



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

No. 140

3rd April, 2025

Nauru

G.N.No. 397/2025

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

NOTICE OF TRANSFER

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

DEPARTMENT OF COMMUNITY & YOUTH

NAME	TRANSFER FROM (SECRETARIAT)	TRANSFER TO (YOUTH AFFAIRS)	EFFECTIVE
Tiledin Tebouwa	Administrative Assistant Band 4.1 - \$13,503 per annum	Clerical Assistant Band 3.1 - \$12,503 per annum	7/3/2025

DATED this 25th day of March, 2025

**LEONA WAIDABU
CHIEF SECRETARY**

G.N.No. 398/2025

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

NOTICE OF TRANSFER

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

**DEPARTMENT OF NATIONAL HERITAGE, CULTURE, TOURISM AND NAOERO MUSUEM
(Language)**

NAME	TRANSFER FROM	TRANSFER TO	EFFECTIVE
Ruth Omodien Garabwan	Director of Language Band 12.1 - \$24,075 per annum	Manager Language Band 8.1 - \$18,679 per annum	07/02/2025

DATED this 25th day of March, 2025

**LEONA WAIDABU
CHIEF SECRETARY**

G.N.No. 399/2025

PUBLIC SERVICE ACT 2016
SECTION 27A(2a)

NOTICE OF TRANSFER

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

DEPARTMENT OF NATIONAL EMERGENCY SERVICES

NAME	TRANSFER FROM (NATIONAL RESCUE & FIRE SERVICES)	TRANSFER TO (NATIONAL METEOROLOGY & HYDROLOGY SERVICES)	EFFECTIVE
Joshua Eobob	Senior Firefighter Band 6.1 - \$15,172 per annum	Senior National Meteorology & Hydrology Services Observer Band 6.1 - \$15,172 per annum	17/3/2025

DATED this 25th day of March, 2025

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 400/2025

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

POSITION : Fleet Manager
No. OF POSITION : One (1)
SALARY : Band 11.1 - \$22,210 per annum

PRIMARY PURPOSE OF ROLE:

To ensure in maintaining vehicle details, registrations, records of servicing and other requirements that will be efficient for the operational conditions.

DUTIES/RESPONSIBILITIES:

- Responsible in overseeing the effectiveness of operations and functions of Department vehicles.
- Ability to develop and execute effective strategies regarding vehicle usage.
- Efficient in identifying vehicle requirements.
- Ensure a timely service for Department vehicles.
- Ensure vehicles registrations are updated efficiently.
- Ability to create strategies on vehicle usage.

G.N.No. 400/2025 (Cont'd)

- Ensure compilation and formulation of monthly and annual report.
- Ability to advise and assist with a monthly records of vehicle requirements.
- Ensure designated drivers obtained a valid license.
- Provide advice in managing daily operations School in line with Education Public services policies.
- Ability to work effectively and efficiently, must be flexible and willing to work irregular hours.
- Provide professional, analytical and evaluate advice and support to the secretary on developing strategic plans and policies in line with NSDS and interest of the department.
- Acts as chair and facilitator in meetings assigned by the Secretary during his/ her absence.
- 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.

QUALIFICATIONS & EXPERIENCE:

- Certificate, Bachelor in or related fields in Mechanic.
- Experience 10 years or more
- Management skills
- Organising skills
- Proficient in English and Nauruan Language
- Diligent

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 11th April, 2025.**

Dated this 28th day of March, 2025

GIEDO GARABWAN
ACTING CHIEF SECRETARY

G.N.No. 401/2025

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

POSITION : Media Promotion Officer
No. OF POSITION : One (1)
SALARY : Band 8.1 - \$18,679 per annum

PRIMARY PURPOSE OF ROLE:

Public Awareness and advocacy of School news, events and activities.

G.N.No. 401/2025 (Cont'd)

DUTIES/RESPONSIBILITIES:

- Ensure to develop social media strategies to expand reach and impact media channels of Education announcement through Government website and social media.
- Ability to work with School Principals and other relevant officers in collecting data/ information for media announcements or publications.
- Ensure to regularly post of School events, activities on the Government website and other Social media page.
- Ability to produce report on social media performances regularly.
- Ability to collaborate with Head Office Staff, School Principals/ TICs and other School stakeholders to ensure that all content of media news and announcements aligns with the organisation policy and regulations.
- Ensure to maintain a strong knowledge of developments, innovations and new technology in social media and identify any that may be of interest in improving advocacy and communication.
- Adhere to the Public Service Act 2016, Education 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 & Training.

QUALIFICATIONS & EXPERIENCE:

- School Leavers Certificate
- Certificate or Higher qualification in related field
- 5 years of experience or more in Statistics or managerial field
- Leadership skills
- Management Skills
- Organizing Skills
- Computer Literate
- Proficiency in English and Nauruan Language
- Punctual
- Proactive
- Efficient, in executing all tasks diligently

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 11th April, 2025.**

Dated this 28th day of March, 2025

GIEDO GARABWAN
ACTING CHIEF SECRETARY

G.N.No. 402/2025

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

POSITION : Assistant Statistics Manager
No. OF POSITION : One (1)
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

- Assist the Statistics Manager in collecting, verifying and entering student's attendance data into the EMIS system.
- Ability to present, interpret and provide insight recommendation.
- Ability to advice, recommend strategies in improving education EMIS system.

DUTIES/RESPONSIBILITIES:

- Assist the Statistics Manager in:
- Managing the operation of EMIS software system or other statistical information within Education Department
- Ensure to collect, verify and enter school information data into the EMIS system.
- Ensure students and Teachers information accounts are created and updated in the EMIS system.
- Ability to collect, provide analytical advice on National Benchmark, Prep Readiness Assessment, Staff performance Appraisals including National Examination.
- Ensure to provide a monthly update on attendance report regarding Teachers and Students.
- Assist compilation NEAT scheme entitlements for the Year 12 graduates.
- Ability to assist relevant Managers for the tracking of student's learning progress in Nauru or Scholarship Students overseas.
- Ensure to liaise with the BDM registry office in verifying student's personal information.
- Ability to provide a weekly/ monthly report to the Director of Administration.
- Ensure to compile and provide students list 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 & Training.

QUALIFICATIONS & EXPERIENCE:

- School Leavers Certificate
- Certificate or higher qualification in Statistics or related field in ICT or Management.
- 5 years of experience or more in Statistics or managerial field
- Leadership skills
- Management skills
- Organizing skills
- Computer Literate
- Proficient in English and Nauru Language

G.N.No. 402/2025 (Cont'd)

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 11th April, 2025.**

Dated this 28th day of March, 2025

GIEDO GARABWAN
ACTING CHIEF SECRETARY

G.N.No. 403/2025

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

POSITION : Assistant Building Manager
No. OF POSITION : One (1)
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

To assist the Building Manager in being responsible for working daily with the Nauru School's principals/ deputy principals and administration officers to coordinate building work request or needs. Develops and promotes good community relations among community and school's clients.

DUTIES/RESPONSIBILITIES:

To assist the Building Manager;

- Inspect all schools building and facilities
- Prepare "Conditions Reports" which lists work which needs to be done
- Prioritise the work to be done and provide estimated cost of the work.
- Call tenders for selected work, in consultation with the Administration Director and Finance Director
- Evaluation contract and make recommendation to the Secretary for Education and administration Director.
- Inspect the work regularly and approve payment as per contract
- On completion of work, sign a "Certificate of Completion" which approves final payment
- Maintain an asset Register of all Department Buildings
- Facilitate furniture and equipment associated with building such as tanks, water pump and waste management.
- Conduct an annual stock take of assets identified in the Register
- In association with the ICT Director, maintain the register in computerized data base.

G.N.No. 403/2025 (Cont'd)

- Prepare Building section budget for the department's annual financial year budget which allocate building maintenance funds, new building funds, essential building furniture and waste management materials.
- Planning of the schools' buildings should include Disaster Risk Reduction (DRR) strategies-board for DRR signs and posters, escape route, storage, etc.
- Ensuring the surrounding of the buildings is safe and healthy for students and occupants of the buildings.
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Trust Act 2017 and relevant data.
- Perform other duties compatible with the position as directed by the Director and Head of Department.

QUALIFICATIONS & EXPERIENCE:

- Year 12 Completion Certification
- 10 years' experience in the construction
- Diploma in Engineering Drafting or higher qualification in Education or other related fields
- Ability to work with others
- Interpersonal skills
- Ability to assume responsibilities and exercise good judgement in making decisions with the scope of work
- Be punctual
- Diligent and of positive attitude
- Ability to prioritize tasks
- Ability to complete work on due date
- Well verse in the English language
- Have Christian and Humanitarian values

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 11th April, 2025.**

Dated this 28th day of March, 2025

GIEDO GARABWAN
ACTING CHIEF SECRETARY
