



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

No. 06

5<sup>th</sup> January, 2022

Nauru

G.N.No. 29/2022

**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** : Trainee Assistant Auditor  
**SALARY** : Band 3.1 - \$11,341 per annum

**PRIMARY PURPOSE OF ROLE:**

- To assist Senior Auditors and Auditors in conducting various audit jobs.
- Conduct audit queries as part of the audit and also raise queries as directed by Senior Auditors/Auditors.
- Check cash, receivable, payable etc to confirm records are accurate
- Liaising with managerial staff and presenting findings and recommendations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
- Any other work assigned by the AG and Senior staff of the department

**DUTIES/RESPONSIBILITIES:**

- Inspecting financial records to catch errors, misstatements, fraud etc
- Performing audit on operations and systems
- Evaluate effectiveness of risk management, control and governance process
- Review business process
- Review maintenance of rigorous systems of internal controls
- Find out fraud, forms of fraud and other accounting irregularities
- Provide objective advice to improve financial reporting and internal controls to maximise performance
- Produce Audit report in a true and fair view

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's Degree or Diploma in Finance & Accounts
- 4 months working experience within Audit department

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 CHIEF SECRETARY**  
*(Births Deaths & Marriages)*

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF ROLE:**

The Clerical Officer attends to:

- Front desk, client needs and queries, these include filling out of application forms and checking records
- Files all completed applications on a daily basis, both in soft and hard copy
- Ensures all application forms are readily available on a daily basis
- Delivers hard copies of office documents
- Attends to the office land line

**DUTIES/RESPONSIBILITIES:**

- Process registrations for Births, Deaths and Marriages, Legitimations, Deed polls and Declaration
- File registration for Births, Deaths, Marriages, Legitimations, Deed polls and Declarations both in soft and hard copy
- Prepare certificates for Registrar's signature
- Prepare and issue invoices to clients for certificate and document fees
- Receipt and record all prescribed fees of certificates as required and under BDM Act 2017
- Distribute and store correspondences (e.g. letters, emails and packages)
- Ensure customer information memos, posters, pamphlets are up to date and readily available at the reception area
- Assist Administration Manager with information for gazette notices
- Ensure reception area is always maintained in an orderly state
- Data entry duties – enter into the database of: birth deaths and marriages, adoptions, deed polls, statutory declarations
- Perform such other duties as may be assigned from time to time by the Administration Manager

**QUALIFICATIONS & EXPERIENCE:**

- Completed Year 12
- Valid driver's licence
- Customer service certificate
- Computer certificate
- More than 3 months' administration duties
- Fluent in English/Nauruan
- Must know how to handle old documents with care
- Must be computer literate
- High standard of integrity and honesty
- Ability to work independently without supervision
- Ability to work with other staff at the Registry and with other stakeholders
- Ability to work under pressure
- Well versed with the Public Service Act

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- Ability to produce documents to a high standard of presentation and output using MS Office suit including Word, Excel software applications
- Customer service skills
- Communication skills
- Management skills

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DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 31/2022

**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 CHIEF SECRETARY**  
*(Births Deaths & Marriages)*

**POSITION** : Finance Manager  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

The BDM Finance Manager handles and keeps all BDM financial matters and provides administrative support to the Registrar, colleagues, clients and stakeholders

**DUTIES/RESPONSIBILITIES:**

- Prepare budget
- Monitor and evaluates budgets and financial plans
- Manages records and receipts
- Processes quotations and invoices
- Procures equipment and supplies
- Follows up orders
- Processes purchases applications
- Reconciles daily, monthly and yearly transactions
- Provides annual financial and auditing reports
- Prepares variation sheets
- Resolves financial issues raised by BDM
- Develops in-depth knowledge of organisational products and processes

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- Acts as BDM point of contact on all financial and accounting matters
- Supports the Finance Department with projects and tasks if/when required
- Provides customer service to clients when required
- Other duties as may be assigned by the BDM Registrar

**QUALIFICATIONS & EXPERIENCE:**

Desirable

- Completed Year 12
- Possess good computer skills
- Efficient communication skills
- Some background and experience with finance management or equivalent

Highly desirable

- Tertiary background in finance management or equivalent
- Tertiary background in computer studies
- Excellent communication skills
- At least 6 months work experience in a financial management position or equivalent
- Fluent in both the English and Nauruan language
- Familiar with Microsoft Excel and Power point programs
- Familiar with the FMIS program
- Familiar with the processing of payment vouchers
- Have a high standard of integrity and honesty
- Ability to work independently without supervision
- Ability to work cooperatively with work colleagues and stakeholders at a leadership level
- Ability to work under pressure
- Well versed with the Public Service Act
- Ability to provide and present reports using software applications such as PowerPoint and other necessary applications
- Computer skills
- Management 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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 32/2022

**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 CHIEF SECRETARY**  
*(Human Resource & Labour)*

**POSITION** : Clerical Officer (HR Systems)

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

**PRIMARY PURPOSE OF ROLE:**

To provide clerical support to the Manager Budget & Human Resource Systems Data and the Budget Officer on daily administrative and operational level for accountability and transparency of the Nauru Public Service civil list.

**DUTIES/RESPONSIBILITIES:**

- Assist the Manager and Budget Officer develop and maintain adequate filing systems to ensure confidentiality, security and accessibility of civil list and budget documents
- Maintain and update employee records on HMIS accurately and efficiently in accordance to statutory requirement
- Handle employee and department queries regarding civil list matters and seek advise from the Manager or Secretary for Corporate Services
- Obtain a fortnightly summary of NPS 6 form from Salaries, Entitlement & Benefits Unit
- Assist Manager and Budget Officer produce monthly report on manning levels and staff turnover rates
- Keep a daily registry of documents such as gazettal notices, NPS 6 forms, payment vouchers, stock inventory and training unit payments
- Other duties as may be directed by Secretary for Corporate Services, Manager Budget & HRSD and Budget Officer

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification of Year 12 High School leaver certificate is desirable
- Certificate IV Office Management
- Certificate in Customer Service
- 2 years' work experience preferable
- Proficient in MS Office application
- Planning and organisational skills
- Time management skills
- High level of computer literacy preferably Excel proficiency
- Team player
- Problem-solving skills
- Excellent written and oral communication skills
- Excellent customer service skills
- Proactive and innovative

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 33/2022

**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 CHIEF SECRETARY**  
*(Public Administration & Operations)*

**POSITION** : Financial Plan Officer  
**SALARY** : Band 5.1 - \$12,983 per annum

**PRIMARY PURPOSE OF ROLE:**

Monitoring of budget for each financial year. Report any short fall.

**DUTIES/RESPONSIBILITIES:**

- Monitor and implement budget for Chief Secretary Department
- Develop and maintain a spending plan for each quarter
- Process payments for staff salary, travel and training requirements
- Effect travel arrangements for Chief Secretary and staff
- Process payments for office requirements such as stationary and other consumables
- Process and effect payment for government house rentals, centralised utility payments and centralised vehicle repair payments
- Process and effect payments for all centralised government project
- Process budget documents for Budget Submission for the FY
- Budget forecasting and Inter Subhead transfers as directed by the Secretary
- Maintain filing system to Budgetary matters
- Prepare stocktake inventory for Admin division
- Conduct quarterly stocktake for Admin division
- Submit quarterly reports on department budget and stocktake
- Supervise process of Time Sheets and Variation

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification of Year 12
- Analytic skills
- Fluent in written and spoken English
- Basic Accounting and Numeracy skills
- Willingness work after hours
- Must be diligent and of sober habits
- Must have good customer relations and organisational skills
- At least 4 years' relevant experience
- Excellent in computer programming such as Excel and Word

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 34/2022

**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 CHIEF SECRETARY**  
*(Public Administration & Operations)*

**POSITION** : Maintenance Officer

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

**PRIMARY PURPOSE OF ROLE:**

Cleaning male toilets, emptying of all wheelie bins and clearing around the office area.

**DUTIES/RESPONSIBILITIES:**

- General cleaning and maintenance of offices
- Cleaning of outside grounds
- Assisting at the State functions
- Other duties as directed by the Support Services Manager
- Empty of all wheelie bins
- Carry out heavy tasks and gardening
- Following all health and safety regulations
- Attend to any duties as directed by the HOD

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualifications of Year 12
- At least 12 months of relevant experience
- Ability to understand English
- Willingness to work after officer hours
- Possess positive attitude

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 35/2022

**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 CLIMATE CHANGE & NATIONAL RESILIENCE**  
*(Secretariat)*

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

**PRIMARY PURPOSE OF ROLE:**

The Water Management Officer is responsible for providing assistance to the Water Division in the implementation of Nauru Water Hygiene and Sanitation Policy (NWSHP).

**DUTIES/RESPONSIBILITIES:**

- Develop and establish a centralised database and library on water management
- Assist the Water unit in organising a program for World Water Day in addition to sanitation and hygiene promotion
- Monthly examination of drought risk and informing relevant authorities of significant risks
- Ensure climate change adaptation incorporated into planning
- Identify policy and plan improvements and training needs
- Assist in implementing the NWSHP
- Work collaboratively with WTG
- Provide logistics support to Water Division
- Provide secretariat support for WTG
- Develop equitable system for controlling demand, conserving water and minimising waste and losses (NUC, PAD, NRC)
- Coordinate and monitor the analysis and reporting of rainfall, production, use and losses of the Reverse Osmosis, rainwater harvesting and groundwater use
- Assist in development of Nauru Water Master Plan (with WTC)
- Develop options for improved sanitation systems
- Develop schemes to increase public participation in planning, management, conservation and protection of water resources and other tasks assigned by Director of Water

**QUALIFICATIONS & EXPERIENCE:**

- Completed Year 12
- Required to have a sound knowledge of the processes of the international negotiations conducted at the UNFCCC
- Minimum qualification of a tertiary level or a minimum of 3 years of experience in the field of Climate Change or Environment
- Fluency in English
- Team player and positive attitude to learn
- Excellent communication and customer skills
- Excellent organisational and problem-solving skills
- IT proficiency in standard computer and software (word processing, excel, presentations, Skype, databases and internet web-based tools)

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 CLIMATE CHANGE & NATIONAL RESILIENCE**  
*(Secretariat)*

**POSITION** : Energy Efficiency Officer

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

**PRIMARY PURPOSE OF ROLE:**

The Energy Efficiency Officer is responsible for energy efficiency matters and projects. This position is expected to provide guidance in policy making decisions and conduct awareness campaigns on energy efficiency.

**DUTIES/RESPONSIBILITIES:**

- Assist Director with:
  - Coordinating the formulation and monitoring the implementation progress of national level policies, strategy and action plans related to the energy sector, including climate change mitigation
  - Planning, coordinating and implementing activities set out for the targets of the Nauru Energy Road Map (NERM)
  - Preparing concept notes/project proposals as needed
  - Preparing Cabinet papers, briefs, speeches, update papers etc
- Prepare reports for monitoring and progress evaluation of the NERM targets and DCCNR Annual reports
- Coordinate and supervise implementation of Energy Efficiency projects
- Provide assistance and guidance in development of Energy policies
- Design and implement awareness campaigns to promote energy efficiency
- Coordination and logistics handling for the Energy division, including planning of visiting consultants and stakeholder consultations relevant to Energy Efficiency
- Energy sector documentation repository management
- Engage and maintain relationships and professional networks with local and international stakeholder
- Assist director to conduct Energy audits:
  - Collect and analyse field data related to energy usage
  - Prepare audit reports containing energy analysis results or recommendations for energy cost savings
  - Identify and prioritise energy and conservation measures
- Perform such other tasks as assigned by the Director of Energy

**QUALIFICATIONS & EXPERIENCE:**

- Completed Year 12
- Certified training in Energy/Policy making or related field
- Sound knowledge and experience in relevant project management experience in the field of Energy
- Fluency in English
- Team player and positive attitude to learn
- Excellent communication and customer skills
- Excellent organisational and problem solving skills
- IT proficiency in standard computer and software (word processing, excel, presentations, Skype, databases and internet web based tools)

G.N.No. 36/2022 (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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 37/2022

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT**  
(ENVIRONMENT)

**POSITION** : Biodiversity/SLM Manager  
**SALARY RANGE** : Band 10.1-\$18,722.00 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The Biodiversity and Sustainable Land Management (SLM) Manager will be responsible for managing the strategies and goals of National Biodiversity Strategic Action Plan and the National Action Plan for sustainable land management. Also, to coordinate and support to the Biodiversity and SLM unit in data collection, research, policy advice and implementation of the relevant projects to meet the obligations under the UNCBD and the UNCCD.

**DUTIES & RESPONSIBILITIES:**

- Work with the regional and international partners and implementing agencies to develop and implement projects.
- Support the Environment Division in the enforcement of the Environment Management and Climate Change Act especially on conservation, ABS and SLM related issues.
- Collaborate with the private sector and Government agencies in ensuring the goals of the UNCBD and UNCCD are met.
- National data compilation and Data reporting to the UNCBD and UNCCD.
- Ensure the goals of the relevant strategies and action plans are implemented.
- Provide update and support to the Biodiversity and SLM Unit and the Director of Environment.
- Attend meetings in-country or overseas and make report as necessary.
- Manage and coordinate awareness raising activities to promote biodiversity and sustainable land management practices.
- Coordinating key assessments of biodiversity and SLM.
- Updating and review of key documents and strategies.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- A qualification in Environment science is preferred.
- Experience in environmental work is preferred.
- Some experience in working in or managing projects.
- Should have completed Year 12 schooling or an appropriate tertiary qualification preferred.

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- Ability to plan, prioritize and co-ordinate workload in order to meet deadlines.
- Ability to communicate highly effectively both in English and Nauruan language.
- Ability to be able to present in meetings.
- Ability to effectively manage and implement projects.
- Well versed in Microsoft office applications.
- Ability to conduct interviews and produce reports.
- Ability to work within a team environment and under own supervision using initiative.

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 21<sup>st</sup> January, 2022.**

Dated this 5<sup>th</sup> day of January, 2022

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

G.N.No. 38/2022

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF EDUCATION**  
*(Administration)*

**POSITION** : Media Promotion Officer  
**SALARY RANGE** : Band 8-\$16,052 per annum

**PRIMARY PURPOSE:**

Public awareness and advocacy of school news events and activities

**DUTIES:**

- Develop social media strategies to expand reach and impact of Education announcements through Government website and social media channels.
- Work through School Principals or other relevant officers to collate data/information for media announcements or publications.
- Regular posting of school events and activities on the Government website and other Education social media page.
- Produce regular reports on social media performance.
- Collaborate with Head office staff, School Principals/ TICs and other school stakeholders to ensure that all content of media news and announcements aligns with organisation policy and regulations.
- Maintain strong knowledge of developments, innovations and new technology in social media and identify any that may be of interest in improving advocacy and communications.
- To adhere to the Public Service Act 2016, Education Act 2011 and other relevant policies.
- To perform other duties compatible with the position as required by the Principal/TIC through the Director of Administration.

G.N.No. 38/2022 (Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Year 12 Completion Certificate
- Diploma or higher qualification in Management or related fields in ICT
- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time, effort and resources
- Be punctual at work
- Respectful and amiable demeanor
- Computer literate, using Microsoft packages
- Excellent Nauruan Language
- English communication skill
- Meet deadlines
- Communicate well with various audience

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 21<sup>st</sup> January, 2022.**

Dated this 5<sup>th</sup> day of January, 2022

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

G.N.No. 39/2022

**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**  
*(Finance Division)*

**POSITION** : Accounts Payable Officer  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to support the Director to deliver the outcome of the team and ensure the timely and accurate processing of financial transactions consistent with the financial instructions, and policies and procedures to support for money outcomes.

The position is responsible to ensure the creation and processing of payment and the payment vouchers (PV), ensuring proper authorisation is received to proceed to payment and the payment of PV, ensuring full records are retained and payment made in an accurate and timely way.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

G.N.No. 39/2022 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

- Contribute to the processing team meeting its deliverables ensuring that Finance Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Ensure the timely and accurate payment for goods and services on behalf of departments
- Ensure that all payments are processed and completed consistent with the finance instructions, policies and procedures, including securing appropriate payment approvals, and ensuring there are no duplicate payments
- Generate payment vouchers and create a filing system consistent with approved payment requisitions and the Financial Instructions, ensuring all FMIS workflow has been completed correctly and there are no duplicates
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders
- Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
- Keep records and manage historical records by filing electronic documents
- Daily opening of the office, provision of stores and oversight of the kitchen
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Accounting & Business studies or equivalent from a recognised University
- Knowledge or experience in a similar role in public service administration and oversight, delivering programs or managing payments
- Commitment to achieving results, taking responsibility and committing to action
- Ability to analyse and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good oral and written communication skills
- Capacity to utilise computer programs to support daily operations
- High standards of integrity and commitment to personal development
- Flexible and resilience, with a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with other people
- Service oriented approach, with commitment to supporting the operational and corporate environment of the Treasury

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DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 EDUCATION**  
*(Schools Division)*

**POSITION** : Liaison Officer

**SALARY** : Band 5.1 - \$12,983 gross per annum

**PRIMARY PURPOSE OF ROLE:**

- To monitor and keep record of students' daily attendance and identify students at risk of truancy.
- Identify problems and causes of students' irregular attendance and communicate with students and parents the strategic objectives of improving attendance.

**DUTIES/RESPONSIBILITIES:**

- Keep and maintain accurate records of punctuality and attendance of every student in the school
- Monitor students' attendance is marked on a daily basis by the teacher
- Coordinating prosecutions under the compulsory Education Ordinance and where necessary conducting prosecutions
- Liaise with parents and community leaders on absenteeism
- Maintain and keep in order a filing system on every student that is currently enrolled in the school and also an archive of past student records
- Investigate irregularities in students' attendance and report to the Principal
- Make personal inquiries about student absences and/or consistent lateness
- Relay to class teachers notification of special/sick leave of students and make note in students' file
- Inform the Principal of unauthorised leave of absences of more than three (3) consecutive school days
- Provide the Principal with a weekly statistical report on school attendance and enrolment for the week
- Provide the Chief Liaison with a monthly statistical report of student attendance and/or other documents as may be required by that office and with a duplicate copy to the Principal
- From time to time, research and provide information and/or statistics relating to a particular student as may be required by a teacher, Deputy Principal or the Principal
- From time to time involve in community outreach to students' parents/guardians of unauthorised leave of absences of more than three consecutive school days
- Hand correspondence between parents/guardians and the school concerning students' affairs
- Ensure that parents/guardians receive letters of notice and documents about their children
- Follow up notices for parents' response
- Attend to any matters required by the Principal
- Attend staff meetings and training provided by the department
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- Perform any other duties compatible as required by the School Principal

**QUALIFICATIONS & EXPERIENCE:**

- Certificate or higher qualification in Community work or other related fields in Public Management or Counselling
- 2 years or more
- Ability to work well with others
- Ability to prioritize tasks

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- Interpersonal skills
- Organising skills
- Computer literate
- Proficient in English and Nauruan language

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DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 41/2022

**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 – 18,722 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

G.N.No. 41/2022 (Cont'd)

- 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
- 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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 FINANCE**  
*(Treasury)*

**POSITION** : Assistant Accounts Payable Officer

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

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to support the Director to deliver outcomes of the team, and ensure timely and accurate processing of financial transactions consistent with the Financial Instructions, and policies and procedures to support value for money outcomes.

The position is responsible to ensure the creation and processing of payment voucher (PV), ensuring proper authorisation is received to proceed to payment, and the payment of PVs once authorised, ensuring full records are retained and payment made in an accurate and timely way.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

**DUTIES/RESPONSIBILITIES:**

- Contribute to the processing team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Ensure the timely and accurate payment for goods and services on behalf of departments
- Ensure that all payments are processed and completed consistent with Finance Instructions, policies and procedures, including securing appropriate payment approvals, and ensuring there are no duplicate payments
- Generate payment vouchers and create bank files consistent with approved payment requisitions and the Finance Instructions, ensuring all FMIS workflow has been completed correctly and there are no duplicates
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders
- Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
- Keep records and manage historical records by filing electronic documents
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Accounting & Business studies or equivalent from a recognised University
- Up to 1 year experience in a similar role in public service administration and oversight, delivering programs or managing payments
- Commitment to achieving results, taking responsibility and committing to action
- Ability to analyse and solve problems with practical solutions
- Ability to work independently and seek guidance when needed
- Sound oral and written communication skills
- Capacity to utilise computer programs to support daily operations
- High standards of integrity and commitment to personal development
- Flexible and resilience, with a demonstrated ability to work in a complex and challenging environment

G.N.No. 42/2022 (Cont'd)

- Ability to liaise, discuss and work effectively with other people
- Service oriented approach, with commitment to supporting the operational and corporate environment of the Treasury

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 21<sup>st</sup> January 2022**.

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 43/2022

**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**  
*(Administration)*

**POSITION** : Handyman  
**SALARY RANGE** : Band 2.1-\$10,501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The Handyman is responsible to undertake all minor repairs and maintenance of Hospital Building, including plumbing, electrical, and other duties as may be required. The role is responsible for the day to day operations, is accountable to Director of Administration in ensuring that work procedures are implemented, that standards and outcome are met and that continuous improvement of effective health services is implemented.

**DUTIES & RESPONSIBILITIES:**

- Responsible to inform the Administrative Officer what jobs have been completed or need to be completed and what is needed to complete the jobs e.g tools, equipment, materials, etc.
- Responsible to inform with the Administrative Officer if minor repairs need to be done and will be assigned the job by the Administrative Officer.
- Responsible to inform Administrative Officer if major repairs needs to be done on any hospital equipment and if it is not to the capability of the handyman.
- Responsible for taking hospital requirement to other enterprises as authorised by the Administrative Officer and/or Director of Administration.
- Any other duties as may be directed by the Senior Managers.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Form 4
- Understand/Speak English
- 2 year in the field

G.N.No. 43/2022 (Cont'd)

- Be healthy and sober habits
- Work with the team
- Safe training and moving techniques
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities.

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 21<sup>st</sup> January, 2022.**

Dated this 5<sup>th</sup> day of January, 2022

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

G.N.No. 44/2022

**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** : Director of Health Operations  
**SALARY** : Band 12.1 - \$21,837 per annum

**PRIMARY PURPOSE OF ROLE:**

The Director of Health Operations' primary role is the management of all operational activities of the RON Hospital and Naoero Public Health core functions. These operational activities include: maintaining sustainable condition of Infrastructure buildings and utilities, reverse osmosis, hyperbaric chamber, oxygen plant, incinerator, biomedical equipment, transport, security, OHS, and emergency response plan.

The DHO works under the overall guidance of the Secretary for Health in conjunction with the directives from the Deputy Secretary; closely with each Health Director and Unit Managers across RON Hospital; Public Health.

The DHO is one of seven Health Directors who are jointly responsible for daily operations of the MHMS and who form the core the Health Executive Team. The Directors report to the Secretary for Health.

**DUTIES/RESPONSIBILITIES:**

- Assist with the Secretary for Health and Deputy Secretary to collaborates, initiate and rollout effective and efficient strategies to infuse MHMS vision, mission and values into MHMS business processes.
- Oversee the work of the key officers – Operation Manager, Infrastructure Manager, Project Manager, Biomedical Technician, Maintenance Supervisor and Transport Supervisor and ensure effective and efficient operations of their sub units.
- Support division/units to develop and practice Standard Operational Procedures, workflow and process flow charts and guidelines.
- Support the capacity building of divisions and units in performance improvement, management and monitoring of KPIs and develop remedial plans of action to address poor performing KPI.

G.N.No. 44/2022 (Cont'd)

- Foster good networking relationship with key service providers to jointly implement strategies and initiatives that improve health operation, in particular the following:
- Nauru Utilities, ICT, Digicel, Nauru Media, Nauru Post, National Emergency Services, Eigigu Holdings, Capelle & Partner, other external vendors and consultants
- Develop, implement and report on the Health Operations aspects of the MHMS budget.
- Develop, implement and report on the Health Operations aspects of the Annual Operation Plan.
- Generate semi-annual report on performance of health operations, achievement, challenges and recommendations.

#### **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 the safety of 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.

#### **QUALIFICATIONS & EXPERIENCE:**

- Preferred Bachelor's degree in Business Administration, Operation management or related field required.
- Diploma in Operation management or related field required
- Minimum of 3 years of progressive directly related health administration or business administration, operation management or related field required.
- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organisational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organisation and employees
- Ability to prioritize tasks and delegate them when appropriate
- Thorough knowledge of employment related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organisations HRIS and talent management systems
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills.
- Reliable and hardworking with great communication skills
- Time management skills, accurate keyboard skills and the ability to prioritize work
- Data management and attention to detail and accuracy with problem

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 HEALTH & MEDICAL SERVICES**  
*(Human Resource for Health)*

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF ROLE:**

- Clerical administrative support in allocate area
- Seconded from administration department as a link between Administration Office and allocated area

**DUTIES/RESPONSIBILITIES:**

- Receiving and distribution of incoming/outgoing mails
- Receiving, screening and relaying of incoming calls
- Maintain basic, consistent and orderly filing system of electronic and paper correspondences
- Maintain and consistent filing of staff personal file for all health staff
- Ensure copies of all HR issues (such as FMIS/Salary and staffing issues) are copied/endorsed by main Admin Office RONH
- Record, maintain and update staff leave register as assigned
- Ensure all staff leaves are signed by in-line OICs/Director before forwarding on for further endorsement or taking it to HR for processing
- Timely collection and submission of timesheet for FMIS payroll correction, as required on fortnightly bases for staff pay
- Maintain tidy and orderly work station and work area, ensuring OHS and infection control compliance at all times
- Maintain a professional image and attitude in regards to relationship with co-workers
- Go on delivery errands to the Government offices, picking up and delivering messages, filing, data entry, envelope stuffing and general organisation
- Support Administration section as a messenger by assisting with the mail deliveries, both incoming and outgoing and maintain a good tardiness report during any pair review
- Assist with office and meeting room re-arrangement for various meetings/events
- Occasional handyman jobs in the office, such as hanging pictures and small office repairs
- Supporting all line-managers and colleagues and be very focused with assignments
- Complete assigned general clerical work e.g. filing, photocopying, answering/making telephone calls, taking messages, dealing with emails, opening, sorting and distributing incoming mail, reception desk duties, act as back up for the Receptionist and as a messenger etc, under the supervision of a designated manager
- Working as part of at team in delivering services and carrying out routine work and taking care of visitor registration, including maintaining a register of incoming visitors
- Providing the highest quality standards in customer services as you driver the RON vehicle with staff or delivering items to all assigned duty areas
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine or repetitive work
- Maintain confidentiality of any information received in the work place at all times
- Perform other duties identified, directed and as assigned

G.N.No. 45/2022 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Year 12 School Leaver certificate
- Certificate in secretarial studies or equivalent
- Valid Driver's licence
- 3 years' work experience in secretarial/clerical field
- Good understanding of English language
- Good written and spoken English
- Good computer skills in MS applications (Word, Excel, Powerpoint)

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA GADUBU**  
**ACTING CHIEF SECRETARY**

G.N.No. 46/2022

**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 - \$12,248 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

G.N.No. 46/2022 (Cont'd)

- 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
- 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 21st January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 47/2022

**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** : NHPRB Officer

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

**PRIMARY PURPOSE OF ROLE:**

Working under the direct supervision of the Human Resource Manager, the incumbent will assume the administration duties to the Nauru Health Practitioners Board (NHPRB).

**DUTIES/RESPONSIBILITIES:**

- Provide administrative support to the NHPR Board.
- Schedule and organise meetings.
- Collate and compile registration information of health clinicians and professionals
- Issuance of registration and license certificates
- Reconcile payments of registration with Revenue Section and Finance Division
- Maintain and update database of registrations
- Ensure timely notifications to clinicians and health professionals on expired licenses
- Other duties as assigned

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Officer Management or similar discipline
- Be familiar with the NHPRB Act
- Excellent verbal and written communication skills
- Organisation skills
- Ability to act with integrity, professionalism and confidentiality
- Proficient with Microsoft Office or related software

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 48/2022

**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** : Staff Welfare Officer

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

**PRIMARY PURPOSE OF ROLE:**

Working under the direct supervision of the Human Resource Manager, the incumbent will assist the administration in identifying and resolving issues and situations related to the well-being of staff members.

**DUTIES/RESPONSIBILITIES:**

- Provide support and counselling to staff members on a variety of issues related to work and personal health related issues.
- Ensure support systems for staff in the context of the Code of Conduct.
- Act as the primary focal point on issues related to the well-being of staff members.
- Promote an atmosphere where prevention of workplace conflicts is the norm advice senior management of the development and implementation of the department's mitigating measures.
- Develop policies and operational procedures that address a wide range of diverse and sensitive workplace and work-related issues in order to promote the well-being, effectiveness and productivity of staff.
- Liaise and collaborate with other divisions as appropriate.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Officer Management or similar discipline
- Some experience in counselling or social work
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Be familiar with the Code of Conduct
- Excellent verbal and written communication skills
- Organisation skills
- Ability to act with integrity, professionalism and confidentiality
- Proficient with Microsoft Office or related software

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 HEALTH & MEDICAL SERVICES**  
*(Pharmacy)*

**POSITION** : Dispenser  
**SALARY RANGE** : Band 4.1-\$12,248 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

To prepare and assist the Pharmacist to dispense patient's prescription correctly and to provide first-rate customer service to patients.

**DUTIES & RESPONSIBILITIES:**

- Must be extremely accurate and provide first-rate customer service to patients
- Be able to confidently support a Pharmacist in a hospital setting.
- Responsible for knowing the composition and interactions of commonly prescribed drugs as well as their effect on a patient's body.
- Must be able to interpret prescriptions, count medications, and work with the patients to meet their medication needs.
- Must demonstrate good organisational skills and be detail oriented
- Receive prescriptions or refill requests and verify that information is complete and accurate
- Answer telephones, responding to questions or requests
- Fill bottles with prescribed medications and type affix labels.
- Carry out dispensing of medicines under the Pharmacist supervision
- Assist patients and healthcare provider by answering simple questions, local items or referring them to the Pharmacist for medication information
- Clean and help and maintain equipment and work areas
- Maintain proper storage and security conditions for drugs
- File prescriptions that have been filled
- Delivers medications and pharmaceuticals supplies to patients, nursing stations or surgery
- Contributes to team effort by accomplishing related results as needed.
- Must always be due diligent in conducting work( i.e. dispensing of medication)
- Orders label and counts stock of medications and supplies and enter inventory data into computer and stock card
- 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.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum qualification – year 11 School Leaver Certificate
- 2 year experience in stocktaking field or equivalent
- Must be highly diligent to attention to detail and accuracy
- Good communication and interpersonal skills
- Must be highly organised and possess time management skills.
- Must be able a team player and able to work in a team environment

G.N.No. 49/2022 (Cont'd)

- Must be able to work on call, long hour and/ or 6 days a week
- Must be able to work with limited supervision

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 21<sup>st</sup> January, 2021.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 50/2022

**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**  
*(Training & Development)*

**POSITION** : Administrative Academic Manager  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 9.1 - \$17,336 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Provides and performs administrative support duties to NHPTI.

**DUTIES & RESPONSIBILITIES:**

- Provide administrative support to the Nauru Health Professional Training Institute with reception and enquiry services, managing all scheduled meetings and appointments
- Arrange meetings, travel, workshop, conferences and training in accordance with the requirement of NHPTI staff
- Preparing and proofreading of all administrative correspondence, reports and other documents as requested
- Assist NHPTI in providing and dissemination of information for training through the development of resources such as flyers, brochure etc
- Keeps record of all training and coordinate enrolment process for students
- Typing, collating or otherwise assist with test preparation
- Assist NHPTI with finance management, budget and financial report
- Orientation and induction for students
- Assist students in answering questions in regards to registration, enrolment process, as well providing students with guideline and code of conduct
- Supports the NHPTI by equipment and supplies, maintaining and inventory of office supplies and handling budget request, follow up and payments of all purchase order
- Helps to organize and conduct unit events as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, programs, purchasing awards and reservations

G.N.No. 50/2022 (Cont'd)

- Assist students with compilation of scholarship application documents
- Supports the unit by obtaining and processing textbooks, preparing training resources and collecting information for newsletter compilation
- Preparing and process students and NHPTI staff timesheets, processing of staff leave and submission of special allowance form as required
- Schedule booking of classroom and facility
- Maintaining the security of the facility
- Contributing to the work environment that is conducive to develop skills and to engage with persons of different culture if required
- Remains competence and current with professional and personal development
- Provide support and counselling to staff members on a variety of issues related to work and personal health related issues
- Ensures support systems for staff in the context of the Code of Conduct
- Responsible for the well-being of staff members
- Promote an atmosphere to prevent workplace conflict and advise senior management of the development and implementation of the department's mitigating measures
- Liaise and collaborate with other divisions as appropriate

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- High School Leaving Certificate
- Preferably attained an undergraduate qualification in Office Management
- 3 years or more of office work experience
- Must know how to troubleshoot electronic office equipment
- Some experience in counselling
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Be familiar with the Code of Conduct
- Able to develop or use database
- Good with Microsoft office skills
- Good with management skills, problem solving skills
- Ability to maintain a complex filing system
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Ability to act integrity, professionalism, and confidentiality
- Demonstrates report writing skills
- Proficient with Microsoft Office or related software

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 HEALTH & MEDICAL SERVICES**  
*(Secretariat)*

**POSITION** : Health Database Analyst  
**SALARY** : Band 10.1 - \$18,722 per annum

**PRIMARY PURPOSE OF ROLE:**

The Database Analyst is to operate profitably and streamline our processes to keep patients and employees satisfied.

**DUTIES/RESPONSIBILITIES:**

- Organise and manage patients' health information data under the direction of the Chief Information Officer and overarching guidance of the Director of Medical Services.
- Gather and analyse healthcare data from multiple sources (e.g. Clinical operations, patient behaviour) to extract trends and business insights and understand health care operations and systems.
- Create and validate record-keeping process
- Pull and integrate data from disparate sources e.g. cost and claims or clinical data
- Evaluate and pre-process raw information
- Delve into data to discover discrepancies and patterns
- Build models that capture a wide range of health care operation
- Present and explain information in an accessible way e.g. budgetary reports
- Suggest ways to both increase healthcare quality and reduce cost e.g. money spent in R&D
- Collaborate with management and internal teams to implement and evaluate improvement

**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 the safety of 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 the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in information technology, computer science or statistics
- Knowledge in data analyst experience
- Advancing master's degree or certificate
- Suitable minimum of 3 years health experience
- Interpersonal skills
- Good inter-relation skills
- Willingness and capacity to collect and interpret data
- Reliable, conscientious and willing to accept responsibility
- Excellent knowledge of computer systems and infrastructure, designing/developing
- Excellent organisational outstanding communication and interpersonal abilities

G.N.No. 51/2022 (Cont'd)

- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data reliable, conscientious and willing to accept responsibility

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

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**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 JUSTICE & BORDER CONTROL**  
*(Correctional)*

**POSITION** : Correctional Officer  
**SALARY RANGE** : Band 5.1 - \$12,983 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Effective Supervision of people sentenced to imprisonment/remanded in custody by the court.

**DUTIES & RESPONSIBILITIES:**

- Carry out the daily routine of the Correctional Centre ensuring prisoner discipline and security is maintained
- Comply with all rules and regulation, Code of Conduct, when carrying out duties
- Complete reporting requirements when required, including prisoner behaviour and incidents, in rehabilitation and education activities such as prison programs and educational courses
- Undertake searches and perform escort duties as required
- Contribute to effective team work of Correctional Services

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Year 12 Graduate
- Experience in Working with People
- Good Communication Skills Both Spoken and written
- Computer Literate
- Ability to work as part of team
- Self-Motivated and punctual

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 21<sup>st</sup> January, 2022.**

Dated this.....day of January, 2022

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

G.N.No. 53/2022

**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 JUSTICE & BORDER CONTROL**  
*(Correctional)*

**POSITION** : Correctional Woman Officer  
**SALARY RANGE** : Band 5.1 - \$12,983 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Effective Supervision of people sentenced to imprisonment/remanded in custody by the court.

**DUTIES & RESPONSIBILITIES:**

- Carry out the daily routine of the Correctional Centre ensuring prisoner discipline and security is maintained
- Comply with all rules and regulation, Code of Conduct, when carrying out duties
- Complete reporting requirements when required, including prisoner behaviour and incidents, in rehabilitation and education activities such as prison programs and educational courses
- Undertake searches and perform escort duties as required
- Contribute to effective team work of Correctional Services

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Year 12 Graduate
- Experience in Working With People
- Good Communication Skills Both Spoken and written
- Computer Literate
- Ability to work as part of team
- Self-Motivated and punctual

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 21<sup>st</sup> January, 2022.**

Dated this 5<sup>th</sup> day of January, 2022

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

G.N.No. 54/2022

**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 JUSTICE & BORDER CONTROL**  
*(Dog Management & Control Unit)*

**POSITION** : Dog Control Officer  
**SALARY** : Band 4.1 - \$12,248 per annum

**PRIMARY PURPOSE OF ROLE:**

- Captures and impounds unlicensed, stray and uncontrolled dogs. Snares dogs with rope, net or device
- Investigates complaints of dog bites
- Examines dog licences and issues warning and/or summons to dog owners
- Puts down rabid, unclaimed and/or uncontrolled dogs as directed
- Disposes of carcasses as directed
- Reports directly to Dog Control Supervisor
- Writes reports of activities and record number of dogs impounded and disposition of each
- Cleans facilities and equipment such as dog pens and animal trucks
- Responds to calls from communities regarding dog cruelty, stray dogs and deceased dogs
- Under basic supervision, performs duties under the Dog Management and Control Act 2017

**DUTIES/RESPONSIBILITIES:**

- Must be humane in conducting euthanasia on animals
- Must be responsible and hygienic in the disposal of animal corpses
- Must communicate effectively with communities and dog owners
- Must keep records of impounded and disposed animals
- Undertaking investigations into complaints and requests from the public to ascertain compliance with the relevant legislation or policy

**QUALIFICATIONS & EXPERIENCE:**

- Must have at least Form 4 Secondary level
- Must be able to read and write
- Must know how to write simple analytic and statistical reports
- Must have some experience in the related field of work
- Must be Nauruan citizen
- Must hold a valid driver's license
- Must be fit and healthy
- Must have good written and oral communication skills
- Must have good interpersonal skills
- Must have good initiative and be able to work independently

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 55/2022

**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 JUSTICE & BORDER CONTROL**  
*(Intellectual Property Division)*

**POSITION** : Para Legal (Intellectual Property)  
**SALARY** : Band 9.1 - \$17,336 per annum

**PRIMARY PURPOSE OF ROLE:**

The Paralegal will provide support to the Intellectual Property Division and reports directly to the Pleader. Under the general supervision and guidance of the Pleader, the Paralegal will carry out the duties and responsibilities as assigned.

**DUTIES/RESPONSIBILITIES:**

- Working with clients to obtain patents, trademark or copyrights
- Filing applications and ensuring their completion
- Conducts legal research
- Liaises with clients
- Ensures that the registries and filing systems are maintained and updated regularly
- Assists in the general administration of the Section
- Communication with clients
- Attend and record minutes of meetings

**QUALIFICATIONS & EXPERIENCE:**

- A public servant or a member of the general public with a minimum of 3 years' work experience and/or a recent school leaver certificate that shows the completion of Year or Form 7
- A public servant or a member of the general public who is undergoing legal studies or has a basic understanding of the law
- Previous experience working in a law office is desirable
- Excellent analytical and research skills
- Ability to interpret and apply written law
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style
- Ability to manage time and prioritize work under pressure of frequent, multiple and tight deadlines
- Ability to work as part of a team
- Self-motivated, punctual and be able to work with limited supervision
- Computer literate

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 56/2022

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Solicitor General)*

**POSITION** : Personal Assistant  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

The Personal Assistant assists and supports the Solicitor General. Under the general supervision of the Solicitor General.

**DUTIES/RESPONSIBILITIES:**

- Personal and official errands
- Arranging travel, visa and accommodation
- Organising and maintaining diaries and making appointments
- Dealing with incoming email and post and often corresponding on behalf of Solicitor General
- Organising and attending meetings and ensuring SJBC is well prepared for meetings
- Note taking and dictation at meetings or to provide or provide general assistance during presentations
- Drafting letters and memorandums
- Managing and reviewing filing system
- Work closely with other lawyers as per direction from Solicitor General

**QUALIFICATIONS & EXPERIENCE:**

- Must have completed minimum qualification of Year 12
- Good interpersonal skill and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Good understanding of the Department's policies
- Computer literate
- Good English oral and written
- Demonstrated experience in secretarial duties and administrative duties
- Demonstrate sound knowledge of the Public Service Act
- Good knowledge of and exposure to customer care service
- Ability to plan own work, establish priorities
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines
- Strong communication (spoken and written) 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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 57/2022

**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 LAND MANAGEMENT**  
*(Land & Survey)*

**POSITION** : Negotiation Officer

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

**PRIMARY PURPOSE OF ROLE:**

- Negotiation Officer commonly negotiates with Land Owner in Leasing their land for Government use of the property
- Collecting square meters (AREAS) with the Director of Lands & Survey
- Collecting updated portion listing with Data Entry Officer

**DUTIES/RESPONSIBILITIES:**

- To understand the primary of negotiating with land owners
- To have patient with facing difficult land owner
- Good in taking note for demanding land owner for their personal needs
- Good in writing reports, creating log book and other irrelevant documents
- Good in keeping track of lease agreement
- Professional in interpret the Lease Agreement
- To be efficient, effective and timely in delivering

**QUALIFICATIONS & EXPERIENCE:**

- Year 12 School Leaver certificate
- Experience in understanding land issue, Land Law and Lands Act 1978
- Ability to work independently and as part of a team

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 58/2022

**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 MEDIA**  
*(Nauru Media Bureau)*

**POSITION** : Online Editor

**SALARY** : Band 5.1 - \$12,983 gross per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Newspaper/Online Manager and if required to the Director and the Secretary for Media.

**DUTIES/RESPONSIBILITIES:**

- Evaluate the work of the web whether it is successful or not, set some indicators with key performances, monitor visitor statistics, website feedback as well as participation
- Ensure content is up to date
- Comply with copyright and privacy regulations
- Monitor website's traffic and measure popularity
- Keep track of developments in web technology
- When required, attend to other roles and responsibilities directed by the Manager or Director and Secretary

**QUALIFICATIONS & EXPERIENCE:**

- Year 12 School leaver's certificate
- Certificate in IT preferably web designs and content management
- Diploma in Communications and Media
- Proven work experience as a web editor
- Editing skills with portfolio of published work
- Hands on experience with MS Office, In-design, Photoshop or other publishing tools
- Familiarity with content management systems
- Excellent writing skills in English
- Attention to detail
- Skilled writer and researcher, with an eye for detail and an understanding of the special requirements of web writing
- Creative mind
- Able to work independently
- Must have excellent communication skills
- Able to liaise with clients, talents
- General IT skills
- Enthusiasm and relevant experience are usually more highly valued than academic qualifications
- Demonstrate a genuine interest in the work
- Build a good and healthy working relationship in the work environment
- Good competency and technical abilities
- Capable of concentrating for long periods of time
- Must have excellent hand-eye coordination, hearing and colour vision
- Demonstrating a good awareness of health and safety issues
- Able to express ideas

G.N.No. 58/2022 (Cont'd)

- Ability to make swift decisions, work through stressful situations and solve problems quickly
- Should be able to clearly communicate and professionally address clients

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

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G.N.No. 59/2022

**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 MEDIA**  
*(Nauru Media Bureau)*

**POSITION** : TV Reporter

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

**PRIMARY PURPOSE OF ROLE:**

TV Reporter sources new stories direction from the News Manager and TV Editor in a timely fashion, with due attention to detail and deadlines and can deal a number of roles within the Media including reporter, presenter/news anchor and if required, Radio Announcer.

**DUTIES/RESPONSIBILITIES:**

- Sourcing current news stories and following story direction from the News Manager
- Develop story ideas in tandem with television reporters and contributing accordingly
- Compile and submit stories from sub-editing
- Interview news talent for both newspaper and television content
- Identify and capture appropriate image for use with stories

**QUALIFICATIONS & EXPERIENCE:**

- Certificate IV qualifications in Media & Journalism
- 3-5 years' experience in journalism
- Able to work in a team and individual
- Must have sober habit/attitude
- Excellent IT skills
- Excellent communication skills, with the ability to speak and listen as well as clearly express their ideas
- Demonstrate a genuine interest in the work
- Good competency and technical abilities
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Able to work odd hours including weekends and public holidays as required
- Interacting and maintaining good working relationships with other members of the crew and cast, including the Director, producer, presenters and interviewers

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

**PETA 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 MULTICULTURAL AFFAIRS**  
*(Secretariat)*

**POSITION** : Local Safety Coordinator  
**SALARY** : Special rate - \$21,580 per annum

**PRIMARY PURPOSE OF ROLE:**

The Local Safety Coordinator reports to the Safety and Security Manager. The Local Safety Coordinator supports the Safety and Security Manager in ensuring the safety of both workers and residence across the RPCs and Settlement sites.

**DUTIES/RESPONSIBILITIES:**

- Reports to the Safety and Security Manager
- The point of contact for the Department in regards to the safety of the RPCs and Settlement sites
- Develop and implement policies and procedures for safety measures across the RPCs and Settlement sites
- Maintain up to date safety policies, standards and guidelines
- Ensure the objectives of the Department are being compiled with
- Assist the Safety and Security Manager in organising safety risk assessment process
- Work with Local Security Services and stakeholders on matters relating to the safety of workers and clients within the RPCs and Settlement sites
- Reviewing the needs and requests to remove dangerous objects/obstacles within the RPCs and Settlement sites
- Provide a weekly report to the Safety and Security Manager
- Must have ability to coordinate, prioritise and execute assigned tasks
- Must have ability to exercise good judgement and discretion in confidential matters
- Other tasks as instructed by the Safety and Security Manager and the Secretary for Multicultural Affairs
- Establish and execute safety protocols including enforcing the use of proper safety attire within the RPCs and Settlement sites
- 40 hour of duty per week
- Extra hours if required

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification – Year 12 School Leaver graduation certificate
- Minimum qualification – Certificate IV in Office Management
- Must have at least minimum of 1 year experience in the area of Local Safety Coordinator or similar
- Effective communication skills, including problem-solving skills and conflict resolution
- Ability to work in a team and lead other
- Attention to detail
- Very organised
- Must be at least 18 years
- Must be a Nauruan citizen
- Must be able to drive a motor vehicle and have a drivers' licence
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Must be able to multi-task and give attention to detail

G.N.No. 60/2022 (Cont'd)

- Must have strong working knowledge of MS Office
- Must be able to work irregular hours
- Must be willing and able to travel overseas for work purposes
- Must be of sober habit, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 61/2022

**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 NATIONAL EMERGENCY SERVICES**  
*(National Meteorology & Hydrology Services)*

**POSITION** : National Meteorology & Hydrology Observer  
**SALARY** : Band 5.1 - \$12,983 per annum

**PRIMARY PURPOSE OF ROLE:**

To collect and provide weather updates 24/7 by using ground observations and the use of the meteorology and hydrology weather equipment.

1. The NMHS Observer is responsible to report directly to the Meteorology Senior Observer
2. The NMHS Officer is responsible to the managing of the NMHS office and equipment
3. To log in accurate weather measurements and reading to the NHMS database
4. To be able to work shifts and odd working hours when required
5. Must be able to report to work out of normal scheduled shift hours in times of emergencies
6. To maintain hourly observation 24/7 on METAR and SYNOPSIS reporting
7. To maintain weather data update and to disseminate to the Fiji Meteorology Services, Nauru Flight Information Centre (FIC), Nauru Operation Control, Rescue & Fire Services, Disaster Risk Management and the Head of the NES department

G.N.No. 61/2022 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

The NHMS Officer overall duties is task as an Early Warning Services (EWS) to monitor and report atmospheric weather and sea surface anomalies or severe weather condition to the Director of NMHS and the Head of the National Emergency Services (Secretary for NES) where the Secretary for NES will then take appropriate action if the threat of severe weather might impact on Nauru's economy, weather health related issues and safety of the general public.

**QUALIFICATIONS & EXPERIENCE:**

Must have

- Year 12 School Leaver certificate
- Certificate IV and above in Mathematics
- BIP MT Certificate
- At least 1 year in NMHS or similar roles
- At least 1 year in office management
- At least work in a 24/7 shift
- Management skills
- Shift work
- Computer literacy
- Basic English literacy

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 21<sup>st</sup> January 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 62/2022

**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**  
*(Directorate of Civil Aviation)*

**POSITION** : Assistant Flight Service Officer (Trainee)

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

**PRIMARY PURPOSE OF ROLE:**

To assist in communication to and from aircraft on subjects such as flight safety, weather information and operational status of navigational aids. Controls traffic into and leaving the airport tarmac.

**DUTIES/RESPONSIBILITIES:**

- Report directly to the Senior Flight Service officer
- Assist in operating and maintaining standby watch on HF and VHF radio equipment at an airport
- Assist in collection and dissemination of flight data crucial to the conduct of flights
- Assist in collection and updating of Notices to Airmen (NOTAMS) to provide current information to pilots and the on-duty Air Traffic Controller
- Provide assistance to on-duty Air Traffic Controller in the ATC tower
- Dissemination of Air Traffic messages
- Input of aircraft flight data movement
- Assist in any runway activity when required to do so by the Principle Senior Officer

**QUALIFICATIONS & EXPERIENCE:**

- Complete Form 5 level of education
- Excellent in Physics and Maths
- Minimum of 6-12 months of work experience in Flight Service Trainee
- Good knowledge of radio-telephone communication
- Ability to speak clearly and precisely
- Must speak, read and write in English
- Computer literate
- Good communication skills
- Must have valid police clearance
- Must have valid driver's license
- Health, fit and of sober habits
- Able to work odd hours

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 63/2022

**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**  
*(Directorate of Civil Aviation)*

**POSITION** : Junior Navaid Assistant

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

**PRIMARY PURPOSE OF ROLE:**

Assist the Senior Navaid Assistant in maintenance of runway lights, PAPI system and navigational aid system.

**DUTIES/RESPONSIBILITIES:**

- To ensure that maintenance and services of all navigational aids are well maintained.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Electronics or Electrician
- Minimum 12 months' experience in Electronics or Electrician
- Minimum of Form 5 education
- Computer literate
- Good command of spoken and written English
- Excellent communication and interpersonal skills
- Punctual, healthy, fit and of sober habits
- Knowledge of electrical circuitry
- Able to read and understand blue prints
- Valid police clearance and driver's license

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 21<sup>st</sup> January, 2022.**

DATED this 5<sup>th</sup> day of January, 2022

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

G.N.No. 64/2022

**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**  
*(Land Transport)*

**POSITION** : Mechanic

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

**PRIMARY PURPOSE OF ROLE:**

Holds the responsibility in liaising directly with RON Garage for repairs, renewing registration and maintenance of bus fleets at Land Transport and the whole of Transport Department.

**DUTIES/RESPONSIBILITIES:**

- Regularly check and schedule Transport fleets
- Perform mechanical repairs and maintenance
- Attend to malfunction repairs
- Renew registration and insurance of fleets
- Compliance to Government regulations
- Implement safety policies
- Prepare and submit report on job performed
- Provide preventative maintenance plan on buses and transport fleet

**QUALIFICATIONS & EXPERIENCE:**

- Certified mechanic
- 2 years mechanical role
- Good interpersonal skills
- Ability to produce high standard reports
- Ability to communicate effectively verbally/writing
- Ability to plan, prioritise and coordinate

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 21<sup>st</sup> January 2022**.

DATED this 5<sup>th</sup> day of January, 2022

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