



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

No. 96

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

Nauru

G.N.No. 432/2022

**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.

**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

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**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

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 22<sup>nd</sup> April 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 433/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF EDUCATION**

*(Directorate of Nauru Trade & Vocational Education Training)*

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

- Producing the annual financial report for the RON and various Donor funded projects to specific deadlines.

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

**QUALIFICATIONS & EXPERIENCE:**

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

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DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 434/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF EDUCATION**

*(Directorate of Nauru Trade & Vocational Education Training)*

**POSITION** : TVET Manager  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 11.1 - \$20,220 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Manage TVET Nauru's educational portfolio  
Engage with industry and other key stakeholders  
Quality assurance and compliance  
Manage staffing resourcing  
    ○ Trainers  
    ○ Administration  
Operational management and planning

**DUTIES & RESPONSIBILITIES:**

- Lead and manage the effective operation and administration of quality educational portfolios through the provision of strategic educational planning, direction and advice, in conjunction with the Director and relevant trainers
- Work with internal and external stakeholders (industry, business and the community) to identify training needs and requirements and to develop relevant and innovative learning programs, services and solutions in a VET and educational context.
- Foster and encourage best practice across the organisation by leading educational staff to improve and develop consistent, quality, innovative approaches to program delivery and assessment
- Enhance business sustainability through leadership and significant involvement in the research and development of cost effective blended and distributed delivery options
- Ensure provision of timely and accurate program and course information material to key stakeholders by implementing the marketing strategy
- Ensure TVET Nauru educational products and services are regularly reviewed, enhanced, relevant to client requirements and innovatively promoted and delivered
- Ensure education and training services are compliant with all regulatory standards and requirements and meet all contractual requirements
- Oversee the financial performance of the educational portfolio ensuring expenditure is managed and appropriate business strategies are implemented to achieve revenue targets
- Assist with educational budget planning and course costing activities and manage educational expenditure processes including the monitoring and interpretation of finance and business performance reports
- Manage staffing resources and participate in workforce planning processes including recruitment and selection, performance management, equitable workload distribution, casual engagements, leave processing, timesheet procedural requirements and provide access to appropriate staff training and development and industry engagement opportunities
- Drive employee development opportunities and assist with the induction mentoring of new staff within the organisation

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- Manage and supervise the administrative functions and operational educational support processes ensuring adherence to institute policies, procedures and guidelines; compliance with service level agreements, national training packages, student administration, course offerings, room bookings, fee profiles and results registration and the achievement of institute objectives
- Manage the integrity of the student management database by ensuring timely and accurate record keeping processes are followed and maintained
- Provide strategic direction and sound advice to the Director and relevant stakeholders regarding training programs and business services
- Provide business analysis and pro-active advice to the Director and contribute to the timely development of strategic and operational plans
- Ensure strategic objectives, and student contact hour and revenue targets are met through appropriate business strategies and operational planning and implementation
- Maintain an understanding of the commercial aspects of TVET Nauru including financial and business performance and any impact from external factors
- Continuously promote new ways of improving efficiency by reducing cost and enhancing outcomes
- Participate in change management and business improvement processes that encourage knowledge creation and that enhance the learning experience for clients
- Contribute to and manage implementation of continuous improvement strategies in relation to administrative systems and services to both internal and external clients in order to achieve Institute objectives
- Provide direction in monitoring outputs to identify and implement continuous improvement strategies through the application of best practice delivery support processes and systems
- Provide accurate and timely feedback to the Director in support of a continuous business improvement culture
- Contribute to the achievement of TVET Nauru's quality policies by developing, implementing and maintaining quality administrative procedures and by encouraging an environment where high quality work is achieved and supported by the adherence/development of quality systems documentation
- Effectively and efficiently respond to concern or complaints raised by students, teachers or industry groups, ensuring the appropriate person and processes are fully engaged to achieve a client focused outcome
- Maintain key internal and external stakeholder relationships in a positive customer service oriented manner.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

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

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 435/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF FINANCE**  
*(Nauru Revenue Office)*

**POSITION** : Audit & Enforcement Officer

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

**PRIMARY PURPOSE OF ROLE:**

- To undertake compliance activities to ensure that taxpayers are correctly complying with the provisions of the Nauru tax laws contained in the Revenue Administration Act 2014, Business Tax Act 2016 and Employment & Services Tax Act 2014.

**DUTIES/RESPONSIBILITIES:**

- Undertake compliance activities in the field, including inspection of relevant taxpayer records.
- Take action to enforce taxpayer obligations where a person has failed to comply with a reminder issued after the due date or extended due date. This will include registrations, filing returns and payment of taxes.
- Make recommendations on the imposition of additional tax
- Assist the Director Compliance to gather relevant intelligence on taxpayer groups or individuals that can be used in taxpayer profiling and risk assessment.
- Assist senior auditors, in a support capacity, in carrying out tax audits on individual and company taxpayers.

**QUALIFICATIONS & EXPERIENCE:**

- Relevant post graduate qualifications in Accounting, Business, Financial Studies, or similar discipline will be favourably considered.
- Relevant experience in tax administration, accounting, compliance activities, or similar.
- An understanding of taxation legislation and its application in a taxation environment, or the ability to quickly acquire.
- Strong skills in analysis of complex tax technical issues and interpretation and application of Nauru tax laws;
- A technical and practical knowledge of the systems, processes and policies used to administer tax laws generally;
- Strong written and oral communication skills, with the ability to effectively communicate with a broad range of stakeholders;
- Intermediate level skill in Microsoft Office applications including Word, PowerPoint etc;
- An ability to work in a potentially confrontational environment;

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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 436/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF FINANCE**  
*(Nauru Revenue Office)*

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

**PRIMARY PURPOSE OF ROLE:**

To provide guidance and assistance to NRO clients and carry out administrative duties so that correct GON revenues are collected

**DUTIES/RESPONSIBILITIES:**

- Provide advice and assistance to clients to enable them to comply with their revenue payment obligation
- Prepare and maintain accurate clients correspondence and processing files
- Process administrative forms ensuring all data is captured in an accurate and timely manner
- Upload revenue data to FMIS in an accurate and timely manner
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Relevant tertiary qualification in Accounting, Business, Financial Studies, or similar will be favourably considered
- Relevant experience in administration of revenue laws, or the ability to quickly acquire these skills
- An understanding of institutional and accounting systems and processes, or the ability to quickly acquire
- Excellent communication skills, both written and oral
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Ability to work together with a small team of staff, and contribute to the successful operations of the NRO
- Willingness to take on multi-faceted tasks as 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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 437/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF FINANCE**  
*(Nauru Revenue Office)*

**POSITION** : Senior Tax Auditor  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

To undertake tax audits and other compliance activities to ensure that taxpayers are correctly complying with the provisions of the Nauru tax laws contained in the Revenue Administration Act 2014, Business Tax Act 2016 and Employment & Services Tax Act 2014

**DUTIES/RESPONSIBILITIES:**

- Carry out tax audits on individual and company taxpayers to test compliance with the tax laws
- Examine financial accounting records to check for errors, omissions, fraudulent activity and the like
- Examine underlying documentation and receipts to verify both income and expenditure
- Examine bank account records to check for deposits of under-declared income, movement of large unexplained sums of money, etc.
- Prepare written audit reports to clearly detailing identification of any errors, omissions, fraudulent activity etc, and recommend appropriate remedial action
- Prepare amended assessments to reflect increased tax payable resulting from the outcome of tax audits
- Make recommendations on the application of the penalty and prosecution provisions of the law
- Prepare amended assessments to impose additional tax as appropriate
- Provide intelligence and assistance to the Director Compliance in conducting risk assessments on taxpayers operating in the business community
- Provide assistance to Audit and Enforcement Officers to resolve more complex aspects of their work

**QUALIFICATIONS & EXPERIENCE:**

- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered
- Relevant experience in tax administration, accounting, compliance activities, or similar
- An understanding of taxation legislation and its application in a taxation environment, or the ability to quickly acquire
- Strong skills in analysis of complex tax technical issues and interpretation and application of Nauru tax laws
- A technical and practical knowledge of the systems, processes and policies used to administer tax laws generally
- Strong written and oral communication skills, with the ability to effectively communicate with a broad range of stakeholders
- Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- An ability to work in a potentially confrontational environment

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 22<sup>nd</sup> April, 2022.**

G.N.No. 437/2022 (Cont'd)

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 438/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF FINANCE**  
*(Nauru Revenue Office)*

**POSITION** : Superannuation Audit Enforcement Officer  
**SALARY** : Band 6.1 - \$13,762 per annum

**PRIMARY PURPOSE OF ROLE:**

To undertake compliance activities to ensure employers comply with all the requirements of Nauru Superannuation Act 2018

**DUTIES/RESPONSIBILITIES:**

- Undertake compliance activities in the field, including examination of employer records to ensure full compliance with requirements of the Nauru Superannuation Act 2018
- Resolve complex issues in interpreting provisions of the Nauru Superannuation Act 2018
- Take action to enforce employer obligations where an employer has failed to comply with the requirements of the Nauru Superannuation Act 2018
- Make recommendations on the imposition of penalties
- Assist the Director to gather relevant intelligence on employers for profiling and risk assessment purposes

**QUALIFICATIONS & EXPERIENCE:**

- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered
- Relevant experience in administration of, or compliance activities in respect of adherence to laws, or the ability to quickly acquire these skills
- An understanding of superannuation legislation and its application in an employer/employee environment, or the ability to quickly acquire
- An ability to work independently, and in a potentially confrontational environment
- Good analytical and problem solving skills
- Excellent communication skills, both written and oral
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Well developed interpersonal skills with the ability to work together with a small team of staff, and contribute to the successful operations of the NRO

G.N.No. 438/2022 (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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 439/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Secretariat)*

**POSITION** : 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.

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- 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
- 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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 440/2022

**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**  
*(Finance & Revenue)*

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

**DUTIES/RESPONSIBILITIES:**

- To prepare budget request forms
- Monitors and track budget balances both GON budget and Donor funding
- Ensure payment submitted consist of supporting reliable and relevant documents
- Verify budget requisitions and submit to Budget Officer for processing
- Ensure quotes and invoices are legit and are properly endorsed
- Request and compile remittances
- Ensure that internal orders are raised and submitted in timely manner
- Ensure that orders are requested according to their correct item codes
- To ensure payment requests are justified against the Annual Operating Plan
- Maintain and update office files both soft and hard copies
- Maintain a clean workplace
- Participation in ongoing education and training relation to accounting, budgeting and finance
- Ensure accurate, thorough and precise recording of all financial matters
- Other duties as requested by the Finance Manager

**QUALIFICATIONS & EXPERIENCE:**

- School Leavers Certificate (Year 12) or diploma in accounting or equivalent a definite advantage
- 1 or 2 years of Office work experience or equivalent
- Customer service
- Good communication, organization and problem solving skills
- Good writing & reading skills
- Basic computing skills
- Professionalism
- Planning and organizational

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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 441/2022

**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
- 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

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- 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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 442/2022

**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 Secretary for Justice)*

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF ROLE:**

- Develop and maintain professional filing system to ensure accurate record keeping
- Assist and supports in the Administration and Finance.

**DUTIES/RESPONSIBILITIES:**

- Preparation of memos and reports as per instructed by Director
- Develop & Maintain filing system to ensure accurate record keeping
- Handles calls regarding queries for front desk office
- Perform typing duties for office if required
- Deliveries and follow-up of office documents HR Section and Finance Section
- Other duties required by the Director.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification required is Form 6 /Year 12
- At least 2 years experiences in office duties, receptionist and customer care.
- Good team player
- Flexible attitude
- Knowledge in Microsoft office and computer basics
- Knowledge in documentation and record keeping

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 22<sup>nd</sup> April, 2022.**

Dated this 12<sup>th</sup> day of April, 2022

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

G.N.No. 443/2022

**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**  
(Immigration)

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF THE POSITION**

- Preparation of memos and reports as per instruction from Senior Officer, Assistant Director and Director of Immigration
- Develop & Maintain a professional document filing system to ensure accurate record keeping
- Assist Senior officer and Assistant Director in generation and analysis of customized reports

**DUTIES/RESPONSIBILITIES**

- Preparation of memos and reports as per instruction from Director of Immigration
- Develop & Maintain a professional document filing system to ensure accurate record keeping
- Assist Director in generation and analysis of customized reports
- Handle calls regarding queries and visa status
- Data entry of Immigration records/details
- Tracking inflow of visa requests and monitor whether visas are issued as per timelines and accordingly report to Director of Immigration
- To perform typing duties for Director of Immigration
- Delivery of office mail
- Other duties as required by the Director of Immigration

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Completed Year 12
- Desired to have at least 3 years' experience in similar clerical role
- Good team player
- Flexible attitude
- Knowledge in Microsoft office and computer basics
- Knowledge in documentation and record keeping
- Time management
- Communication Skills

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 22<sup>nd</sup> April, 2022.**

Dated this 12<sup>th</sup> day of April, 2022

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

G.N.No. 444/2022

**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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 445/2022

**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 INFORMATION COMMUNICATION & TECHNOLOGY**  
*(ICT)*

**POSITION** : ICT Trainee

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

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

**QUALIFICATIONS & EXPERIENCE:**

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

G.N.No. 445/2022 (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 22<sup>nd</sup> April, 2022.**

DATED this 12<sup>th</sup> day of April, 2022

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

G.N.No. 446/2022

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF SPORTS**  
(High Performance Unit)

**POSITION** : High Performance Unit Manager

**SALARY** : Band 9.1- \$17,336 per annum

**PRIMARY PURPOSE OF THE POSITION**

- Is responsible for the direction and management of Nauruan Athletes international and domestic elite athlete training environments
- To improve Nauru's international success and status in the Sports. This is senior management role encompassing all operational facets of Nauru's High-Performance program. This would include national senior squads, national age grade, national academy programs and the coordination of High-Performance Unit programs in line with the National High-Performance plan.

**DUTIES/RESPONSIBILITIES:**

- Produce, develop, maintain and implement High-Performance Plan including the Annual High-Performance Operational Plan and Budget
- Monitor all of High Performance Unit policies, procedures and guidelines manuals as they apply to High-Performance programs and operational expectations
- Monitor all programs and operations that are planned and delivering by Sport Development officers/ High Performances staffs
- Provide leadership and support in planning and coordinating the roles and the functions of all staff involved in High-Performance programs
- Support the on-going development of all High-Performance programs, staff and volunteers
- Implement and monitor on-going staff performance reviews and program reviews
- Act in a liaison role with the National Nauru Olympic Committee, as well as serving as a focal point for High-Performance and National Programs operating under the umbrella of Department of Sports
- Monitor the integration and the sequencing of programs that provide player, coach, referee and team manager pathways for transitioning from the development to the High-Performance pathway domains as well as the national teams

G.N.No. 446/2022 (Cont'd)

- Manage the operations of the High-Performance Unit
- Address the professional development needs of all High-Performance staff members
- Prepare and monitor budgets associated with the management and the on-going operation of the High-Performance Unit

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- A degree in Sports Science, Human movement, Sports Administration or another relevant field would be desirable
- At least 5 years' experience in a High-Performance role in a professional and/or Olympic sporting environment or international Academy/ Institute
- Experience in working in a professional Sporting structure is highly desirable
- An excellent understanding of elite and a thorough understanding of the High-Performance intentions for the future
- An extensive professional network in the High-Performance or elite sports industry and understanding of elite sporting team management
- Demonstrated experience in delivering elite sports programmes
- A personal vision for Nauru's Sports people's future on the international
- Demonstrated evidence of an ability to prepare and implement High Performance plans
- Evidence of recent involvement at monitoring or implementing quality control systems and review processes
- A high level of operational IT competency
- A high level of cultural awareness
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative
- A background that displays excellent customer relations and workplace cooperation skills
- Demonstrated evidence of being able to influence others including an ability to build good relationships with others who may not be receptive to change
- Excellent written and oral communication skills
- Sound personnel, financial and administration skills
- Excellent financial management skills with demonstrated experience in managing significant budgets
- Management and education of High Performance staff ensuring that they contribute to the achievement of High Performance goals
- Establishment and delivery of best practice high performance systems for players, coaches and administrative staff

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 22<sup>nd</sup> April, 2022.**

Dated this 12<sup>th</sup> day of April, 2022

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