

**Daily Notices circulated by the Government Information Office**

**Wednesday, 22 July 2020**

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- Transport job vacancies, various:
  1. Aerodrome traffic officer (x5)
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  6. Civil Aviation Authority Administrative Assistant (x1)
  7. Plant operator (x1)
  8. Senior security officer (x1)
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  10. Staff support officer (x1)
- CIE/SPREP: Job Vacancy: PacWaste Plus Regional Project Officer, Marshall Islands. Closes 31Jul2020 (see attached).

Please scroll down for the notices listed above including contact details for each.

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**On Behalf of the Department of Transport (DCA)**

**Job vacancies, various, closing 31Jul2020:**

1. **Aerodrome traffic officer (x5)**
2. **Airport electrician (x1)**
3. **Aerodrome caretaker (x1)**
4. **Assistant flight service officer (x2)**
5. **Assistant flight service officer trainee (x1)**
6. **Civil Aviation Authority Administrative Assistant (x1)**
7. **Plant operator (x1)**
8. **Senior security officer (x1)**
9. **Security officer (x2)**
10. **Staff support officer (x1)**

Applications should be submitted to Acting Chief Secretary or 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 31 July, 2020.

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

**Position 1: Aerodrome traffic officer (x5).**

Salary Range: Band 1.1 –\$ 9,724 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The primary role is to ensure the **SAFETY, SECURITY** and **CLEANLINESS** of the runway and airfield for the purpose of flight operations.

**DUTIES & RESPONSIBILITIES:**

- Direct responsible to Aerodrome Supervisor;
- Controlling the main road traffic during flight operations;
- Preventing of animals and unauthorised public from entering the runway, taxiway and tarmac, including at the navigational aids sites;
- Attending work irregular hours for flight operations;
- Perform other related duties as may be assigned by supervisors;

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum of Form 4 level education;
- Must be Nauruan Citizen;
- Must be 18 years old;
- Must have valid driver's licence
- Must have valid police clearance
- Good communication skills;
- Sufficient command of spoken and written English;

**Position 2: Airport electrician (x1)**

Salary Range: Band 2.1-\$10,501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The primary role of Airport Electrician is to inspect, install, maintain and monitor electrical wiring, control and lighting systems of the Airport building.

**DUTIES & RESPONSIBILITIES:**

- Report to Aerodrome Officer;
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools;
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;
- Inspect electrical systems, equipment , and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes;
- Prepare sketches and follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes;
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment;
- Maintain uniform, code of conduct and safety gears at all times;
- Perform other related duties as may be assigned;

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum education level of year 10 or form 4;
- Sufficient command of spoken and written English;
- Qualified in Electrician certificate II , III or IV is an advantage;
- Knowledge and skills in electrical works will suffice;
- Be able to read and understand blueprints;
- Be able to read and write routine report, forms, and other documentation or corresponding;
- Must be healthy, fit, and preferably of sober habits;
- Must have valid driver's license;
- Must have valid police clearance.

**Position 3: Aerodrome caretaker (x1)**

Salary Range: Band 1.1 – \$9,724 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The primary role of Aerodrome Caretaker is to ensure the SAFETY, SECURITY and CLEANLINESS of the runway and airfield for the purpose of flight operations.

**DUTIES & RESPONSIBILITIES:**

- Regularly cleaning of the runway, taxiways and tarmac, including mowing grass; cutting and removal of growth on the runway fence
- Collection and removal of foreign objects and debris;
- Cleaning outskirts of the airport terminal building as well as the navigational aids site at topside;
- Controlling the main road traffic during flight operations;
- Preventing of animals and unauthorized public from entering the runway, taxiway and tarmac, including at the navigational aids sites;
- Attending work irregular hours for flight operations;
- Perform other related duties as may be assigned by supervisors;

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum of Form 4 level education;
- Must be Nauruan citizen;
- Must be 18 years old;
- Must have valid driver's licence
- Must have valid police clearance
- Good communication skills;
- Sufficient command of spoken and written English;
- Good interpersonal skills
- Training and Capacity Building in Aerodrome Procedures
- Training in Aviation Safety Procedures
- Training in Aviation Fundamental Courses

***Position 4: Assistant flight service officer (x2)***

Salary Range: Band 3.1-\$11,341 gross salary 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 and 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 & EXPERIENCE:**

- Training and Capacity Building in Air Traffic Control, Meteorology and Flight Information Service
- Refresher Courses
- Aeronautical Information Management Course
- 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

***Position 5: Assistant flight service officer trainee (x1)***

Salary Range: Band 2.1-\$10,501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The primary role of Assistant Flight Service Officer Trainee is to assist in communication to and from aircraft on subjects such as Flight Safety, Weather Information and the Operational Status of Aids of Navigational. Controls traffic into and leaving the airport.

**DUTIES & RESPONSIBILITIES:**

- Report directly to the senior flight officer
- Assist in operating and maintaining standby watch on HF and VHF radio equipment at an airport
- Assist in collection and dissemination of flight data crucial to the conduct of flights
- Assist in collection and updating of notices to airmen (NOTAMS) to provide current information to pilots and the on-duty air traffic controller
- Provide assistance to on-duty air traffic controller in the ATC tower
- Dissemination of air traffic messages
- Input of aircraft flight data movement
- Assist in any runway activity when required to do so by the principal flight senior officer

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Complete form 5 level of education
- Good knowledge of radio telephone
- Ability to speak clearly and precisely
- Must speak, read and write in English
- Computer literate
- Good communication skills

***Position 6: Civil Aviation Authority Administrative Assistant (x1).***

Salary Range: Band 4.1 – \$12,248 gross salary per annum.

**PRIMARY PURPOSE OF POSITION:**

The primary purpose of the position is to provide secretarial duties for the Civil Aviation Board of Directors in an effective and efficient manner.

**DUTIES & RESPONSIBILITIES:**

- Manage and organise administration for the CAA Board
- Maintain updates of notice, minutes and relevant documents including library materials as a civil aviation act
- Responsible in managing personal matters and confidentiality of board meetings
- Any other duties as directed by the Chairman of the Board

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Have experience in librarianship and personnel administrative
- Knowledge in general accounting and administrative duties
- Good public relations and customer service skills
- Ability and know how to work with MYOB and produce documents to a high standard of presentation and output using Microsoft office
- Excellent organisational duties, including the ability to plan, prioritise and coordinate workload in order to meet conflicting deadlines
- Ability to exercise discretion and maintain confidentiality
- Ability to communicate effectively both verbal and written
- Ability to work within a team environment and own supervision using initiative
- Be honest, proactive, innovative and efficient

**Position 7: Plant operator (x1). Closes 31Jul2020.**

Salary Range: Band 2.1 – \$10,501 gross salary per annum.

**PRIMARY PURPOSE OF POSITION:**

The primary role of the Plant Operator is to maintain cleanliness and landscaping of aerodrome airfield to be in proper design.

**DUTIES & RESPONSIBILITIES:**

- Directly responsible to the Aerodrome Officer;
- Perform schedule task for operating tractor in the airfield;
- Maintain cleanliness and landscaping of airfield to be in good design;
- Maintain maintenance and service check of the tractor;
- Record daily tasks undertaken on log sheet;
- Maintain uniform, code of conduct and safety gears at all times;
- Be available for emergency call out;
- Perform other related duties, as maybe assigned by the superior

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum form 4 level of education;
- Must have knowledge in mechanic;
- Good interpersonal skills ;
- Good communication skills;
- Able to write report;
- Must have a valid police clearance;
- Must have a valid driver's licence;
- Minimum 2 years' experience in Plant Operator or Mechanic

**Position 8: Senior Security Officer (x1). Closes 31Jul2020.**

Salary Range: Band 4.1-\$12,248 gross salary per annum.

**PRIMARY PURPOSE OF POSITION:**

Primary purpose of the position is to play the lead role on supervising shift and flight functions.

**DUTIES & RESPONSIBILITIES:**

- Supervise the shift duties of regular shift workers and also the security baggage screening operation during flight operations at Nauru Airport;
- Maintain and ensure security and safety practices at all times;
- Ensure that security report are handled promptly and confidentially and immediately passed on to relevant authorities;
- Ensure that discipline and punctuality of self and workers being supervised;
- Make important decisions when responding threats concerning persons and property;
- Raising and lowering the National flag properly and in timely manner;
- Comprehend and action safety procedures as advised by the Safety section;
- Performed other related duties as may be required or as assigned by the Chief Security Officer.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Completed form 5;
- Excellent command of written and spoken in English
- Passed Basic English Course - (Nauru USP)

- Dangerous Goods Training – (18 May 2018)
- Excellent teamwork/communication and supervisory

***Position 9: Security officer (x2). Closes 31Jul2020.***

Salary Range: Band 3.1-\$11,341 gross salary per annum.

**PRIMARY PURPOSE OF POSITION:**

The primary purpose of the position is to conduct screening of passengers at Nauru International Airport and ensure that unregulated or, prohibited items are not carried on board aircraft undetected.

**DUTIES & RESPONSIBILITIES:**

- Perform shift duties as rostered, and maintain security of all restricted areas;
- Screen passengers during flight operations;
- Ensure security and safety airside during flight operations;
- Compile reports from shift guards, and write summaries for superior;
- Communicate and cooperate with other agencies at the airport;
- Control the movement of people and vehicles at the airport;
- Guard and patrol airport vulnerable areas, facilities and aircraft with diligence;
- Recognise weapons, explosives and other restricted cargo;
- Inspect, screen and search passengers and baggage;
- Respond to airport emergency situations;
- Escort people and consignments as required;
- Perform other related duties as may be required or as assigned by the Chief Security Officer.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Capacity Building/First aid/Safety training
- Avsec NZ Screener Course and DG Training – 20 to 25 August 2018 – Nauru Certificate
- Minimum qualification of Year 11 or form 5;
- Must have a fair command of written and spoken English;
- Must have a valid driver's licence;
- Must have current valid police and medical clearance;
- Must have passed the Aviation Dangerous Goods training;
- Must satisfy superiors of being capable of comprehending relevant concepts in the ICAO security manual;
- Must be computer literate especially in essential Microsoft programs;
- Must pass colour blind and hearing test at Republic of Nauru Hospital;
- Having own transport will be an advantage;
- Excellent teamwork/communication.

***Position 10: Staff Support Officer (x1). Closes 31Jul2020.***

Salary Range: Band 3.1-\$11,341 gross salary per annum.

**PRIMARY PURPOSE OF POSITION:**

The primary role of Staff Support Officer is to manage and maintain DCA salary and overtime payments.

**DUTIES & RESPONSIBILITIES:**

- Manage all staff wages and overtime payments
- Manage wages complaints and recovery

- Ensure wages and overtime payment meet timeline
- Ensure accurate timesheet entry
- Maintain reconciliation by payroll against timesheet entry
- Employee record maintenance
- Work closely with HR and Finance units
- Regular filing and archiving of payroll information
- Maintain fortnight record and filing
- Performing other related duties as maybe required or as assigned by the Director

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Academic or leave certificates
- Basic English certificate (USP)
- Basic Accounting certificate(USP Course Basic English USP Course)
- Minimum 2 year in Administrative role
- Minimum 18 Years old
- Complete year 11 High School Level
- Must speak, read and write in English
- Excellent communication and interpersonal skills
- Basic in Accounting
- Basic in Administrative
- Proficient in MSOffice, knowledge of FMIS is a plus
- Strong ethics and reliability
- Must have valid driver’s licence
- Must have police and medical clearance
- Healthy, fit and preferably of sober habits
- Must be Nauruan citizen

Applications should be submitted to Acting Chief Secretary or 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 31 July, 2020.

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***On Behalf of the Department of Commerce, Industry and Environment (CIE)/SPREP***

***Job Vacancy: PacWaste Plus Regional Project Officer, Marshall Islands. Closes 31Jul2020 (see attached).***

Applications are invited for the following position with SPREP in the Republic of the Marshall Islands (RMI).

The Secretariat has exciting and challenging opportunities for qualified professionals who are interested to be part of one of the Pacific region’s premier environmental organisation based in the SPREP Office in RMI.



Open to residents of the North Pacific island countries only (FSM, Guam, Northern Mariana, Marshall Islands, Kiribati, Nauru and Tuvalu) through the Waste Management and Pollution Control Programme.

Previous applicants need not re-apply.

Applications close: Friday, 31 July 2020.

Visit the Career Opportunities section of the SPREP website: <https://www.sprep.org/career-opportunities> or by contacting Sepasitiano Paulo on telephone: +685 21929 Ext. 328, Fax: +685 20231, or direct Email: [sepasitianop@sprep.org](mailto:sepasitianop@sprep.org)

On island, contact CIE Environment Director Bryan Star on [bryanstar007@gmail.com](mailto:bryanstar007@gmail.com)

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Daily notices are circulated by the Nauru Government Information Office on behalf of departments and SOEs  
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