



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

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No. 166

3<sup>rd</sup> August, 2023

Nauru

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G.N.No. 825/2023

**APPOINTMENT OF SUBSTANTIVE SECRETARY FOR HEALTH**

It is notified for general information that on Monday 24<sup>th</sup> July 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved to appoint Ms. Greta Harris as the substantive Secretary for Health and Medical Services with immediate effect.

DATED this 31<sup>st</sup> day of July, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 826/2023

**APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE**

It is notified for general information that on Friday 28<sup>th</sup> July, 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mrs. Christiana Detenamo to act as Secretary for Foreign Affairs and Trade from 31<sup>st</sup> July 2023 until the return of the substantive Secretary on 7<sup>th</sup> August 2023.

DATED this 31<sup>st</sup> day of July, 2023

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 827/2023

**APPOINTMENT OF ACTING SECRETARY FOR PUBLIC ADMINISTRATION AND OPERATION**

It is notified for general information that on Thursday 27<sup>th</sup> July 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Ms. Ruth Dagiario to act as Secretary for Administration and Operation from 31<sup>st</sup> July 2023 until the return of the substantive Secretary for Public Administration and Operation, Mr. Michael Angelo Dimapilis.

DATED this 31<sup>st</sup> day of July, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 828/2023

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

**NOTICE OF PROMOTION**

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

**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE**  
(Agriculture)

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>EFFECTIVE</b>
Lucy Duburiya	Agriculture Project Manager Band 10.1 - \$20,641 per annum	Assistant Director of Agriculture Band 11.1- \$22,210 per annum	22/5/23

DATED this 31<sup>st</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 829/2023

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

**NOTICE OF PROMOTION**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Health Operation)

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>EFFECTIVE</b>
Ryker Dabuae	Project Manager Band 8.1 - \$18,679 per annum	Operations Manager Band 9.1- \$19,113 per annum	18/5/23

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 830/2023

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

**NOTICE OF APPOINTMENT**

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

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**  
*(Secretariat)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Jorane Dabwadauw	Caretaker Band 1.1 - \$10,720 per annum	23/1/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 831/2023

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

**NOTICE OF APPOINTMENT**

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

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

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Kazma Appi	Physiotherapist Band 11.1 - \$22,210 per annum	11/10/2022

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 832/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(6)**

**NOTICE OF APPOINTMENT**

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

**DEPARTMENT OF MEDIA**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Mannix Roland	TV Reporter Band 4.1 - \$13,503 per annum	15/4/2022

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 833/2023

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

**NOTICE OF APPOINTMENT ON PROBATION**

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

**DEPARTMENT OF EDUCATION**  
**(TVET)**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Felisha Teimitsi	TVET Marketing Administrator Band 7.1 - \$16,389 per annum	20/3/2023

DATED this 25<sup>th</sup> day of July 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

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

**NOTICE OF APPOINTMENT ON PROBATION**

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

**DEPARTMENT OF EDUCATION**  
(Secretariat)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Mygem Rodiben	Program Manager (UNESCO) Band 11.1 - \$22,210 per annum	29/3/2023

DATED this 25<sup>th</sup> day of July 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**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 EDUCATION**  
(Schools)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Myrrh Adeang	Caretaker Cleaner Toilet Band 1.1 - \$10,720 per annum	10/7/2023
Brunette Saxon	Caretaker Cleaner Toilet Band 1.1 - \$10,720 per annum	10/7/2023

DATED this 25<sup>th</sup> day of July 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 836/2023

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

**NOTICE OF APPOINTMENT ON PROBATION**

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

**DEPARTMENT OF FINANCE**  
(Nauru Customs Service)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Portia Brechtefeld	Customs Officer Band 5.1 - \$14,313 per annum	15/6/2023

DATED this 25<sup>th</sup> day of July 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 837/2023

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

**NOTICE OF APPOINTMENT ON PROBATION**

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

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

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Dane Dageago	Pleader Civil Litigation Band 11.1 - \$22,210 per annum	24/5/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 838/2023

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

**NOTICE OF APPOINTMENT ON PROBATION**

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

**DEPARTMENT OF NATIONAL EMERGENCY SERVICES**  
(National Emergency & Ambulance Services)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Ramble Denuga	Emergency Ambulance Services Officer Band 5.1 - \$14,313 per annum	24/5/2023

DATED this 25<sup>th</sup> day of July 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 839/2023

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

**NOTICE OF RESIGNATION**

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

**DEPARTMENT OF EDUCATION**  
(Schools)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Skylie Rykers	Teacher Certificate Band 7.1 - \$16,389 per annum	26/4/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 840/2023

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

**NOTICE OF RESIGNATION**

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

**DEPARTMENT OF EDUCATION**  
*(C.A.S.E)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Xia Xiang Daoe	Management Secretary (C.A.S.E) Band 4.1 - \$13,503 per annum	23/5/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 841/2023

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

**NOTICE OF RESIGNATION**

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

**DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**  
*(Secretariat)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Frankie Ribauw	Director of Seawall Development Band 12.1 - \$24,075 per annum	5/6/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 842/2023

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

**NOTICE OF RESIGNATION**

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

**DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**  
*(Secretariat)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Jonah Lomu Eoe	Public Roads & Safety Officer Band 5.1 - \$14,313 per annum	8/5/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 843/2023

**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 of Civil Aviation)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Maryann Deidenang	Security Guard Band 2.1 - \$11,577 per annum	1/6/2023

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Fist Roland of Buada District, and  
Rachab Dabwido of Meneng District.

Robert Amasia Botelanga of Meneng District, and  
Dora Scotty of Uaboe District.

Marako Maaki of Aiwo District, and  
Jeilina Detardage of Meneng District.

Miteli Kaloudigibeci from Fiji, and  
Eidogey Alefaio of Boe District.

Gregory Ika of Boe District, and  
Mary-Anne Deidenang of Aiwo District.

Felix Kepae of Meneng District, and  
Agatha Fritz of Ewa District.

**DATE OF ENGAGEMENT:**

11<sup>th</sup> June, 2022

22 July, 2023

1<sup>st</sup> August, 2023

4<sup>th</sup> August, 2023

8<sup>th</sup> August, 2023

15<sup>th</sup> August, 2023

**HON. MARTIN HUNT, M.P**  
**MINISTER IN CHARGE**

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G.N.No. 845/2023

**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**  
*(Secretariat)*

**POSITION** : Education Policy Advisor  
**SALARY** : Band 12.1 - \$24,075 per annum

**PURPOSE OF THE ROLE:**

Research, identify and provide best policy advise that mutually benefit the school operations and relationships among the schools and the stakeholders.

**DUTIES/RESPONSIBILITIES:**

- Review and amend Education Act 2011 and other policies in drafts
- Examine the efficacy of existing policies and propose improvements where required
- Inform and advise the Secretary for new programs and legislation to meet the objectives
- Propose and implement new policies within the Education department
- Collate and compile amendments to Education policies
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- Perform any other duties compatible with the position as directed by the Secretary General UNESCO

**QUALIFICATIONS & EXPERIENCE:**

- Diploma level in Education Analyst or other related fields in Public policy
- 2 year or more experience
- Technical skills
- Conceptual skills
- Interpersonal and communication skills
- Decision making skills
- Computer literate
- Proficient in English and Nauruan language
- Diligent

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 846/2023

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

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

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

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

**PRIMARY PURPOSE OF ROLE:**

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

**DUTIES & RESPONSIBILITIES:**

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

**KNOWLEDGE, SKILLS & EXPERIENCE:**

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

G.N.No. 846/2023 (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 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 847/2023

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

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Accounts Payable Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

- The primary purpose of the role is to support the Director to deliver the outcomes of the team, and ensure the timely and accurate processing of financial transactions consistent with the Financial Instruction is, and policies and procedures, to support value for money outcomes.
- The positions responsible to ensure the creation and processing of payment vouchers (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:**

1. Contribute to the processing team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international
2. Ensure the timely and accurate payment for goods and services on behalf of department |
3. 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.
4. 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.
5. Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders.
6. Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
7. Keep records and manage historical records by filing electronic documents
8. Daily opening of the office, provision of stores and oversight of the kitchen
9. Other duties as directed.

G.N.No. 847/2023 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Accounting & Business Studies or equivalent from a recognized University
- Up to 5 Years' experience in a similar role in public service administration and oversight, delivering programs or managing payment
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyse and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed
  4. Good oral and written communication skills
  5. Capacity to utilize computer programs to support daily operations
  6. High standard of integrity and commitment to personal development
  7. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  8. Demonstrated ability to liaise, discuss and work effectively with other people
  9. Service oriented approach, with a 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 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 848/2023

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

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Assistant FMIS Administrator  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

- The primary purpose of this role is to support the FMIS Administrator ensure that the whole of government Financial Management Information System (FMIS) is operating at all times to meet financial management requirements of the Government of Nauru. This includes continuous improvement in FMIS systems (Technology One), availability and security
- Responsibilities include maintaining FMIS operations, monitoring FMIS system performance and configuring new software and hardware. Through contributing to Treasury's deliverables, the officer ensures the effective achievement of the Treasury's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.
- The role will be responsible for the continuous improvement of the FMIS systems. A key focus is for Treasury is to make sure that the FMIS system is available at all times. To be successful in this role, you should have

G.N.No. 848/2023 (Cont'd)

excellent troubleshooting skills and hands-on experience with FMIS — Technology One and relevant Application to Financials, and various operating systems

**DUTIES/RESPONSIBILITIES:**

- Contribute meeting team deliverables ensuring that Treasury objective are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Assist the creation of any new user accounts on FMIS, and installation of FMIS application on any new Government machine, and deletion of accounts
- Assist the issue and renewing of access details (user id and passwords) to all budget officers and HOD's, and ensure inactive users are removed
- Assist in the delivery of general maintenance of all FMS servers including the production, back-up and test database to ensure that the FMIS system is stable and readily available for line agencies use
- Assist on deactivation of FMIS General Leader accounts that are without budgetary provisions or those that management has deemed to discontinue
- Configure Internal systems including FMIS server, FMIS Application and assist ICT on Network Infrastructure for Treasury
- Diagnose and troubleshoot technical issues and liaise with ICT
- Maintain IT Operations in Treasury
- Support upgrading the network infrastructure when required
- Assist ICT on install and maintain servers, devices, antivirus and firewalls
- Maintain the FMIS Backup and recovery policy
- Assist on and maintain and update Finance Website
- Train new system users and set up their accounts
- Monitor the performance of server, software and hardware by completing the FMIS Daily check list
- Ensure the smooth deployment of FMIS and other applications
- Update technical documentation
- Build productive working relationships with colleagues and stakeholders
- Actively contribute to a positive team culture and commit to personal development
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate or Diploma or equivalent in IT, accounting or related discipline from a recognised university
- Up to 2 Years' experience working in an FMIS or ICT administrator position
- Experience with Technology One is highly desirable
- Knowledge on general IT will be an advantage for this role
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Capacity to understand FMIS process and possess IT skills in managing and overseeing back-end processes
  3. Capacity to maintain and support FMIS-Technology One Solution
  4. Capacity to maintain servers, backup, UPS printer and related IT devices
  5. Ability to work independently and seek guidance when needed
  6. Sound written and oral communication skills in English
  7. High standard of integrity and commitment to personal development
  8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  9. Demonstrated ability to liaise, discuss and work effectively with other people

G.N.No. 848/2023 (Cont'd)

10. Service oriented approach and commitment to support the Treasury operational and corporate 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 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 849/2023

**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** : FMIS Administrator  
**SALARY** : Band 11.1 - \$22,210 per annum

**PURPOSE OF THE ROLE:**

The Primary of the role is to ensure that the whole of government Financial Management Information System (FMIS) is operating at all times to meet financial management requirements of the Government of Nauru. This includes continuous improvement in FMIS systems (Technology One), availability and security.

**DUTIES/RESPONSIBILITIES:**

- Contribute meeting team deliverables ensuring that Treasury objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Manage creation of any new user accounts on FMIS, and installation of FMIS application on any new Government machine
- Issuing and renewing of access details (user id and passwords) to all budget officers and HOD's
- Manage and oversee general maintenance of all FMIS servers including the production, back-up and test database to ensure that the FMIS system is stable and readily available for line agencies use
- Manage and oversee networking roles in terms of connecting FMIS to line agencies printers
- Oversee the government workflow process to ensure that payments and receipts are accurately recorded and accounted for in FMIS
- Lead and oversee PAD works in terms of loading donor funded projects
- Manage and oversee departments weekly budget reports to ensure that FMIS generates accurate and timely weekly reports

G.N.No. 849/2023 (Cont'd)

- Manage and oversee end year process works with regards to cleaning up of all incomplete and duplicate transactions within FMIS
- Improve data integrity and reinforcing financial instructions to enable FMIS to produce credible and reliable outputs/reports
- Conduct quarterly training for all FMIS users on the FMIS different modules
- Working closely with management and System Accountant to develop system documentation and manuals
- Working with ICT department and technology One support arrangements to ensure that the FMIS is stable and reliably delivered to all users
- Design and develop various XLone reports for end users' need
- Build productive working relationships with colleagues and stakeholders
- Actively contribute to a positive team culture and commit to personal development
- Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate, Diploma or Bachelor's degree or equivalent in IT, accounting or related discipline from a recognised university
- 5 years' experience working in an FMIS or ICT administrator position
- Experience with technology One is highly desirable
- Knowledge on general IT will be an advantage for this role

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 11<sup>th</sup> August, 2023.**

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 850/2023

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

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Economist  
**SALARY** : Band 8.1 - \$18,679 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to assist the Director to achieve the team's objectives. The team is responsible for research and analysis related to fiscal strategy; economic policy and macro-economic forecasting, drafting reports and making recommendations to senior executives and Ministers. The team is also responsible for identifying and managing fiscal risks.

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

G.N.No. 850/2023 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

1. Contribute meeting team deliverables ensuring that Treasury objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated.
2. Undertake high quality research and analysis into fiscal and economic issues, including broader economic policy and development opportunities in consultation with Planning and Aid Division and the Nauru Bureau of Statistics.
3. Provide timely and quality advice to senior executives and Ministers on fiscal and economic issues.
4. Develop, maintain and monitor macro-economic and budget models, including monitoring economic conditions and economic outlook (Nauru and rest of world)
5. Develop and monitor the medium-term fiscal strategy taking account of Government policy priorities and economic conditions
6. Draft annual and supplementary budget papers and briefings on fiscal and economic issues that are evidence based and able to withstand external scrutiny
7. Liaise with relevant international institutions on fiscal and economic issues
8. Build productive working relationships with colleagues and stakeholders
9. Develop and maintain a positive team culture, building team capability and resilience.
10. Actively contribute to a positive team culture and commit to personal development
11. Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree or equivalent in economics or related discipline from a recognised university
- Up to 5years experience in a role in economic and fiscal analysis and public policy
- Experience with developing and maintaining economic models
- Experience drafting documents for publications
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Strong analytical and economic modelling skills and to analyse and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed
  4. Good written and oral communication skills in English
  5. Demonstrated capacity to utilize computer programs to support daily operations, including Excel and Word
  6. Attention to detail
  7. High standard of integrity and commitment to personal development
  8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  9. Demonstrated ability to liaise, discuss and work effectively with other people
  10. Service oriented approach, with a 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 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 851/2023

**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 - \$15,172 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

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 11<sup>th</sup> August, 2023.

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

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

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

**POSITION** : Director of Health Operations  
**SALARY RANGE** : Band 12.1 - \$24,075 per annum

**PRIMARY PURPOSE OF ROLE:**

The Director of Health Operations (DHO) primary role is the management of all operational activities of 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; and then closely with each Health Directors and Units Managers across RON Hospital, Naoero Public Health

The DHO is one of seven Health Directors who are jointly responsible for daily operations of the MHMS of health 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, initiative and rollout strategies to infuse MHMS vision, mission and value into MHMS business processes
- Oversee the work of key officer – Operational Manager, Infrastructure Manager, Project Manager, Biomedical Technician, Maintenance Supervisor and Transport Supervisor; and ensure effective and efficient operations of their sub-units
- 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
- Develops and implements the Health operations aspects of the MHMS budget
- Develops and implements the Health operations aspects of Annual Operation Plan
- Generate report on performance of health operations, achievement, challenges and recommendations on the semi-annual basis

**HEALTH & SAFETY**

- Be responsible to take reasonable care for his or her own acts or omission 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
- Mus 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

G.N.No. 852/2023 (Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Preferred Bachelor's degree in Business Administration, Operation management or related field required
- Diploma in Operation management or related field required
- A minimum of three (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 organizational skills and attention to detail
- Excellent time management skills and attention 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 organization and employees
- Ability to prioritize tasks and to 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 organizations 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 11<sup>th</sup> August 2023.**

DATED this 31<sup>st</sup> day of July, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 853/2023

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

**DEPARTMENT OF NAURU LANDS COMMITTEE**

**POSITION** : Receptionist  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- The receptionist is responsible for greeting and assisting the clients with the Nauru Lands Committee and arranging appointments

**DUTIES/RESPONSIBILITIES:**

- Greetings and assisting visitors
- Direct calls and respond to enquiries
- Maintain and compose appointments schedules of the NLC Board
- Shall be required to typing and general office duties
- Filing and management of records
- Receive and file all death list docs
- Assist to the board room and staff
- Provide invitation and the land card for the client meeting
- Treat all matters arising with due process and diligence and utmost confidentiality
- Other duties as required from time to time by the Chairman

**QUALIFICATIONS & EXPERIENCE:**

- Completion of year 12 level
- At least two or three years of experience using Excel spreadsheet and Microsoft Words and general knowledge of NLC works
- Good command of English both spoken and written

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

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

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

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

**POSITION** : Assistant Flight Service Officer  
**SALARY RANGE** : Band 3.1-\$12,503 per annum

**PRIMARY PURPOSE OF POSITION:**

The Assistant Flight Service Officer is to assist the flight service officer in coordination and facilitation of inbound and outbound of aircraft. Ensures efficiency and accuracy of flight movement within assigned airspace.

**DUTIES & RESPONSIBILITIES:**

- Report direct to the Senior Flight Service Officer.
- Required to operate and maintain standby watch on HF and VHF radio equipment at an airport.
- Conducts within an airport, a flight advisory and communications service to control the safe movement of aircraft.
- Assist in constant radio-telephony watch on prescribed frequencies for normal and emergency communications from aircraft in flight.
- Assist in transmitting and receiving radio-telephony to and from aircraft on subject such as Flight Safety, Weather information and the operational status of navigational aids. Controls traffic into and leaving the airport.
- Assist in maintaining arranged schedules and provides standby service for both ground and aircraft traffic.
- Assist in control network in an assigned area and provides relay between stations, as necessary.
- Assist in processing aircraft flight plans and relay to Air Traffic Control Centre as required.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Training and Capacity Building in Air Traffic Control, Meteorology and Flight Information Service
- Refresher Courses
- Aeronautical Information Management Course
- On the job training
- Complete form 5 level of education
- Good knowledge of radio telephone
- Ability to speak clearly and precisely
- Good command of spoken & written English
- Computer literate
- Good communication skills
- Valid police and medical clearance
- Punctual, healthy, fit and of sober habits
- Excellent interpersonal and communication skills to enable effective liaison with aerodrome users, airport stakeholders and rescue fire & services
- Able to work odd hours

G.N.No. 854/2023 (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 **5pm, Friday 11<sup>th</sup> August, 2023.**

Dated this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 855/2023

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

**DEPARTMENT OF TRANSPORT**  
*(Land Transport)*

**POSITION** : Bus Driver  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- To safely and promptly transport student to ports of destination including Government employees and/or public hire request

**DUTIES/RESPONSIBILITIES:**

1. Maintain discipline and prevent unauthorised person on the bus
2. Maintain cleanliness of bus
3. Renewing of bus inspection and registration
4. Driving Sober and in a safety manner
5. Complete Prestart prior to travel
6. Compliance to Motor Traffic Act and other necessary regulations

**QUALIFICATIONS & EXPERIENCE:**

- Customer Service
- Childcare
- First Aid
- Demonstrate good inter-personal skills
- Fit, independent and cooperative
- Ability to communicate effectively verbally and in writing

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 11<sup>th</sup> August, 2023.**

G.N.No. 855/2023 (Cont'd)

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 856/2023

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

**DEPARTMENT OF TRANSPORT**  
*(Land Transport)*

**POSITION** : Bus Conductor  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- To safely and promptly transport student to ports of destination including Government employees and/or public hire request

**DUTIES/RESPONSIBILITIES:**

1. Maintain discipline and prevent unauthorised person on the bus
2. Maintain cleanliness of bus
3. Supervise passengers on board
4. Ensure safety of all passengers
5. Complete Prestart prior to travel
6. Compliance to Motor Traffic Act and other necessary regulations

**QUALIFICATIONS & EXPERIENCE:**

- Customer Service
- Childcare
- First Aid
- Demonstrate good inter-personal skills
- Fit, independent and cooperative
- Ability to communicate effectively verbally and in writing

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 11<sup>th</sup> August, 2023.**

DATED this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 857/2023

**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 Civil Aviation)*

**POSITION** : Security Guard  
**SALARY RANGE** : Band 2.1-\$11,577 salary per annum

**PRIMARY PURPOSE OF POSITION:**

To safeguard Airport properties/workers/passengers/aircraft from an act of unlawful interference

**DUTIES & RESPONSIBILITIES:**

- Guard the aerodrome facilities including airport terminal building, runway and navigational aids;
- Maintain security of all restricted areas, and deny entry to unauthorised persons;
- To question persons found within restricted areas and without proper ID pass, and if necessary to remove unauthorised persons from restricted areas;
- To write reports of certain activities observed during assigned shifts;
- To remain presents at assigned posts and only leave posts when approved by Duty Supervisor;
- Capable of working shift, and must be healthy, sober and able to work with others;
- To perform other associated duties as assigned by superior.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Certificate in Security or Police is an advantage
- Minimum 1year of experience in security or police field
- Year 11 of education
- Excellent communication and interpersonal skills
- Ability to work within a team environment
- Ability to work within minimum supervision
- Ability to work under pressure
- Must have valid driver's license
- Must have valid police clearance
- To be effective, proficient and proactive
- Healthy, fit and of sober habits

Applications should be lodge to the Secretary for corporate Services stating name, age, qualifications, attached with Curriculum Vitae with supporting references and any other relevant attachments no later than **5pm, Friday 11<sup>th</sup> August, 2023.**

Dated this 1<sup>st</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**