



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

No. 201

21<sup>st</sup> September, 2023

Nauru

G.N.No. 1046/2023

**PUBLIC SERVICE ACT 2016  
SECTION 16(3)**

**RECLASSIFICATION OF POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I TIMOTHY IKA, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 17<sup>th</sup> February 2023 reclassify the following position.

**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE**

**Reclassification of Position**

<b>Current Designation</b>	<b>No. of Positions</b>	<b>Reclassified Designation</b>
<b>Secretariat Division</b>		
Promotions Officer Band 6.1 - \$13,873 per annum	1	Environment & Agriculture Promotions/Educator Band 9.1 - \$19,113 per annum

DATED this 15<sup>th</sup> day of September, 2023.

**HON. TIMOTHY IKA, M.P  
ACTING PRESIDENT  
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 1047/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 16(1a)**

**CREATION OF POSITION**

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1 (a) of the Public Service Act 2016, I TIMOTHY IKA, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective immediately create the following positions.

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

**Creation of positions**

<b>Current Designation</b>	<b>No. of Positions</b>	<b>Salary Band</b>
Cleaner Supervisor	1	Band 2.1 - \$11,577 per annum
Cleaner	12	Band 1.1 - \$10,720 per annum
Groundsman	2	Band 2.1 - \$11,577 per annum
Biomedical Technician (Dialysis)	1	Band 10.1 - \$20,641 per annum
Air Condition Technician	1	Band 4.1 - \$13,503 per annum

DATED this 15<sup>th</sup> day of September, 2023.

**HON. TIMOTHY IKA, M.P**  
**ACTING PRESIDENT**  
**AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 1048/2023

**APPOINTMENT OF ACTING SECRETARY FOR CLIMATE CHANGE  
AND NATIONAL RESILIENCE**

It is notified for general information that on Wednesday 13<sup>th</sup> September 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mrs. Anadella Edward to act as Secretary for Climate Change and National Resilience from 18<sup>th</sup> September 2023 until the return of the substantive Secretary, Mr. Reagan Moses on 28<sup>th</sup> September 2023.

DATED this 15<sup>th</sup> day of September, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 1049/2023

**APPOINTMENT OF ACTING SECRETARY FOR DEPARTMENT OF ENVIRONMENTAL  
MANAGEMENT AND AGRICULTURE**

It is notified for general information that on Wednesday 13<sup>th</sup> September 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mr. Bryan Star to act as Secretary for Department of Environmental Management and Agriculture from 15<sup>th</sup> September 2023 until the return of the substantive Secretary, Mrs. Berilyn Jeremiah on 29<sup>th</sup> September 2023.

DATED this 15<sup>th</sup> day of September, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 1050/2023

**APPOINTMENT OF ACTING SECRETARY FOR HEALTH AND MEDICAL SERVICES**

It is notified for general information that on Thursday 14<sup>th</sup> September 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mr. Don Kadir to act as Secretary for Health and Medical Services from 18<sup>th</sup> September 2023 until the return of the substantive Secretary, Ms. Greta Harris on 25<sup>th</sup> September 2023.

DATED this 15<sup>th</sup> day of September, 2023.

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

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G.N.No. 1051/2023

**APPOINTMENT OF ACTING SECRETARY FOR INFRASTRUCTURE AND DEVELOPMENT**

It is notified for general information that on Thursday 14<sup>th</sup> September 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Ms. Novena Itsimaera to act as Secretary for Infrastructure and Development from 15<sup>th</sup> September 2023 until the return of the substantive Secretary, Ms. Annalina Solomon.

DATED this 15<sup>th</sup> day of September, 2023.

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

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G.N.No. 1052/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Carlos Eoe of Yaren District, and  
Wenessa Deiye of Ijuw District.

**DATE OF ENGAGEMENT:**

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

**HON. RUSS JOSEPH KUN, M.P**  
**MINISTER IN CHARGE**

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G.N.No. 1053/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:** Dogorin Maaki of Aiwo District, and  
Francilla Ubanaba of Anabar District.

**DATE OF ENGAGEMENT:** 22<sup>nd</sup> September, 2023

**HON. TIMOHTY IKA, M.P**  
**MINISTER IN CHARGE**

G.N.No. 1054/2023

**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 purpose 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.

Responsibilities include maintaining FMIS operations, monitoring FMIS system performance and configuring new software and hardware.

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

**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. Manage creation of any new user accounts on FMIS, and installation of FMIS application on any new Government machine
3. Issuing and renewing of access details (user id and passwords) to all budget officers and HOD's
4. 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
5. Manage and oversee networking roles in terms of connecting FMIS to line agencies printers
6. Oversee the government workflow process to ensure that payments and receipts are accurately recorded and accounted for in FMIS
7. Lead and oversee PAD works in terms of loading donor funded projects

G.N.No. 1054/2023 (Cont'd)

8. Manage and oversee departments weekly budget reports to ensure that FMIS generates accurate and timely weekly reports
9. Manage and oversee end of year process works with regards to cleaning up of all incomplete and duplicate transactions within FMIS
10. Improve data integrity and reinforcing financial instructions to enable FMIS to produce credible and reliable outputs/reports
11. Conduct quarterly training for all FMIS users on the FMIS different modules
12. Working closely with management and System Accountant to develop system documentation and manuals
13. Working with ICT department and technology One support arrangements to ensure that the FMIS is stable and reliably delivered to all users
14. Design and develop various XL one reports for end users' needs
15. Build productive working relationships with colleagues and stakeholders
16. Actively contribute to a positive team culture and commit to personal development
17. Other duties as directed

**QUALIFICATIONS & EXPERIENCE:**

- Certificate, Diploma or Bachelor's degree or equivalent in IT, accounting or related discipline from a recognised university
- Up to 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
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to understand FMIS process and possess IT skills in managing and overseeing back-end processes
  3. Ability to maintain and support FMIS - Technology One Solution
  4. Ability to maintain servers, backup, UPS, printer and related IT devices.
  5. Demonstrated ability to work independently and seek guidance when needed
  6. Good 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
  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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1055/2023

**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 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

G.N.No. 1055/2023 (Cont'd)

**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
  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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1056/2023

**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.

**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 5 years 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

G.N.No. 1056/2023 (Cont'd)

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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1057/2023

**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.

G.N.No. 1057/2023 (Cont'd)

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.

**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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1058/2023

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

**DEPARTMENT OF FINANCE**  
*(Commerce & Business Development)*

**POSITION :** Commerce Officer  
**SALARY :** Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary role of the Commerce Officer is to assist the Director in ensuring that the day to day obligations are being met. The Commerce Officer is also responsible for maintaining and updating the Division's filing system which also includes correspondence from local and external contact points.

**DUTIES/RESPONSIBILITIES:**

- Maintain and update division's filing system
- Respond to any concerns and queries related to CBS matters raised over the phone or in person
- Responsible for raising the payments vouchers and maintaining all its invoices and receipts
- Assist the Director in preparing reports
- Assist the Director prepare budgetary requirements
- Assist the Director in drafting letters
- Assist the Director in organising meetings with private businesses, chamber of commerce and donors
- Any other duties assigned by the Director

**QUALIFICATIONS & EXPERIENCE:**

Essential:

- Completed High School
- Certificate in Administrative or Finance related courses

Desirable:

- Diploma in Accounting, Economics or other Finance related courses
- Public administration experience
- Experience in accounting or finance-related roles
- Experience in managing or administering donor-supported projects
- Experience in organizing and running meetings
- Experience using Microsoft Excel, Word and PowerPoint

Desirable:

- Experience with the Nauru Financial Management Information System (FMIS)
- Good computer literacy
- Strong organisational skills and ability to balance competing priorities within set timelines
- Ability to work well under pressure and collaborate within a small team
- Strong work ethic and commitment to professional conduct
- Excellent liaison and written and verbal communication skills

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1059/2023

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

**DEPARTMENT OF HEALTH**  
*(Health Operations)*

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

**PRIMARY PURPOSE OF ROLE:**

- The Driver is required to provide the necessary transportation requirement for Health workers to and from hospitals, dialysis centres, medical offices and their private residences in a safe, secure and professional manner.

**DUTIES/RESPONSIBILITIES:**

- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- Maintain log book of each vehicle on daily basis and submit weekly to DO
- Support Administration Section as a courier by assisting with the mail deliveries, both incoming and outgoing
- To provide secure and timely driving services to transport passengers and/or goods.
- To ensure that workers are picked and dropped off in a timely manner following their schedules.
- Transporting Health staff utilizing hospital vehicles in a safe and professional manner.
- Effectively communicates with dispatch regarding schedule progress and to receive instructions.
- Maintain a professional image and attitude in regards to relationship with co-workers.
- Complete daily vehicles pre-trip and post trip inspections, and maintain vehicles cleanliness.
- Assist staff and patients as needed to safely complete the transfer.
- Must understand instructions in English (both written and spoken).
- Must be able to accurately complete activity logs for proper vehicles reports.
- Must be able to understand and operate 2 way radios and cell phones.
- Furthermore, the driver goes on delivery errands to the Government Offices, picking up and delivering messages, filling, data entry, envelope stuffing and general organization.
- Perform all duties as assigned

**HEALTH AND SAFETY**

- Be responsible to take reasonable care for his or her own act or omissions and the effect that these may have upon the safety of themselves or any other person.
- Must use safety equipment of clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given.
- May not undertake any task for which they have not been authorised and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in secondary school level
- Year 10 School Certificate
- 1 Years minimum experience as a driver
- Familiarity with office procedures and basic accounting principles and working knowledge of office devices and processes
- Team working: Shows respect for colleagues, offer ideas, and know your role on a team.

G.N.No. 1059/2023 (Cont'd)

- Customer Service: Provide relevant information to patients and hospital staff while remaining friendly and polite.
- Efficiency: The capacity to complete work to a high standard while always meeting deadlines.
- Organisation: The ability to prioritise tasks, and ensure everything runs smoothly within the office.
- Technical Skills: You must know how to use relevant tools such as IT systems, the Microsoft Suite, and company policies.
- Results-Orientated: Checks completed work thoroughly.
- Actively listen: To others and try to understand their requirements and perspectives.
- Remain courteous and respectful even in difficult situations.
- The ability to communicate and maintain relationships with stakeholders in order to assist with service delivery.
- Must be physically able to step up and down steps, safely secure patients for transport, lift up to 50 Ibs. and transport wheelchair patients on paved and unpaved surfaces PRN.
- Good command of written and oral English MS Word and Excel Excellent communication skills
- Very good organisational and multi-tasking abilities

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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1060/2023

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

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

**POSITION** : Housing Project Officer  
**SALARY** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Housing Project Officer is to support and assist the Director by monitoring and reporting on ongoing housing projects.
- Ensure all housing projects are in line with Department's goals.

**DUTIES/RESPONSIBILITIES:**

- Ensure all projects are in line with the Department's annual work plan.
- Ensure all construction companies submit reports properly and on time
- Ensure all invoices and necessary documents are submitted by construction companies on time
- Do surveillance on all on going, complete and uncompleted projects & report accordingly
- Ensure all projects are done with in time frame given

G.N.No. 1060/2023 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

Minimum qualification of a school leaver's certificate  
With at least 2 Years of relevant experience

- Possess excellent oral and written communication and interpersonal skills,
- Possess a planning and organization skills, and time management skills,

Displays, tact, confidence, proficiency and proactive,

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1061/2023

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

**DEPARTMENT OF JUDICIARY**

**POSITION** : Cleaner  
**SALARY** : Band 1.1 - \$10,720 per annum

**PRIMARY PURPOSE OF ROLE:**

- The cleaner is responsible for cleaning the work spaces, including restrooms; emptying trash bins, cleaning windows, and dusting furniture, and performing other related duties to promote a tidy environment for all.

**DUTIES/RESPONSIBILITIES:**

- Responsible for floor care, performing various surface task, including vacuuming, mopping sweeping, and spot-cleaning carpets of all office areas and court rooms
- Responsible for the carrying out tasks such as dusting, spraying, and cleaning
- Responsible for removing trash in office areas and court rooms
- Responsible for cleaning and maintaining the office kitchen and equipment
- Responsible for cleaning and sanitizing of restrooms daily
- Replenish towels, soap and toilet paper in restrooms regularly
- Responsible for cleaning of window and doors in all offices and court rooms
- Perform dusting, disinfecting, and polishing of surfaces and furniture as needed
- Notify supervisor of occurring deficiencies or needs for repairs
- May be required to shop for cleaning supplies as needed
- May be required to stock Kitchen and Board Room supplies as needed
- Responsible for reporting repairs and replacements encountered when executing daily tasks.

G.N.No. 1061/2023 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Minimum Year 12 education
- At least 2 years working experience as a Cleaner
- Fluent in English and Nauruan language at a level necessary for efficient performance
- Attention to detail
- Ability to follow instructions
- Time management

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1062/2023

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

**DEPARTMENT OF JUDICIARY**

**POSITION** : Compliance and Liaison Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

Court Liaison Officer is to maintain Departmental records of court appearances, process subpoena requests, perform other necessary duties related to court proceedings and operate as the liaison between the Director of public Prosecution, the Public legal Defender, Pleaders, the Police, as well as Correctional Services.

**DUTIES/RESPONSIBILITIES:**

- Responsible for the execution of all such writs, warrants, orders, commands and process of the Supreme Court or any Judge to execute and shall make return of every writ, warrant, order, command, or process together with the manner of execution thereof to the Supreme Court out of which it issued.
- Serve numerous court documents such as summons, production orders, notice of adjourned hearings and Information's for Supreme Court trials.
- Assist in the execution and enforcement of orders and judgment.
- Submit all Confiscate and Destroy Orders issued by the Court to the Custodian.
- Maintain records of the dispositions of cases.
- Liaise closely with the Director of Public Prosecution, the Public Legal Defender, Pleaders, and the Police as well as Correctional Services.
- Inform police officers of court dates for compliance and diversion tickets and subpoena requests for both court appearances and case reports.
- Any other duties assigned by the supervisor

G.N.No. 1062/2023 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Completion of Year 12
- Certificate or Diploma relevant in law enforcement studies.
- Proficiency in MS Office
- 2 years working experience as a Police Officer.
- Retired Police Officer
- Valid driver's licence
- Ability to communicate, write effectively and prepare accurate and comprehensive reports in a timely manner.
- Ability to plan, organize, analyse, make decisions, problem-solve and handle confidential information.
- Ability to work effectively as an individual and as a team member.
- Ability to follow and enforce strict procedures in courts to ensure everyone's safety.
- Knowledge of applicable laws the criminal, traffic, and juvenile codes; the laws of arrest, search, and seizure; the laws regarding civil liability; the rules of evidence; and other relevant laws
- Fluent in English and Nauruan language

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1063/2023

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

**DEPARTMENT OF JUDICIARY**

**POSITION** : Court Interpreter  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

Court Interpreter translates information from the Nauruan language into English for the court. They work with lawyers, witness and defendants to relay information for depositions, hearing and other court cases. They must be fluent in the English language in addition to having adequate knowledge of the legal terminology.

Interpreters facilitate communication between parties who speak two different languages. They do this by interpreting, translating and re-communicating both verbal and written messages from one language into another. This includes both spoken languages and sign languages.

**DUTIES/RESPONSIBILITIES:**

- Translate verbal communication it is crucial that they interpret accurately and quickly in real time without leaving out or changing any information that is being communicated

G.N.No. 1063/2023 (Cont'd)

- To listen, speak at the same time and remain detached from the content of conversations so they keep the original tone and context
- Translate written communication it is important that they effectively communicate the meaning of the text and maintain its core message
- Acting as a liaison between two parties, they must also maintain a knowledge of the culture and be aware of any culturally sensitive issues that may arise
- Interpreting oral conversation between lawyers, accused and bar
- Enabling comprehension by using paraphrasing and simplifying tools
- Using sign language for better understanding of terminology
- Any others duties assigned by the Supervisor

**QUALIFICATIONS & EXPERIENCE:**

- Completion of Year 12
- Certificate in law or Pleader is desirable
- Proficiently in MS Office
- 2 years working experience
- Fluent in English and Nauruan languages being interpreted
- Demonstrating translation abilities
- Showing knowledge of cultures involved
- Being comfortable with public speaking
- Vocabulary range must be extensive and include formal language to slang

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1064/2023

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

**DEPARTMENT OF JUDICIARY**

**POSITION** : IT Management Systems Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

Develops the Courts electronic filing system and maintains the Court's portal, performs maintenance of the Court's website and undertakes projects related to courtroom technology.

Coordinates the provision of technology support services to the Courts as they relate to court recording and audio-visual facilities including management of usage and cost recovery.

**DUTIES/RESPONSIBILITIES:**

- Coordinates the provision of IT and technology support services to the Court, including system access, troubleshooting, testing of equipment, and the processing and reporting of faults.  
This includes:-
  - a) Managing and triaging audio visual and audio recording faults to minimize court downtime;
  - b) Providing users with assistance and training;
  - c) Liaising with the listings staff for the booking of video and links;
  - d) Testing equipment and managing faults;
  - e) Ensuring hearing rooms are able to support hearings with special needs; and
  - f) Producing evidence and court records to meet requests from parties and the public where the court allows access.
- Monitor the Court's website and portal to ensure the information is current and performs less complex updates and maintenance. This includes:
  - g) Managing the publication of online content to maintain accuracy, currency and stakeholder focus whilst conforming with government and Court policies and guidelines;
  - h) Liaising with internal business areas, the wider Department and external service providers to manage and develop content and structure; and
  - i) Deploying content using the content management system
- Records and reports on the use of videoconference and e-trial facilities
- Coordinate the repair, replacement and disposal of computer/technology equipment and maintains an accurate register of assets
- Ensures the safe custody of all electronic recordings of court proceedings
- Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval
- Contributes to the development and implementation of policies and procedures relating to court technology and ensures compliance
- Follows workplace policies and procedures to achieve tasks
- Undertakes technology related projects within the court
- Conducts research and analysis of identified issues and develops options to meet organizational needs and resolve problems
- Participates within and contributes to a positives and innovative workplace environment
- Participates in the identification of and application of opportunities for continuous improvement with the team
- Facilitates improvement through information sharing between the Court and the audio visual and recording and transcribing contractors

G.N.No. 1064/2023 (Cont'd)

- Other Duties Performs other duties as directed in accordance with strategic objectives, business plans, local

**QUALIFICATIONS & EXPERIENCE:**

- Completion of Year 12
- Certificate of Diploma in IT is desirable
- Proficiency in MS Office
- 2 years working experience
- Previous experience in IT is preferred
- Strong interpersonal and critical thinking skills
- Excellent written and verbal communication skills
- Ability to manage caseload and prioritize tasks
- Proven ability to problem-solve and make difficult decisions
- Ability to work in a team
- High ethical standards and ability to maintain confidence
- Attention to quality and capacity to meet deadlines
- Fluent in English and Nauruan language

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1065/2023

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

**DEPARTMENT OF JUDICIARY**

**POSITION** : Court Reporter  
**SALARY** : Band 10.1 - \$20,641 per annum

**PRIMARY PURPOSE OF ROLE:**

- Court reporters create word-for-word transcriptions at trials, depositions, and other legal proceedings. It includes attendance of court sessions, recording court proceedings as related to evidence, objections, rulings and more. The court reporter creates a full record of jury arguments.

**DUTIES/RESPONSIBILITIES:**

- Transcribing recordings from legal proceedings with specialized equipment
- Revising transcriptions made from legal proceedings
- Typing by use of dictation and provide copies of transcripts and recordings to the courts counsels, and parties involved

G.N.No. 1065/2023 (Cont'd)

- Proofreading of the transcription
- Providing assistance to the judges in accessing the audio version of the transcript for the purposes of writing judgements
- Assisting the Registrar of Courts for the transcription of proceedings on daily basis
- Documenting files with court exhibits; indexes; files notes taken in court and prepares transcripts for appeals or other future legal proceedings
- Assisting the Registrar of Courts in the preparation and compilation of documents for appeal purposes
- Maintaining confidentiality at all times
- Any other duties assigned by the Registrar and Deputy Registrars

**QUALIFICATIONS & EXPERIENCE:**

- Completion of Year 12
- Certificate or Diploma in Secretarial Studies/Office Administration
- Proficiency in MS Office
- 5 years working in Secretarial environment
- Typing speed of 70 words per minute
- Transcribing of court proceedings
- Familiarity with FTR recording system/device
- Listening Skills: To record what transpires during proceedings and to understand everything
- Writing Skills: To have extensive knowledge of grammar and an excellent vocabulary
- Reading Comprehension : To understand written documents
- Concentration : To maintain focus for long stretches of time
- Attention to Detail : Accuracy is crucial
- Confidentiality

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 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

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G.N.No. 1066/2023

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

**DEPARTMENT OF JUSTICE AND BORDER CONTROL**  
*(Correctional Services)*

**POSITION** : Supervisor Correctional Officer  
**SALARY** : Band 8.1 - \$18,679 per annum

**PRIMARY PURPOSE OF ROLE:**

Ensure compliance with Operational Procedures with an emphasis on the security of the Correctional Centre and the safe and humane containment of inmates.

**DUTIES/RESPONSIBILITIES:**

- Ensure all escorts to and from the Correctional centre are managed according to operational procedures.
- Conduct personal, cell and Centre searches.
- Carry out risk assessments and complete report to Superintendent Operations.
- Respond to all emergencies and incidents ensuring senior managers are kept informed of any incidents or emergencies
- Maintain inmate discipline though providing effective advice to Correctional Officers.
- Ensure all Correctional Officers carry out their duties scorning to operation Procedures and Policies.
- Ensure all staff complies with personal appearance standards as set out in the Code of Conduct.
- Keep senior managers informed providing reports on all activities.
- Ensure arrangements are in place for staff pick-ups.
- Undertake discipline investigations when required.

**QUALIFICATIONS & EXPERIENCE:**

- Supervision/Management
- Experience 1 Year as a Correctional Officer
- Computer skills/MS Words/MS Excel
- Interview and assessment skills.
- Analytical skills.
- Report 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 6<sup>th</sup> October, 2023.**

DATED this 13<sup>th</sup> day of September, 2023

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

G.N.No. 1067/2023

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

**DEPARTMENT OF MULTICULTURAL AFFAIRS**

**POSITION** : Personal Assistant  
**SALARY** : Special Rate - \$23,738per annum

**PRIMARY PURPOSE OF ROLE:**

The position of Personal Assistant (PA) to the Secretary for the Department of Multicultural Affairs (SecDMA) works closely with the Department managers to provide secretarial, administrative and other duty based support to the SecDMA. The PA is expected to be efficient and to function at the highest level of reliability and trustworthiness. Discretion and confidentiality are therefore essential attributes for a successful PA.

**DUTIES/RESPONSIBILITIES:**

- Devising and maintaining office systems, including data management and filing
- Arranging travel, visas, accommodation and any other administrative requirements for the SecDMA
- Traveling with the SecDMA at times as a support staff taking notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, enquires and requests and handling them appropriately
- Meeting and greeting visitors at all levels of seniority
- Organising and maintain diaries and making appointments for SecMDA
- Dealing with incoming emails, posts and corresponding on behalf of the SecDMA where directed
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Ensuring that the SecDMA is prepared for all meetings and appointments by liaising with meeting attendees and other staff
- Implementing and complying with the instructions of the SecDMA

**Team Work**

- Demonstrate ability to lead
- Demonstrate ability to works as a team

**Communication**

- Communicates clearly and effectively with clients and co-workers
- Maintain confidentiality of information
- Ability to speak and understand English fluently
- Demonstrates above average writing skills

**Hours of Duty**

- 35hrs of duty per week
- Extra hours if required

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualifications - year 12 School Leaver Graduation certificate
- Experience in Clerical, administrative, or office related tasks
- Must have at least 1 year experience in the area of Personal Assistant or similar
- Effective communication skills, including problem solving skills and conflict resolution
- Ability to work in a team and lead others
- Attention to details
- Very organised

G.N.No. 1067/2023 (Cont'd)

- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive a motor vehicle and have a valid drivers license
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to detail
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be willing and able to travel overseas for work purposes
- Must be of sober habits, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 6<sup>th</sup> October, 2023.**

DATED this 18<sup>th</sup> day of September, 2023

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

G.N.No. 1068/2023

**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 SPORTS**  
*(High Performance Unit)*

**POSITION** : High Performance Unit Manager  
**SALARY** : Band 9.1- \$19,113 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.

G.N.No. 1068/2023 (Cont'd)

**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
- 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 an oral communication skill
- 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

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No. 201

21<sup>st</sup> September, 2023

Nauru

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G.N.No. 1068/2023 (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 6<sup>th</sup> October 2023.**

DATED this 15<sup>th</sup> day of September, 2023

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

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