Student attendance records & data.
- Tracking of student's record of studies and achievements.
- Data collection on student validation results and records.
- Arrangements for the preparation of writing Students reports and the digital filing of the final student reports.
- Monitoring and tracking of students learning process.
- Perform any other duties that may be assigned by the Director TVET.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate II in Information Technology.
- Preferably have years of experience in a secretariat or frontline position.
- Problem solving skills.
- Computer skills in working with excel and word officer.
- Works well with colleagues.
- Customer service skills.
- Punctual at work.
- Honest and lawful.
- Good English skills.
- Commitment and dedication.
- Able to carry out task given.
- Able to work odd hours when necessary/required.

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DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 243/2022

**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 Services)*

**POSITION** : Dental Assistant (Level 3)  
**SALARY** : Band 4.4 - \$12,707 per annum

**PRIMARY PURPOSE OF ROLE:**

To provide support and assistance to the Dentists before, during and after performing dental procedures on patients.

**DUTIES/RESPONSIBILITIES:**

- Appointment Scheduling and Confirmation
- Telephone Techniques
- Patient Reception
- Patient Records Management
- Preparing and maintaining dental instruments, supplies and equipment
- Collecting and recording patient health histories
- Patient management during dental procedures
- Instrument transfer
- Dental procedure isolation techniques
- Preparation of dental materials, cements, amalgam, composite, impression materials, etc
- Dental charting
- Prevention and management of dental medical emergencies
- Inventory control and management
- Delivering patient personal oral care instructions
- Delivering community dental health presentations
- Planning, setting-up and manning health fair booths

**QUALIFICATIONS & EXPERIENCE:**

- Minimum Year 10
- Pass in Basic English
- Experience of working in a Health-related setting
- Customer care services or community worker
- Must possess and demonstrate good understanding and fluency in verbal and written English language
- Possess excellent computer skills/literacy in MS applications, Internet/email
- Must exhibit sound knowledge of medical terminology

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 11<sup>th</sup> March, 2022.**

DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 244/2022

**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)

**POSITION** : ICT Officer  
**SALARY** : Band 6.1 - \$13,762 per annum

**PRIMARY PURPOSE OF ROLE:**

- Identify and solve computer software, hardware, and network problems.
- Analyse user complaints, solve, and suggest steps preventing future occurrences of the same.
- Support existing and new client-server applications MHMS.
- Maintain updates, backups, maintenance of servers in MHMS.
- Design, implement and maintain network infrastructure.
- Manage documentation of user manuals, policy, and standards in MHMS.

**DUTIES/RESPONSIBILITIES:**

- Prepare work plans, financial plans, reports, recommendations, and proposals for IT works.
- Manage and support LAN, WAN, VPN, printers, computers, switches, patch panel, routers and other IT related devices in MHMS.
- Perform scheduled backup of Hyper-V Virtual Machines including data/applications.
- Manage and maintain all Windows Server 2019 editions in MHMS.
- Ensure all client machines have appropriate antivirus, software adherence and security.
- Work closely with team to give support in IT areas wherever required.
- Maintain log of all support actions performed creating support manual for ICT.
- Prepare guides, user manuals, standard operating procedures wherever required.
- Maintain log of all support actions performed creating support manual for ICT.
- Promote security, good computer habits, good cyber habits, standardisation.
- Research, propose, and recommend all IT procurements in MHMS.
- Ensure high uptime of IT systems for business continuity in MHMS.

**QUALIFICATIONS & EXPERIENCE:**

- A certificate in information Technology or similar computing-related subjects such as information systems. Diploma or Undergraduate degree qualification would be an added advantage.
- Hands-on training through an internship or past experience. (Not mandatory).
- Computer hardware, software, networks, and applications.
- Client-server systems with knowledge of databases.
- Server virtualisation and management of virtual machines with Hyper-V.

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DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
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G.N.No. 245/2022

**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)*

**POSITION** : Laboratory Assistant

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

**PRIMARY PURPOSE OF ROLE:**

To assist the Laboratory Technologist in the coordination of laboratory services through the provision of accurate, timely and cost-effective testing of patient samples to aid in the diagnosis and treatment of disease in compliance with SOP's and laboratory policies.

**DUTIES/RESPONSIBILITIES:**

- Clean, sterilize and maintain laboratory equipment.
- Prepare laboratory equipment for daily use.
- Responsible for daily running of routine samples, generate daily, weekly and monthly report of the laboratory section to which you have been assigned under appropriate technical supervision to maintain the highest professional and technical standards in the department.
- Perform other assigned duties by the senior colleague.

**QUALIFICATIONS & EXPERIENCE:**

- Phlebotomy certification.
- Certificate in Clinical Laboratory Technology.
- More than 5 years' work experience.
- Effective communication skills.
- Good organisational skills and time management.
- Able to work in a team.
- Willing to attend trainings and workshops.
- Willing to study and obtain a higher qualification.
- Pre-analytical, analytical, post analytical competency.
- Competency in the role of Medical Laboratory Assistant.
- Annual Performance Appraisal.

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 11<sup>th</sup> March, 2022.**

DATED this 22<sup>nd</sup> day of February, 2022

**PETA GADABU**  
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G.N.No. 246/2022

**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**

**POSITION** : Stock Control Coordinator  
**SALARY** : Band 9.1 - \$17,336 per annum

**PRIMARY PURPOSE OF ROLE:**

Manage and maintain accurate Pharmaceutical Inventory for the Pharmacy store.

**DUTIES/RESPONSIBILITIES:**

- Must be fully committed to the task with excellent work attendance.
- Must be extremely accurate.
- Be able to confidently support a pharmacist in a hospital setting.
- Responsible for accurate inventory.
- Must be good at mathematics.
- Must have excellent data entry skills with a high level of accuracy.
- Must be customer service orientated.
- Have good communication skills and be able to converse with International suppliers.
- Excellent email skills.
- Excellent excel skills.
- Must demonstrate good organisational skills and be detail orientated.
- Must be able to produce management report on stock status.
- Alert Pharmacists to any potential stock outs based on Supply reports.
- Clean and help and maintain equipment and work areas.
- Receive and store incoming supplies, verify quantities against invoices and inform supervisors of stock needs and shortages.
- Maintain proper storage and security conditions for drugs.
- Deliver medications and pharmaceuticals supplies to patients, nursing statins or surgery.
- Contributes to team effort by accomplishing related results as needed.
- Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving techniques.
- Participates in the performance appraisal review process.
- Undertake quality assurance activities.
- Must maintain a high level of confidentiality.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification – Year 11 School Leaver Certificate.
- 4 Years' experience in stocktaking field or equivalent.
- Must be highly diligent to attention to detail and accuracy.
- Good communication and interpersonal skills.

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G.N.No. 247/2022

**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** : Cleaner  
**SALARY** : Band 1.1 - \$9,724 per annum

**PRIMARY PURPOSE OF ROLE:**

To ensure the cleanliness and hygienic of the airport building.

**DUTIES/RESPONSIBILITIES:**

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

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in hospitality is an advantage.
- Minimum 1 year of experience in cleaner or housekeeping field.
- Year 11 of education.
- Excellent communication and interpersonal skills.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Ability to work under pressure.
- Must have a valid driver's license.
- Must 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 11<sup>th</sup> March, 2022.**

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G.N.No. 248/2022

**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;
- 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.

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G.N.No. 249/2022

**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** : Senior Navaid Assistant  
**SALARY** : Band 4.1 - \$12,248 per annum

**PRIMARY PURPOSE OF ROLE:**

- To ensure navigational aid equipment and aerodrome runway lights and papi systems are serviceable.

**DUTIES/RESPONSIBILITIES:**

- Direct responsibilities to Safety Assurance Manager.
- Maintain and monitor navigational aid equipment to be in good condition and serviceable.
- Maintain and monitor runway lights and papi system to be in good condition and serviceable.
- Troubleshoots and repairs modules as needed and enters failure data into the defect database.
- Interact with the consultant technicians for collaboration of product reliability.
- Maintenance and adherence or rejection on quality workmanship consistent with specifications.
- Ability to read schematics and assembly drawings.
- Monitor and maintain runway lights, papi system and windsock are serviceable.
- Care for aviation assets.
- Keep management and supervisor informed of problems, discrepancies and possible product and process improvements that manifest.
- Maintain uniform, code of conduct and safety gears at all times.
- Perform other duties as assigned by Superiors.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Electronics or Electrician is an advantage.
- Minimum 1 year of experience in electrician field.
- Year 12 of education or equivalent tertiary achievement is an advantage.
- Excellent communication and interpersonal skills.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Ability to work under pressure.
- Must have driver's license.
- Must have 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 11<sup>th</sup> March, 2022.**

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