



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

No. 99

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

Nauru

G.N.No. 453/2022

**NAURU COURT OF APPEAL SESSION**

**NOTICE** is hereby given that pursuant to Section 6(2) of the Nauru Court of Appeal Act 2018, the Nauru of Appeal session will be held from;

1. 8<sup>th</sup> August 2022 to 26<sup>th</sup> August 2022;
2. 3<sup>rd</sup> October 2022 to 21<sup>st</sup> October 2022.

Dated this 22<sup>nd</sup> day of April 2022

**MOHAMMED SHAFIULLAH KHAN**  
**ACTING PRESIDENT OF THE NAURU COURT OF APPEAL**

G.N.No. 454/2022

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

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information the following officers' appointment on probation is effective as follows:

**DEPARTMENT OF TRANSPORT**  
(Directorate of Civil Aviation)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Paul Woewodin Hiram	Junior Navaid Assistant Band 2.1 - \$10,501 per annum	2/11/2021

DATED this 14<sup>th</sup> day of April, 2022

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

G.N.No. 455/2022

**PUBLIC SERVICE ACT 2016**  
**SECTION 44 (2)**

**NOTICE OF DEEMED RESIGNATION**

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

**DEPARTMENT OF TRANSPORT**  
*(Directorate Civil Aviation)*

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Kosam Kaierua	Staff Support Officer Band 3.1 - \$11,341 per annum	2 <sup>nd</sup> March 2022

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

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

G.N.No. 456/2022

**PUBLIC SERVICE ACT 2016**  
**SECTION 83 (1)**

**NOTICE OF RESIGNATION**

It is notified for general information that the following officer's resignation has been accepted and is effective as of 31<sup>st</sup>, March 2022.

**DEPARTMENT OF EDUCATION**  
*(Schools)*

<b>NAME</b>	<b>POSITION</b>	<b>SALARY BAND</b>
Celestine Fritz	Teacher (Certificate)	Band 7.1- \$14,863 per annum

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

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

G.N.No. 457/2022

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

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

**CHANGE OF NAMES OF A PERSON WHO HAS ATTAINED THE AGE OF 18 YEARS**

NOTICE is hereby given that a Deed poll dated 1<sup>st</sup> April 2022 and registered in the Registry of Births, Deaths and Marriages on 1<sup>st</sup> April 2022 (**FEMALE**) (**SINGLE**), Abandon the name of **Kauwe Iud Daoe** and assumed the name of **Kauwe-Iud Daoe**

NOTICE is hereby given that a Deed poll dated 11<sup>th</sup> April 2022 and registered in the Registry of Births, Deaths and Marriages on 11<sup>th</sup> April 2022 (**MALE**) (**SINGLE**), Abandon the name of **Issachar Aremwa** and assumed the name of **Issachar Adu**

Given under my hand and sealed this 21<sup>st</sup> day of April, 2022

**FRANCIS MAAKI DEIRERAGEA**  
**REGISTRAR OF BIRTHS, DEATHS & MARRIAGES**

G.N.No. 458/2022

**BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017**

Births, Deaths and Marriages registered in the Month of March, 2022 and late registration as follows;

**BIRTHS:**

<b>NAME</b>	<b>D.O.B</b>	<b>SEX</b>	<b>MOTHER</b>	<b>TRIBE</b>	<b>PLACE OF BIRTH</b>
Amiliam Lucas Taru	1/3/22	Male	Satilima Batiku	Eamwitara	RON Hospital
Ashten Kadash Samson	2/3/22	Male	Ashly Detabouw	Eamwitmwit	RON Hospital
Luwana Pauline Judith	2/3/22	Female	Remember June Tsiode	Iruwa	RON Hospital
Rejik Makai Micah	2/3/22	Male	Kyla Akua	Emea	RON Hospital
Talisha	3/3/22	Female	Masera Duburiya	Deiboe	RON Hospital
Susan Selika Rachel	8/3/22	Female	Lilyson Phillip	Eano	RON Hospital
Eowen Eliza-D Paeshen	10/3/22	Female	Enūwūdū Dela Mau	Iruwa	RON Hospital
Mal-jik Amtunuwe Paul	11/3/22	Male	Uta Bop	Eamwit	RON Hospital
Ngaiu-Yen Poima	16/3/22	Female	Damaris Atto	Emea	RON Hospital
Thea-Aie Darleen Neriah	21/3/22	Female	Kathleen Deidenang	Iruwa	RON Hospital
Daxson	22/3/22	Male	Tina Timothy	Emea	RON Hospital
Timston Tinoquet Asaph	23/3/22	Male	Losaline Harris	Eano	RON Hospital
Dango Hismine J-Boy	23/3/22	Male	Larma Thoma	Deiboe	RON Hospital
Ethan J-toa	23/3/22	Male	Ofa-Fay Temaki	Emea	RON Hospital

G.N.No. 458/2022 (Cont'd)

Jona Braven-D	24/3/22	Male	Colinda Detenamo	Eamwit	RON Hospital
Eitunuwe Gemma-Grace Ily	27/3/22	Female	Kindei Isralina Egando Tsitsi	Iruwa	RON Hospital
My heart Tiare Lucasina	27/3/22	Female	Shy-Inda Tireta Grundler	Eamwit	RON Hospital
Alyaa-Rose Vatika-Rose Sisera-Rose	28/3/22	Female	Ediko-Rose Doguape	Emea	RON Hospital
Poua	28/3/22	Male	Tina Debao	Iruwa	RON Hospital
Huxley Noah Elijah	30/3/22	Male	Cecilia Maiyo Harris	Emea	RON Hospital
Quinneth Eiyaeo Hibiscus	30/3/22	Female	Sunshine Diema	Eamwitmwit	RON Hospital

**O.P.I LATE BIRTH REGISTRATION:**

NAME	D.O.B	SEX	MOTHER	NATIONALITY	PLACE OF BIRTH
Cornelius Ricky-Martin Jesselenko	1/3/22	Male	Teretia Taeuea	I-Kiribati	RON Hospital

**NAURUAN LATE BIRTH REGISTRATION:**

NAME	D.O.B	SEX	MOTHER	TRIBE	PLACE OF BIRTH
Nikman	20/2/05	Male	Mary-Lyn Garoa	Eamwit	RON Hospital
Helenic Pia	3/2/08	Female	Irma Deireragea	Eamwit	RON Hospital
Christian Ralph Bethlehem	25/12/14	Male	Felila Peter	Iruwa	Fiji
J-Love Javinda Edreboda	22/10/19	Female	Jemima Jesma-Rose Tatum	Eoaru	Fiji
Oscar Kash	9/4/21	Male	Christine Kas Gideon	Eamwitmwit	RON Hospital
Marc John	26/1/22	Male	Dorcias Aremwa	Eamwitmwit	Fiji
BreAn Malo Nastya	18/2/22	Female	Sra-Yosie Dinniti Reiyetsi	Eamwit	RON Hospital

**NAURUAN DEATHS:**

NAME	D.O.D	GENDER	AGE	TRIBE	PLACE OF DEATH
Milly Itايا	1/3/22	Female	62 years	Eamwitmwit	RON Hospital
Bernadette Taupo	2/3/22	Female	69 years	Eano	RON Hospital
Hudson Temaki	7/3/22	Male	49 years	Eamwitmwit	RON Hospital
Johannah Teboua	8/3/22	Female	65 years	Deiboe	RON Hospital
Gaouwa Daoe	8/3/22	Male	88 years	Eamwit	RON Hospital
Rubenit Dekarube	19/3/22	Male	25 years	Eamwit	RON Hospital
Patricia Agiangang	20/3/22	Female	56 years	Eamwitmwit	RON Hospital
Eigemei Maaki	22/3/22	Female	86 years	Eano	RON Hospital
Ailaya Ribauw	26/3/22	Female	35 years	Deiboe	RON Hospital
John Bam	26/3/22	Male	55 years	Eamwit	RON Hospital
Wendy Roland	28/3/22	Female	71 years	Emea	RON Hospital

G.N.No. 458/2022 (Cont'd)

**O.P.I DEATHS REGISTRATION:**

NAME	D.O.D	GENDER	AGE	NATIONALITY	PLACE OF DEATH
Tabaia Bitau	5/3/22	Male	44 years	Fijian	RON Hospital

**NAURUAN MARRIAGES REGISTRATION:**

**Villimoni Eoe** of Ijuw District and **Ruvina Daniel** of Aiwo District on **2<sup>nd</sup> March, 2022** by **Pastor Owen Joram** at **Nauru Independent Church**.

**Magic Pitcher** of Nibok District and **Steffi Kaierua** of Meneng District on **12<sup>th</sup> March, 2022** by **Reverend Roger Mwareow** at **Detudamo Memorial Church**.

**Kia Barnabas Kun** of Anibare District and **Trisha Teimitsi** of Uaboe District on **19<sup>th</sup> March, 2022** by **Pastor Jesimiel Jeremiah** at **Tsiminita Memorial Church**.

**LATE NAURUAN MARRIAGES REGISTRATION:**

**Anson Harris** of Boe District and **Cathlehra Denitage** of Buada District on **17<sup>th</sup> September, 2021** by **Pastor Ruth Garabwan** at **Orro Congregational Church**.

**Wendell Handsome Garabwan** of Meneng District and **Faylani Rose Grundler** of Meneng District on **25<sup>th</sup> February, 2022** by **Pastor Barassi Botelanga** at **Assemblies of God**.

**FRANCIS MAAKI DEIRERAGEA**  
**REGISTRAR OF BIRTHS, DEATHS & MARRIAGES**

G.N.No. 459/2022

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Gambait Zack Hubert of Anetan District, and  
Janesma Adire of Anabar District.

Davitson Kam of Meneng District, and  
Livenia Degia of Anetan District.

**DATE OF ENGAGEMENT:**

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

1<sup>st</sup> May, 2022

**HON. LIONEL ROUWEN AINGIMEA, M.P**  
**MINISTER IN CHARGE**

G.N.No. 460/2022

**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 of 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 29<sup>th</sup> April, 2022.**

DATED this 20<sup>th</sup> day of April, 2022

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

G.N.No. 461/2022

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

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

**DEPARTMENT OF EDUCATION**  
*(Tvet)*

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

**PRIMARY PURPOSE OF POSITION:**

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

**DUTIES & RESPONSIBILITIES:**

- Setting up workstations with computers and necessary peripheral devices (routers, printers, etc).
- Checking computer hardware (HDD, mouses, keyboards, etc) to ensure functionally.
- Installing and configuring appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Preform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging, etc).
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Monitoring and tracking of all ICT devices e.g., Inventory data.
- Identify computer or network equipment shortages and place order.
- Explain issues with equipment and repairs.
- Install new products, and test them to ensure they are working correctly.
- Educating the staff on how to use and maintain their device.
- Provide staff support.
- Diagnose problems and come up with solutions to repair them.
- Fill out detailed reports and keep records on services that have been performed.
- Responsible for visiting sites, making design presentations, and participating in training workshops.
- Preform work plans side by side with the TVET project officer, TVET Marketing Administrator and the TVET Safety & Building Administrator.
- Consult Trainers in collaboration with concerns to safety and hazards to their respective trades & vocations.
- Preform any other duties that may be assigned by the Director TVET.

G.N.No. 461/2022 (Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCES:**

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

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 29<sup>th</sup> April, 2022.**

Dated this 20<sup>th</sup> day of April, 2022

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

G.N.No. 462/2022

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

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Medical Services)*

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

- Appointment Scheduling and Confirmation
- Telephone Techniques

G.N.No. 462/2022 (Cont'd)

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

**QUALIFICATIONS & EXPERIENCE:**

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

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 29<sup>th</sup> April, 2022.**

DATED this 14<sup>th</sup> day of April, 2022

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

G.N.No. 463/2022

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

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

**DEPARTMENT OF HEALTH**  
*(Medical Services)*

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

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

**QUALIFICATIONS & EXPERIENCE:**

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

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 29<sup>th</sup> April, 2022.**

DATED this 14<sup>th</sup> day of April, 2022

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

G.N.No. 464/2022

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

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Medical Services)*

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

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

**QUALIFICATIONS & EXPERIENCE:**

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

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 29<sup>th</sup> April, 2022.**

DATED this 14<sup>th</sup> day of April, 2022

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

G.N.No. 465/2022

**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 Emergency and Ambulance Services)*

**POSITION** : Emergency & Ambulance Services Administration Officer

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

**PRIMARY PURPOSE OF ROLE:**

- The prime role of the EAS Administration Officer is to provide efficient and effective support to the Chief of the Emergency & Ambulance Services for the smooth-running of EAS Office.
- The EAS Administration Officer reports directly to the Director of the EAS
- The EAS Administration Officer is to maintain good order of the EAS office i.e.
- Filing of EAS documents
- Answering of phone calls and directing phone calls to relevant officers
- To maintain hygienic and tidiness within the EAS office
- To notify EAS officers of visitor's arrival
- To greet, welcome and direct visitors in an appropriate manner
- The EAS Administration Officer is to assist the EAS executive officers within the EAS in administration roles
- The EAS Administration Officer is to assist the Chief of EAS in budget preparation, minute taking as scribe, providing notes or report during EAS meetings, creating spreadsheets presentations, and filing
- The EAS is to make sure to adhere and to remind EAS personnel to comply within the Public Service Act 2016 and any other policy that the NMHS have devise

**DUTIES/RESPONSIBILITIES:**

- The prime responsibility of the Administration officer is to make sure that the EAS office is run smoothly in day to day business

**QUALIFICATIONS & EXPERIENCE:**

- School levers Certificate
- Certificate IV in Mathematics
- Certificate IV Management Skills
- At least 3 years in office management
- At least have worked in a 24/7 shift
- Management skills
- Computer literacy
- Literacy in Microsoft words
- Literacy in power point presentation
- Literacy in excel to pdf
- Proficient in English
- Proficient in Maths
- Leadership skill

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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 29<sup>th</sup> April, 2022.**

DATED this 14<sup>th</sup> day of April, 2022

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

G.N.No. 466/2022

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

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

**DEPARTMENT OF TRANSPORT**  
*(DCA)*

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES/RESPONSIBILITIES:**

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

**QUALIFICATIONS & EXPERIENCE:**

- Finance, Economics, Basic Accountant, Business Management Certificate.
- Minimum 1 year of experience in finance role.

G.N.No. 466/2022 (Cont'd)

- Satisfactory level of education of year12.
- Knowledge of Finance functions (budget, payments, reconciliation, recording and reporting).
- Excellent communication and interpersonal skills.
- Ability to plan, prioritize and co-ordinate, workload in order to conflicting deadlines.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Proficient in MS office; knowledge of FMIS is a plus.
- Strong ethics and reliability.
- Must have a driver's license.
- Must have police clearance.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 29<sup>th</sup> April, 2022.**

DATED this 20<sup>th</sup> day of April, 2022

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

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