



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

No. 93

25<sup>th</sup> June, 2021

Nauru

G.N.No. 417/2021

**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 AUDIT**  
*(Secretariat)*

**POSITION** : Senior Assistant (Budget & Personal Assistant)  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

To manage the general administration of Audit Office. To help senior officers and high-level executives by providing them with secretariat support. Supervise staff attendance and submission of variation. Organise meetings and workshops. Verifying budget funding by government and monitoring how the funds are being spent etc.

**DUTIES/RESPONSIBILITIES:**

- Office administration in general
- Manage all secretarial work of the Auditor General
- Organise staff and other meetings/workshops
- Take notes to prepare minutes of the meeting
- Make appointments with government officials
- Prepare payment vouchers for utility bills
- Prepare timesheets and variation and ensure timely submission of the same to HR Department
- Maintenance of office equipment, vehicle etc
- Implements and maintains budget records to ensure efficient coordination with Treasury
- Monitor office budget to ensure that expenses are within the budgetary limit
- Any other work assigned by the Auditor General or senior employees from time to time

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor Degree or Diploma in Secretarial job
- Minimum of 2 years experience

G.N.No. 417/2021 (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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 418/2021

**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 AUDIT**  
*(Secretariat)*

**POSITION** : Auditor

**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

- To inspect account books and accounting systems for efficiency, effectiveness and use of accepted accounting procedures to record transactions
- Collating, checking and analysing spread sheet data
- Examining company accounts and financial control systems
- Gauging levels of financial risk within organisations
- Checking that financial reports and records are accurate and reliable
- Ensuring that assets are safeguarded
- Identifying if and where processes are not working as they should, and advising on changes to be made
- Confer with Company officials about financial and regulatory matters
- Preparing reports, commentaries and financial statements
- Liaising with managerial staff and presenting findings and recommendations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
- Undertaking reviews of wages

**DUTIES/RESPONSIBILITIES:**

- Inspecting financial records to catch errors, misstatements, fraud etc
- Performing audit on operations and systems
- Evaluate effectiveness of risk management, control and governance process
- Review business process
- Review maintenance of rigorous systems of internal controls
- Find out fraud, forms of fraud and other accounting irregularities
- Provide objective advice to improve financial reporting and internal controls to maximise performance
- Produce Audit report in a true and fair view

G.N.No. 418/2021 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Masters' Degree/Bachelors' Degree in Accounting, Finance or relevant subject
- Prior experience as Auditor
- Strong knowledge of auditing practices and control practices
- Strong knowledge of relevant laws and regulations in place
- 4 years working experience with Audit
- Proven experience as an Auditor
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Proficient in MS Office (especially Excel) and accounting software
- Strong mathematical and analytical skills
- Attention to detail
- Self-motivation, confidence and determination
- Meticulous attention to detail documents
- Strong aptitude in Commerce and mathematics
- Excellent problem solving skills
- Keen interest and knowledge in financial system
- Ability to work under pressure
- Ability to work to meet deadlines

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 419/2021

**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 AUDIT**  
*(Secretariat)*

**POSITION** : Principal Auditor  
**SALARY** : Band 12.1 - \$21,837 per annum

**PRIMARY PURPOSE OF ROLE:**

Principal Auditor is the auditor responsible for the greater portion of financial statements. The principal auditor may assume responsibility for the work of other auditors or divide responsibility with the other auditors.

G.N.No. 419/2021 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

- Work with audit teams to plan, prioritise and perform audit work to ensure timely completions
- Interview Managers or any other responsible officers, to obtain information required to facilitate audit
- Prepare audit reports as per departmental needs and standards
- Document audit results and recommendations and submit to Auditor General
- Evaluate Clients' risk management and governance process and recommend improvements
- Provide job assistance to other Auditors and Audit staff when required
- Coordinate with Auditor General in reviewing and revising audit programs
- Develop audit plans and prepare audit presentations for various assigned jobs
- Discuss with Auditor General about audit findings and recommendations
- Evaluate performance of other Auditors and provide feedback for improvements
- Assist in development and revision of audit policies and procedures
- Resolve audit issues and escalate complex issues to appropriate teams for analysis
- Oversee issues tracking, resolution and closing activities
- Build positive and professional working relationship with Clients
- Carry out any other work assigned by the Auditor General

**QUALIFICATIONS & EXPERIENCE:**

- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or a Masters' Degree in Accounting/Auditing
- Minimum 5 years' experience with an Audit firm
- Strong aptitude in Commerce and mathematics
- Excellent problem solving skills
- Keen interest and knowledge in financial system
- Ability to work under pressure
- Ability to work to meet deadlines

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

**SASIKUMAR PARAVANOOR**  
**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 AUDIT**  
*(Secretariat)*

**POSITION** : Senior Auditor

**SALARY** : Band 11.1 - \$20,220 per annum

**PRIMARY PURPOSE OF ROLE:**

- To examine, enquire into and audit the accounts of all accounting officers in Nauru and in the offices of the Republic outside of Nauru
- To examine whether the firm/department has taken reasonable precautions to safeguard collection of Public moneys and law/instruction/direction have been followed to appropriate the same and disbursed for the purpose for which grants made by appropriate authority
- To collect and analyse data to detect deficient controls, extravagance, fraud or non-compliance with laws, regulations, and management policies
- If it appears that any irregularities have occurred with regard to receipt or disbursement of public money then immediately bring the matter to the notice of the Auditor General for transmitting of the same to the Minister for necessary action
- Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity
- Report to management about asset utilization and audit results, and recommend changes in operations and financial activities in consultation with the Auditor General
- To assist the Auditor General to develop Code of Ethics
- To ensure that all Audit activities are within the Audit Mandates
- To maintain required field and reporting standards in all types of audit work

**DUTIES/RESPONSIBILITIES:**

- Inspecting financial records to catch errors, misstatements, fraud etc
- Performing audit on operations and systems
- Evaluate effectiveness of risk management, control and governance process
- Review business process
- Review maintenance of rigorous systems of internal controls
- Find out fraud, forms of fraud and other accounting irregularities
- Provide objective advice to improve financial reporting and internal controls to maximise performance
- Produce Audit report in a true and fair view

**QUALIFICATIONS & EXPERIENCE:**

- Masters' Degree in Accounting, Finance or relevant subject
- Prior experience as Auditor
- Strong knowledge of auditing practices and control practices
- Strong knowledge of relevant laws and regulations in place
- Minimum 5 years' experience in Auditing
- Proven experience as an Auditor
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Proficient in MS Office (especially Excel) and accounting software

G.N.No. 420/2021 (Cont'd)

- Strong mathematical and analytic skills
- Attention to detail
- Self-motivation, confidence and determination
- Meticulous attention to detail documents
- Strong aptitude in Commerce and mathematics
- Excellent problem solving skills
- Keen interest and knowledge in financial system
- Ability to work under pressure
- Ability to work to meet deadlines

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 421/2021

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

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

**DEPARTMENT OF CHIEF SECRETARY**  
*(Secretariat)*

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

**PRIMARY PURPOSE OF ROLE:**

The duties of an administrative assistant may include a variety of clerical and administrative tasks. Answering telephones, assisting, arranging meetings and travels and managing schedules.

**DUTIES/RESPONSIBILITIES:**

- Manage office supplies stock and place orders
- Maintain and update daily file movements
- Answer queries by clients
- Arrange and book meetings as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Reading and analyse incoming memos, submission and reports in or to determine their significance and plan their distributions
- Interpret administrative policies and procedures for employees
- Collaborate with the employees with the daily operations
- Greet clients in an appropriate manner
- Assist with preparations of annual events
- Organizing and managing files, may need to type, edit and proofread documents

G.N.No. 421/2021 (Cont'd)

- Operating a range of office machines such as photocopiers and computers
- Must have patience with clients and employees

**QUALIFICATIONS & EXPERIENCE:**

- Minimum year 12 education or other qualifications relevant to the job
- Demonstrated administrative experience of 5 years
- Well organised
- Courteous
- Reliable
- Strong work ethic
- Productivity
- Problem solving and critical thinking skills
- Good technical, interpersonal and communication skills
- Customer focus
- Discretion
- Multitasking ability
- Teamwork and collaboration 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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 422/2021

**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 CLIMATE CHANGE & NATIONAL RESILIENCE**  
*(Secretariat)*

**POSITION** : Administration & Finance Manager  
**SALARY** : Band 10.1 - \$18,722 per annum

**PRIMARY PURPOSE OF ROLE:**

The Administration Manager is to supervise and manage the overall operation of all administrative and financial matters of the department.

**DUTIES/RESPONSIBILITIES:**

- Manage and supervise the activities of staff
- Handling the FMIS system for financial payments
- Advise departmental sections of financial status of their budget lines
- Effectively manage and maintain annual reports of the department

G.N.No. 422/2021 (Cont'd)

- Preparation and compilation of annual budget
- Salary preparation (local and expat)
- Weekly monitoring of natural account budget of the department
- Maintain attendance records of all departmental personnel
- Procure and administer office equipment and plants
- Planning, scheduling and promoting office events, including meetings, conferences, interviews, orientations and training sessions
- Building new and expanding existing skills through engaging staff in training and educational opportunities
- Hiring, training and evaluating employees, taking corrective action when necessary
- Developing, reviewing and improving administrative systems, policies and procedures and other tasks assigned by HOD

**QUALIFICATIONS & EXPERIENCE:**

- Exceptional leadership and time, task and resource management skills
- Good communication and customer skills
- Good organisational and problem solving skills
- IT proficiency in computer and software (word processing, excel, presentations, skype, databases and internet web based tools)
- Ability to analyse and interpret financial data and prepare financial report, statements and/or projections
- Excellent budget planning and enforcement, human resource and customer service procedures

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 423/2021

**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**  
*(Schools)*

**POSITION** : Receptionist (Secondary)  
**SALARY** : Band 2.1 - \$10,501 per annum

**PRIMARY PURPOSE OF ROLE:**

To perform administrative coordination tasks at the front desk of the school office.

**DUTIES/RESPONSIBILITIES:**

- Provide administrative support to the school, working flexibly across a range of functions
- Welcoming visitors to the school and registering visitors



G.N.No. 423/2021 (Cont'd)

- Operating the school switchboard
- Responding to telephone/email enquiries from parents and the public
- Receiving parcels and deliveries, ranking outgoing post and arranging special deliveries when necessary
- Assisting with all administrative duties such as photocopying, filing, scanning documents etc
- Assist in locating students when reported 'missing' from class
- Liaise with the School Registrar in the scheduling and organisation of audition days
- To maintain data protection and confidentiality
- To create and distribute the schools daily briefing
- To assist with school events (sports day, concert day, presentation day etc)
- To carry out any such task deemed necessary to the smooth running of the school
- To adhere to the Public Service Act 2016, Education Act 2011 and relevant policies
- To perform other duties compatible with the position as required by the Director through the Principal/Deputy Principal

**QUALIFICATIONS & EXPERIENCE:**

- Year 12 completion certificate
- Diploma or higher qualification in Management or related fields
- 1 year experience
- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time, effort and resources
- Punctual at work
- Respectful and amicable demeanour
- Computer literate, using Microsoft packages
- Excellent Nauruan language
- English communication skill and other languages (Ikiribati, Tuvaluan etc)
- Meet deadlines
- Communicates well with students

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

**SASIKUMAR PARAVANOOR**  
**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 FINANCE**  
*(Treasury)*

**POSITION** : Director Public Enterprise Monitoring Unit

**SALARY** : Band 12.1 - \$21,837 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to lead and manage the SOE Performance team. The team is responsible to oversight and manage the performance of state owned enterprises (SOEs) to ensure value for money outcomes from the Government of Nauru's investment in SOEs. This will include establishing the new business unit, developing the framework to implement the new Public Enterprise Act 2019 and monitoring compliance with the Act, undertaking research, analysis and monitoring of the performance of state owned enterprises, including financial analysis, reporting on performance and providing advice to the Deputy Secretary, Secretary and Minister for Finance on SOE performance and opportunities to improve SOE performance

Through the management of the team, 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:**

- Lead and manage the SOE Performance team ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Establish the team, including agreeing the work plan and milestones with Dep Sec Treasury
- Develop, oversee and coordinate the framework to implement the Public Enterprise Act, including developing a database to record SOE performance information
- Monitor and manage compliance with the Act, including compiling performance information
- Ensure the development and delivery of a training program to improve SOE awareness of the Public Enterprise Act and development of key artefacts outlined in the Act.
- Undertake high quality research and analysis into SOE performance, including the quality of corporate planning artefacts, financial reporting, and new project proposals, and prepare reports that are evidence based and can withstand external scrutiny.
- Provide timely and quality advice to senior executives and Ministers on SOE performance, and opportunities to improve performance.
- Build productive working relationships with colleagues in the Ministry of Finance, SOEs and other key stakeholders as appropriate
- Develop and maintain a positive team culture, building team capability and resilience.
- Actively contribute to all corporate requirements of the Treasury including planning, budgeting, performance management and selection activities where required.
- Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelors degree or equivalent in economics, accounting, business or related discipline from a recognised university
- 5 to 10 years experience in a senior position or similar role in economic and fiscal analysis and public policy.
- Experience with developing and maintaining databases
- Experience drafting documents for publication

G.N.No. 424/2021 (Cont'd)

- Commitment to achieving results, taking responsibility and committing to action
- Strong analytical and financial skills, and ability to analyze and solve problems with practical solutions
- Good written and oral communication skills in English and competency in Excel and Word in producing reports
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
- Experience in leading and managing teams and ability to mentor junior staff
- Demonstrated ability to liaise, discuss and work effectively with Government officers, senior staff of the Ministry and external technical advisers
- 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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 425/2021

**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**  
*(Planning & Aid Division)*

**POSITION** : Assistant Sector Planner  
**SALARY** : Band 9.1 - \$17,336 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Assistant Sector Planner will be responsible to the Director Sector Planning
- Undertake administrative duties including filing, managing the ordering, receipt and distribution of office supplies, ensuring adequate stores are kept on hand and assist other PAD staff with stocktaking and inventories
- Assist with the preparation of payment documentation, end of month processes, entering data into computerised accounting system (FMIS) and ensure correct filing of financial records
- Assist with IT services and equipment
- Assist the Sector Planners in their day-to-day work
- Arrange logistics/meeting schedules for consultants and development partner visiting Nauru, including National Development Committee meetings
- Assist with the appraisal and comment on new policy initiatives from line Ministries/Departments
- Assist with the consolidation and communication progress on sectoral and national strategies/plans to the Government of Nauru and donor agencies
- Work in concert with line agencies to prepare project proposals for the annual budget discussion

G.N.No. 425/2021 (Cont'd)

- Assist in the verification of the financial components of development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
- Any other duties specified by the Director Sector Planning and in some cases, the Deputy Secretary

**DUTIES/RESPONSIBILITIES:**

- Ensure familiarity with all donor-supported projects within sector portfolio, including those where supported is provided through TA, training, contractors, and gifting of assets
- Maintain electronic copies of key documents, communications and records of decisions
- Maintain electronic copies of funding agreements and any amendments
- Monitor and evaluation of NSDS, international development agenda with sectoral development through regular reporting and targeted audience
- Monitor compliance with key funding agreement terms, such as expiry dated, eligible expenditure and reporting and audit requirements
- In close collaboration with the Director (Aid) and line agency staff, take proactive measures to ensure that project agreements are updated or extended to reflect implementation requirements
- Work closely with line agency staff to maximise expenditure of donor funds prior to expiry of agreements and proactively work with line agencies to identify ways to accelerate spending, if required
- Coordinate with Director (Planning) and Director (Aid) and contribute project/sectors updates or data as required
- Support departments to proactively manage project finances and resolve project issues
- Facilitate the development of new projects and liaise with departments and donors to resolve issues for existing projects
- Participate in high-level meetings and engage in executive decision-making, as required
- Contribute project updates and projections to reports as required by the Director (Planning) and Director (Aid)
- Ensure familiarity with all relevant AOPs, sector strategies and budgets
- Support development of relevant AOPs and sector plans, as required
- Assist line agencies to develop and regularly capture KPI data, and report at a sectoral level, as needed
- Contribute sectoral updates and data to NSDS reporting, as required
- Participate in key sectoral meetings, as required
- Assist line agencies to develop sector priorities in advance of donor consultations or the annual budget process
- Other duties as needed and/or directed

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor degree or progress towards a degree in a relevant field such as development planning, economics, management, business or public sector policy and administration or 3-5 years' experience in a mid-level position in Government
- Some knowledge of the planning cycle, design and management of programmes, projects and projects management
- Good analytic skills and attention to detail
- Competent computer skills
- Good interpersonal and communication skills
- Very good organisational skills and able to maintain accurate records
- A capacity to work independently and within a team environment
- Be self-motivated, have strong integrity and commitment
- An understanding of the Public Service Act and a commitment to the values and principles of this Act

G.N.No. 425/2021 (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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 426/2021

**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** : Treasury Analyst  
**SALARY** : Band 8.1 - \$16,052 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 to oversight and manage the performance of state owned enterprise (SOEs) to ensure value for money outcomes from the Government of Nauru's investment in SOEs. This will include establishing the new business unit, developing the framework to implement the new analysis and monitoring of the performance of state owned enterprises, including financial analysis, reporting on performance and providing advice to the Deputy Secretary, Secretary and Minister for Finance on SOE performance and opportunities to improve SOE performance.

Through contributing to the team'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.

**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
- Contribute to the development and implementation and implementation of the framework to implement the Public Enterprise Act, including developing a database to record SOE performance information
- Monitor and manage compliance with the Act, including compiling performance information
- Coordinate the delivery of a training program to improve SOE awareness of the Public Enterprise and development of key artefacts outlined in the Act
- Undertake high quality research and analysis into SOE performance, including the quality of corporate planning artefacts, financial reporting, and new project proposals and prepare reports that are evidence based and can withstand external scrutiny
- Provide timely and quality advise to senior executives and Ministers on SOE performance, and opportunities to improve performance
- 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. 426/2021 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Certificate, Diploma or Bachelor's degree or equivalent in economics, accounting, business or related discipline from a recognised university
- Up to 5 years' experience in a senior position or similar role in economic and fiscal analysis and public policy
- Experience with developing and maintaining databases
- Experience drafting documents for publication
- Commitment to achieving results, taking responsibility and committing to action
- Strong analytic and financial skills, and ability to analyse and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good written and oral communication skills in English
- Demonstrated capacity to utilise computer programs to support daily operations, including Excel and Word
- Attention to detail
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with other people
- 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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 427/2021

**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** : Assistant Treasury Analyst  
**SALARY** : Band 4.1 - \$12,248 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 to oversight and manage the performance of state owned enterprises (SOEs) to ensure value for money outcomes from the Government of Nauru's investment in SOEs. This will include establishing the new business unit, developing the framework to implement the new Public Enterprise Act 2019 and monitoring compliance with the Act, undertaking research, analysis and monitoring of the performance of state owned enterprises, including financial analysis, reporting on performance and providing advice to the Deputy Secretary, Secretary and Minister for Finance on SOE performance and opportunities to improve SOE performance

G.N.No. 427/2021 (Cont'd)

Through contributing to the team'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.

**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
- Contribute to the development and implementation and implementation of the framework to implement the Public Enterprise Act, including developing a database to record SOE performance information
- Monitor and manage compliance with the Act, including compiling performance information
- Coordinate the delivery of a training program to improve SOE awareness of the Public Enterprise Act and development of key artefacts outlined in the Act.
- Undertake high quality research and analysis into SOE performance, including the quality of corporate planning artefacts, financial reporting, and new project proposals, and prepare reports that are evidence based and can withstand external scrutiny.
- Provide timely and quality advice to senior executives and Ministers on SOE performance, and opportunities to improve performance.
- 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 economics, accounting, business or related discipline from a recognised university
- Up to 1 years experience in a role in economic and fiscal analysis and public policy.
- Experience with developing and maintaining databases is highly desirable
- Commitment to achieving results, taking responsibility and committing to action
- Strong analytical and financial skills, and ability to analyze and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good written and oral communication skills in English
- Demonstrated capacity to utilize computer programs to support daily operations, including Excel and Word
- Attention to detail
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with other people
- 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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 428/2021

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

**POSITION** : Director of Finance & Administration

**SALARY** : Band 12.1 - \$21,837 per annum

**PRIMARY PURPOSE OF ROLE:**

This is a new position created in the Department of Foreign Affairs & Trade. This is a permanent role within the Department and will not require any rotation within nor posting overseas.

**DUTIES/RESPONSIBILITIES:**

- Providing advice to the Secretary DFAT on day to day administrative functions of the Department
- To develop and establish effective administrative procedures
- Establish an assets registry for the Department
- Develop of annual budget estimates and work programme
- To maintain the Department's expenditure budget and oversee overseas Missions budget
- Prepare Inter Sub-Head transfers and supplementary requests
- To monitor staff attendance and maintaining a good record system
- To monitor and supervise inventory list for all items for the department
- Supervise and assist with all budgetary requirements of the department
- Provide monthly reports on department's expenditure
- Monitor submission on variation form for staff salary
- To assist with financial requests for the department including membership fees
- To manage staff members
- The department national, regional and international
- Represent the department at national, regional and international budgetary sessions as relevant
- Perform any other duties as may be required by the Secretary for Foreign Affairs & Trade

**QUALIFICATIONS & EXPERIENCE:**

- A Bachelor Degree in Accounting/Finance and/or work experience of at least 5 years in the field of accounting, finance and/or treasury
- Fluent in English and Nauruan
- Clear knowledge of Finance and Administration procedures
- Possess excellent oral and written communication skills
- Possess excellent interpersonal skills, including the ability to liaise tactfully and confidentially with people of all levels, negotiate positive outcomes with internal and external issues
- Computer literate and excellent skills in financing software
- Able to work flexible hours
- Demonstrate the ability to produce reports and budget deliverables at a high standard



G.N.No. 428/2021 (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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 429/2021

**PUBLIC SERVICE ACT 2106**  
**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 INFRASTRUCTURE DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Project Manager  
**No OF POSITION** : One (1)  
**SALARY** : Band 8.1 - \$16,052 per annum

**PURPOSE OF THE ROLE:**

The Project Manager is to provide assistance and due diligence to projects under the Director of Seawall Development and Director of Housing Development. Ensuring all Department projects meets the required minimum standard.

**DUTIES/RESPONSIBILITIES:**

- Check and monitor all local contractors hired by the Department on road
- Screen all project proposals quotation and advise accordingly
- Undertake and manage all diligence of the standard of work performed
- Ensuring that the work is up to standard and requirement of project standard
- Coordinate resources required by contractors
- Ensuring supply and services so project work progresses
- Prepare Budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Drafting project proposals for donor assistance
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Assist all Directors in progressing with their projects
- Reports directly to the Secretary for Infrastructure
- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

G.N.No. 429/2021 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding the Public Service regulations and office procedures
- Must possess ability to lead, recruit, train, assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display 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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

**SASIKUAMR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N.No. 430/2021

**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 INTERNAL AFFAIRS**  
*(Family & Community Services)*

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF ROLE:**

To assist the Department in maintaining up to date records of the status of all equipment and is responsible for updating and compiling of Personal records on each employees and list of equipment for assessment by the Director

**DUTIES/RESPONSIBILITIES:**

- Responsible to the Division administrative office for preparing and maintaining order and community workshop
- Responsible for general clerical work in general typing and filing of correspondence letters
- Assist in developing and updating efficient filing systems for the division
- Assist in maintaining of the Division's attendance register
- Carry out other clerical duties as assigned by the Director and Secretary

**QUALIFICATIONS & EXPERIENCE:**

- Must have high school leaver certificate
- At least 1 year of relevant experience

G.N.No. 430/2021 (Cont'd)

- Must have computer skills in Excel and Word
- Able to read and write in English
- Possess positive attitude
- Must have good communicating skills with other employees
- Self-management and ability to solve problems
- Values and guiding principles
- Respect for clients and colleagues
- Confidentiality
- Non-judgemental

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 431/2021

**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 INTERNAL AFFAIRS**  
*(Secretariat)*

**POSITION** : Higher Clerical Officer  
**SALARY** : Band 4.1 - \$12,248 per annum

**PRIMARY PURPOSE OF ROLE:**

- Assists in the referral process for to the service and to external support services
- Perform general office duties such as ordering supplies and performing basic book keeping work
- Prepares fortnightly variation for payroll
- To assist the Department in maintaining up-to-date records of the status of all equipment and is responsible for updating and compiling of Personal folders and list of equipment list for assessment by Technicians

**DUTIES/RESPONSIBILITIES:**

- Responsible to the Department's Administrative office for preparing and maintaining records of overseas orders and indents
- Responsible for administrative and general typing and filing of correspondence
- General typing, filing of records and clerical duties
- Assist in developing and updating efficient filing systems for the Department
- Assist in maintaining of the Department's Attendance register
- Carry out other clerical duties as assigned by the Secretary

G.N.No. 431/2021 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Must have Higher School Leaving Certificate or some form or higher tertiary qualification specifically relating to children
- Must have qualification with administration work
- Experience providing administrative and clerical duties
- Must have experience working with community and families
- Must have good command of English both written and verbal
- Must be skilful in gathering and analysing data
- Must have a good understanding of the Nauruan Culture and values
- Must have the following qualities, resilience, commitment, empathy, able to manage, self-awareness, flexibility, good communication skills
- Must have strong knowledge of administrative and operational procedures relating to budgetary related issues, requisitions and salary returns
- Able to work with minimal supervision
- Must be computer literate and skilful in using Microsoft Word, Excel, Access and email
- Strong time management and organisational skills
- Good problem solving, negotiation and communication skills
- Manage budget and reporting system

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 432/2021

**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 INTERNAL AFFAIRS**  
*(Directorate Culture & Language)*

**POSITION** : Research Archive Officer  
**SALARY** : Band 7.1 - \$14,863 per annum

**PRIMARY PURPOSE OF ROLE:**

- To work under directorate of culture and assisting with ongoing projects
- To maintain the contents of archive
- Research cultural heritage and archive
- Should attend meeting/workshops overseas when necessary
- To perform research work in archives, through interviews, online or whatever may be appropriate
- Organise and prepare cultured review on Nauruan art and craft history

G.N.No. 432/2021 (Cont'd)

- Work with other relevant parties and to seek funding to support culture heritage, projects/archive museum items
- To collect all relevant data for cultural archive activities

**DUTIES/RESPONSIBILITIES:**

- To liaise with other administrative officers from internal and external organisation
- Team work with staff and Internal Affairs division
- Data collection of standard filing from staff members
- Timeframe network (attendance and punctuality)
- Availabilities of resources for filing systems and logistics
- Meeting budgetary deadlines (financial year submission)
- To assist in the referral process both for notifications to other relevant service for support

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification of Year 12
- Must have interest in culture and traditions
- Must have significant formal education
- Able to work independently or as part of a team
- Has good organisation and time management
- Applicants must be of sober habits
- Must be computer literate and dissemination of information using email would be of advantage
- Good communication and administration skills would be ideal
- Must be able to work odd hours
- Values and guiding principles
- Respect for clients and colleagues
- Confidentiality
- Non judgemental
- Self-management and ability to resolve disputes

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 433/2021

**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 MEDIA**  
*(Nauru Media Bureau)*

**POSITION** : Assistant Technician  
**No. OF POSITION** : One (1)  
**SALARY** : Band 5.1 - \$12,983 per annum

**PRIMARY PURPOSE OF ROLE:**

Chief technician man power assistant in carrying out broadcast work operations and maintenance programs and other technical work that deals with TV and Radio replacement device and upgrade, especially the transitions from analog to new digital equipments, including specified transmission sites and out broadcast special functions and events.

Ensure the performance of the technical equipment complies with all statutory requirements and meets manufacturers specifications.

Assist the chief technician in all aspect technical duties and responsibilities and will be able to substitute him when he take his leave or absent.

**DUTIES/RESPONSIBILITIES:**

- Assembling, preparing and setting up equipment prior to filming live events, which may include TV monitors, lighting, cables and leads and broadcast equipment for TV/Radio
- Carry out preventive measures and technical maintenance work
- Collaborate with the chief technician to determine the overall vision of the technical innovation
- Select the appropriate equipment and learn it technical specification
- Provide technical support all staff if required
- Assist in technical installation upgrade
- Driving crew and equipment to and from locations

**QUALIFICATIONS & EXPERIENCE:**

- Tradesmen certificate
- 5 years experienced in technical trade and construction
- Able to work in a team and individually
- Must have sober habit/attitude
- Moderate IT skills
- Average communication skills, with ability to speak and listen, as well as clearly express their ideas
- Ability to make swift decision, work through stressful situations and solve problems quickly
- Enthusiasm and relevant experience are usually more highly valued than academic qualifications
- Demonstrate a genuine interest in the work
- Good competency and technical abilities
- Potential candidate need plenty of stamina
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Must have excellent hand-eye-co-ordination, hearing and color vision
- Able to work odd hours including weekends and public holidays as required

G.N.No. 433/2021 (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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 434/2021

**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 MEDIA**  
*(Nauru Media Bureau)*

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

**PRIMARY PURPOSE OF ROLE:**

Receive and transmit communications using radio telephone and transmission equipment in accordance with government regulations. Advertise live or pre-recorded announcements for public information on a daily basis keeping the public up to date with news and current affairs internationally as well as local news.

**DUTIES/RESPONSIBILITIES:**

- Perform on-air shifts in a professional and timely manner
- Source stories/news item
- Write links for stories/news items and announcements for broadcast
- Interview talent both live-to-air and/or pre-recorded
- Required to supplement time with program preparation and/or any other duties required
- Assist the Manager Radio where required and as requested
- Talking to others/public on Air to convey information effectively
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Understanding written sentences and paragraphs in work related documents
- Communicating effectively in writing as appropriate for the needs of the audience
- Monitoring/assessing performance of yourself, other individuals, or organisations to make improvements or take corrective action

**QUALIFICATIONS & EXPERIENCE:**

- Certificate IV qualification in Media & Journalism that should include a radio component
- 3-4 years' experience in a work related position
- Ability to listen to and understand information and ideas presented through spoken words and sentences
- Ability to communicate information and ideas in speaking so others will understand
- Ability to identify and understand the speech of another person
- Ability to speak clearly so others can understand you

G.N.No. 434/2021 (Cont'd)

- Ability to tell when something is wrong – does not involve solving the problem, only recognizing there is a problem
- Develop ability to write and produce interviews and feature reports
- Ability to write and produce interviews and feature reports
- Ability to develop strong on-air presence
- Able to communicate effectively both verbally and in writing (Nauruan and English)
- Able to give full attention to what others are saying, to take time to understand points being made and to ask questions as appropriate
- Must be prepared to work 40 hours a week and extra time on weekends and public holidays when required
- Ability to work independently with minimal supervision
- Good computer skills
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 435/2021

**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 MEDIA**  
*(Nauru Media Bureau)*

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

**PRIMARY PURPOSE OF ROLE:**

Cameraman physically controls and operates the equipment used for film, television and video broadcasts and recordings, operating a variety of technical equipment including single and multiple portable and remote devices.

**DUTIES/RESPONSIBILITIES:**

- Assembling, preparing and setting up equipment prior to filming which may include tripods, monitors, lighting, cables and leads, and headphones. Offering advice on how best to shoot a scene, explaining the visual impact created by particular shots
- Planning shots – when filming difficult shots, such as an explosion, there may be only one chance to get things right so shots need to be meticulously planned beforehand. Practicing the camera moves required for pre-arranged shots
- Studying scripts
- Finding solutions to technical or other practical problems (for an outside broadcast, for example, the natural light conditions need to be taken into account when setting up shots. Being prepared to innovate and experiment with ideas)



G.N.No. 435/2021 (Cont'd)

- Working quickly, especially as timing is such an important factor
- Making sole responsibility in situations where only one camera operator is involved in the filming
- Keeping up to date with filming methods and equipment
- Repairing and maintaining equipment
- Shoot and record television programs, motion pictures, music videos, documentaries, or news and sporting events
- Organize raw film footage into a continuous whole
- Collaborate with the Production Manager to determine the overall vision of the production
- Discuss filming and editing techniques with the manager to improve a scene
- Select the appropriate equipment, from the type of lens to the appropriate lighting
- Shoot or edit a scene based on the Manager's vision

**QUALIFICATIONS & EXPERIENCE:**

- Diploma in Journalism
- 2-3 years' experience in camera work
- 3-4 years' experience in video editing and production
- Able to work in a team and individually
- Able to liaise with clients, actors or talents
- Must have sober/attitude
- Excellent IT skills
- Excellent communication skills, with the ability to speak and listen as well as clearly express ideas
- Ability to make swift decisions, work through stressful situations
- Solve problems quickly
- Enthusiasm and relevant experience are usually more highly valued than academic qualifications
- Demonstrate a genuine interest in the work
- Good competency and technical abilities
- Potential candidate needs plenty of stamina
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Must have excellent hand-eye-co-ordination, hearing and color vision
- Able to work odd hours including weekends and public holidays as required
- Demonstrating a good awareness of health and safety issues

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 436/2021

**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 PEOPLE WITH DISABILITIES**  
*(Secretariat)*

**POSITION** : Clerical Officer

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

**PRIMARY PURPOSE OF ROLE:**

The Clerical Officer is to assume responsibility in the Dept for People with Disability and contributes towards maintaining and promoting Nauru's National Sustainable Development Strategy's (NSDS) Objective

**DUTIES/RESPONSIBILITIES:**

- Able to Answer calls, taking messages and directing calls
- Able to maintain and updating assets inventories, database, mailing and filing systems.
- Able to operate photocopiers, scanners, personal computers.
- Able to operate and sort through incoming mails.
- Able to organize meetings, mailing bills, policies checks and invoices.
- Take direction from the director
- Assist when required with the Coordinator and or Director.

**QUALIFICATIONS & EXPERIENCE:**

- Complete High School Level (Form 4)
- At least have 1year experience working with People with disability
- Ability to communicate effectively both in English and Nauruan.
- Ability to work within a team environment
- Ability to exercise discretion and maintain confidentiality at all times.
- Ability to plan, prioritise and co-ordinate, workload in order to meet deadlines
- Must be sober habit, diligent, honest and polite

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

G.N.No. 437/2021

**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 of Civil Aviation)*

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

**PRIMARY PURPOSE OF ROLE:**

The primary role of the Human Resource Officer is to recruit, develop, coaching and mentoring employees.

**DUTIES/RESPONSIBILITIES:**

- Report to the Finance & Administration Manager
- Actively involved in recruitment by preparing job description and pre-interview arrangement
- Maintain employee records of attendance and benefits according to Government policy
- Monitor and evaluate staff leave credits and other benefits
- Assist FAM in developing, implementing and evaluating a Corporate plan
- Assist in redefining job descriptions
- Assist in performance management process
- Assist in reviewing employment status and work conditions
- Support the management of disciplinary and grievance issues
- Liaise with Human Resource Office for other related matters
- Provide weekly report
- Perform other duties as may be required by the Secretary for Transport

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Human Resource or Administration required
- Satisfactory level of education or Year 12
- Minimum of 1 year in administration level
- Knowledge of HR functions (pay and benefits, recruitment)
- Excellent oral and written communication and interpersonal skills
- Proficient in MS Office, knowledge of HRMIS is a plus
- Strong ethics and reliability
- Must have valid driver's license
- Must have valid police clearance
- Healthy, fit and preferably of sober habit

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

**SASIKUMAR PARAVANOOR**  
**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 WOMEN & SOCIAL DEVELOPMENT AFFAIRS**  
*(Child Protection Services)*

**POSITION** : Child Welfare Supervisor  
**SALARY** : Band 9.1 - \$17,336 per annum

**PRIMARY PURPOSE OF ROLE:**

The Child Welfare Supervisor is responsible to the Director and Senior Child Protection Officer in matters of the Child Protection Directorate in identifying and providing welfare services for vulnerable children, including children with disabilities, Asylum Seekers and Refugee children and children from domestic violence from abuse, physical and cyber bullying, neglect, exploitation and other forms of harm.

**DUTIES/RESPONSIBILITIES:**

- Receive and respond to reports of child protection concerns and conduct thorough investigations and assessments in line with the Child Protection and Welfare Act 2016
- Undertake all the duties and responsibilities relating to the role of an Authorised officer
- Prepare child protection reports including court reports, foster/kinship care reports, initial social background reports, follow-up social background reports etc
- Attends court as required for applications under the Juveniles Act and the Child Protection and Welfare Act 2016 care orders
- Conducts social background investigation, at risk assessments and case planning, to enable recommendations for child protection intervention
- Conducts follow up reviews of children and families to make recommendations regarding their ongoing care or return to family
- Refers children and families for services e.g. counselling, educational support, financial assistance, medical etc
- Undertakes such other duties as are assigned
- To assist the Directorate draw attention to positive developments, as well as challenges, in the use of such mechanisms, including in terms of accessibility, confidentiality, child participation, effectiveness, safeguard of privacy and protection of victims of violence, including sexual violence and exploitation
- To assist and support the Directorate and the Senior Child Protection Officer to identify the welfare needs of vulnerable children, including children with disabilities, children of domestic violence, Asylum Seekers and Refugee children
- To provide capacity building development programs on all issues pertaining to children in the Communities through initiated projects such as life skills workshops and training
- To work with NGO's and Community Task Force to implement or improvement of policy concerning all children
- Must be able and ready to undergo training on child protection courses either locally or overseas
- To carry out any other task as assign by the Director

**QUALIFICATIONS & EXPERIENCE:**

- Must have a Higher School Leaving Certificate or some form of higher tertiary qualification specifically relating to children
- Must have experience in fields relating to children

G.N.No. 438/2021 (Cont'd)

- Must have the following qualities: resilience, commitment, empathy, able to manage conflict and difficult clients, self-awareness, flexibility, good communication skills
- Must not have criminal history
- Must have experience in related fields of child protection or be willing to engage in training and further education relating to the role
- Must be computer literate
- Must be able to work independently and in a team
- Must be able to offer sound and practical advice
- Must be willing to work with children of all races under 18 years of age
- Must have the genuine desire to help vulnerable children, including children with disabilities, children of domestic violence, Asylum Seekers and Refugee children
- Must be able and be available to work after hours
- Must have sound knowledge on the laws of Nauru and an understanding of the Child Protection and Welfare Act 2016

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 16<sup>th</sup> July, 2021.**

DATED this 25<sup>th</sup> day of June, 2021

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

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