



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 168

4th September 2020

Nauru

G.N. No. 663/2020

BUSINESS LICENCES ACT 2017

PURSUANT to the powers vested in me under *Section 33* of the *Business Licences Act 2017*, I hereby appoint **Starison Engar** to be an authorised officer for the purposes of the Act.

The powers of an authorised officer include:

- (a) entering and inspecting a business at any reasonable time in the performance or exercise of his or her powers under the Act;
- (b) requiring the person operating the business to produce the licence for inspection; and
- (c) issuing a notice of breach of any conditions of the licence to the licensee.

Dated this 27th day of August 2020

HON. MAVERICK EOE, M.P.
MINISTER for JUSTICE AND BORDER CONTROL

G.N.No. 664/2020

BUSINESS NAMES REGISTRATION ACT 2018

PURSUANT to the powers vested in me under *Section 28* of the *Business Names Registration Act 2018*, I hereby appoint **Starison Engar** to be an authorised officer for the purposes of the Act.

Dated this 27th day of August 2020

HON. MAVERICK EOE, M.P.
MINISTER for JUSTICE AND BORDER CONTROL

G.N.No. 665/2020

PARTNERSHIP ACT 2018

PURSUANT to the powers vested in me under *Section 63* of the *Partnership Act 2018*, I hereby appoint **Starison Engar** to be an authorised officer for the purposes of the Act.

Dated this 27th day of August 2020

HON. MAVERICK EOE, M.P.
MINISTER for JUSTICE AND BORDER CONTROL

G.N. No. 666/2020

PUBLIC SERVICE ACT 2016
SECTION 16

CREATION OF NEW POSITION

PURSUANT TO the powers in that vested in me, under Section 16, subsection (1) clause (a) of the Nauru Public Service Act 2016, I, **LIONEL ROUWEN AINGIMEA, M.P.**, President and Minister responsible for the Public Service, **DO HEREBY**, create the following position with immediate effect;

DEPARTMENT OF MULTICULTURAL AFFAIRS

New Creation

Designation	No. of Position	Salary
Land Leasing Assistant Manager	1	Special rate \$21,580 pa

Dated this 13th day of March, 2020

HON. LIONEL ROUWEN AINGIMEA, M.P.
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016
SECTION 16 (3)

RECLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO
HEREBY, effective immediately alter the classification of the following positions;

DEPARTMENT OF MEDIA
(Nauru Media Bureau)

Alteration of Designation

Current Designation	No. of Position	Altered Designation
Reporter/TV Presenter/Newspaper Band 5.1 - \$12,983 per annum	1	Senior TV Reporter Band 5.1 – 12,983 per annum

Dated this 28th day of August, 2020

H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016**SECTION 16****CREATION, RECLASSIFICATION AND ABOLISHMENT OF POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1 Clause (a) and (b), Subsection 3 of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately create, abolish and alter the classification of the following positions;

DEPARTMENT OF FINANCE**Alteration of Designations**

Current Designation	No. of Position	Altered Designation
Treasury Division		
Secretary for Finance (Expat) Special rate	1	Secretary for Finance Band 14.1 - \$28,846 per annum
Deputy Secretary – Treasury Special rate	1	Deputy Secretary – Treasury Band 13.1 - \$23,584 per annum
Economic & Finance Advisor (Expat) Special rate	1	Economic & Finance Advisor Band 13.1 - \$23,584 per annum
Personal Assistant Band 8.1 - \$11,115 per annum	1	Personal Assistant Band 7.1 - \$14,863 per annum
Chief Accountant Special rate	1	Chief Accountant Band 12.4 - \$22,656 per annum
Bank Officer Special rate	1	Principal Bank Officer Band 8.1 - \$16,052 per annum
Processing and Reconciliation Director Band 13.2 - \$16,978 per annum	1	Director Processing Band 12.1 - \$21,837 per annum
Senior Processing & Reconciliation Officer Band 7.6 - \$12,739 per annum	1	Senior Treasury Assessor Band 8.1 - \$16,052 per annum
A/P Officer Band 5 - \$8,899 per annum	1	Treasury Assessor Band 7.1 - \$14,863 per annum
Assistant Account & Procurement Officer Band 5 - \$8,899 per annum	1	Assistant Treasury Assessor Band 4.1 - \$12,248 per annum
Assistant Account Payment Officer Band 5 - \$8,899 per annum	2	Accounts Payable Officer Band 7.1 - \$14,863 per annum
Assistant Account & Procurement Officer Band 5 - \$8,899 per annum	1	Assistant Accounts Payable Officer Band 4.1 - \$12,248 per annum

G.N. No. 668/2020 (Cont'd)

Reporting & Procurement Director Band 13.2 - \$16,978 per annum	1	Director Reconciliation & Reporting Band 12.1 – 21,837 per annum
Account & Procurement Officer Band 5 - \$8,899 per annum	1	Reconciliation Officer Band 7.1 – \$14,863 per annum
A/R Reconciliation Officer Band 6 - \$9,330 per annum	1	
Assistant A/R Officer Band 6 - \$9,330 per annum	1	Assistant Reconciliation Officer Band 5.1 - \$12,983 per annum
Assistant Account Payment Officer Band 5 - \$8,899 per annum	1	
Deputy Secretary – Economic Planning Band 14 - \$17,099 per annum	1	Chief Economic & Fiscal Policy Band 12.4 - \$22,656 per annum
Budget & Debt Director Band 13 - \$15,979 per annum	1	Director Budget & Debt Band 12.1 - \$21,837 per annum
Senior Budget & Debt Officer Band 7.5 - \$12,132 per annum	1	Senior Budget Officer Band 8.1 - \$16,052
Budget & Debt Officer Band 6 - \$9,330 per annum	1	Budget & Debt Officer Band 7.1 - \$14,863 per annum
Assistant Budget & Debt Officer Band 5 - \$8,899 per annum	1	Assistant Budget & Debt Officer Band 5.1 - \$12,983 per annum
FMIS Administrator Band 12 - \$15,218 per annum	1	FMIS Administrator Band 11.1 - \$20,220 per annum
Clerical Assistant Band 5 - \$8,899 per annum	1	Office Manager Band 10.1 - \$18,722 per annum
Administrative Officer Band 6.5 - \$11,662 per annum	1	Administrative Officer Band 4.3 - \$12,554 per annum
Planning & Aid Division		
Deputy Secretary Planning & Aid Band 14 - \$17,099 per annum	1	Deputy Secretary Planning & Aid Band 13.1 - \$23,584 per annum
Director Aid Management Band 13 - \$15,979 per annum	1	Director Aid Management Band 12.1 - \$21,837 per annum
Senior Aid Officer Band 9 - \$12,735 per annum	1	Senior Aid Officer Band 8.1 - \$16,052 per annum
Director Planning Band 14 - \$17,099 per annum	1	Director Planning Band 12.1 - \$21,837 per annum
Cross Cutting Sector Planner Band 10 - \$13,563 per annum	1	Cross Cutting Sector Specialist Band 11.1 - \$20,220 per annum
Infrastructure Sector Planner Band 10 - \$13,563 per annum	1	Infrastructure Sector Specialist Band 11.1 - \$20,220 per annum
Social Sector Planner Band 10 - \$13,563 per annum	1	Social Sector Specialist Band 11.1 - \$20,220 per annum
Economic Sector Planner Band 10 - \$13,563 per annum	1	Economic Sector Specialist Band 11.1 - \$20,220 per annum
Assistant Sector Planner Band 8 - \$11,115 per annum	1	Assistant Sector Planner Band 9.1 - \$17,336 per annum

G.N. No. 668/2020 (Cont'd)

Nauru Bureau of Statistics Division		
Director of Statistics Band 13 - \$15,979 per annum	1	Director of Statistics Band 12.1 - \$21,837 per annum
Statistics Officer (Economic Stats) Band 10.3 - \$15,259 per annum	1	Senior Statistics Officer (Economic Statistics) Band 8.1 - \$16,052 per annum
Assistant Statistical Officer Band 8.3 - \$12,505 per annum	1	Statistics Support Officer (Economic Statistics) Band 5.1 - \$12,983 per annum
Statistical Officer Band 10.3 - \$15,259 per annum	1	Senior Statistics Officer (Social Statistics) Band 8.1 - \$16,052 per annum
Assistant Statistical Officer Band 8.3 - \$12,505 per annum	1	Statistics Support Officer (Social Statistics) Band 5.1 - \$12,983 per annum
Statistics Trainee Band 6 - \$9,330 per annum	1	Statistics Trainee I Band 3.1 - \$11,341 per annum
Statistics Trainee II Band 6 - \$9,330 per annum	1	Statistics Trainee II Band 3.1 - \$11,341 per annum
Nauru Revenue Office Division		
Director Revenue Band 12 - \$15,218 per annum	1	Director Revenue Band 12.1 - \$21,837 per annum
Assistant Director Revenue Band 10 - \$13,563 per annum	1	Assistant Director Revenue Band 9.1 - \$17,336 per annum
Senior Revenue Service Officer Band 8 - \$11,115 per annum	1	Senior Revenue Service Officer Band 7.1 - \$14,836 per annum
Revenue Service Officer Band 7 - \$9,706 per annum	3	Revenue Service Officer Band 6.1 - \$13,762 per annum
Junior Revenue Services Officer Band 5 - \$8,899 per annum	1	Junior Revenue Services Officer Band 4.1 - \$12,248 per annum
Director Taxpayer Service Band 12 - \$15,218 per annum	1	Director Taxpayer Service Band 12.1 - \$21,837 per annum
Senior Taxation Services Officer Band 6 - \$9,330 per annum	1	Senior Taxation Services Officer Band 7.1 - \$14,836 per annum
Senior Taxpayer Service Officer Band 8 - \$11,115 per annum	2	Senior Taxpayer Service Officer Band 7.1 - \$14,836 per annum
Taxpayer Service Officer Band 7 - \$9,706 per annum	2	Taxpayer Service Officer Band 6.1 - \$13,762 per annum
Director of Compliance Band 12 - \$15,218 per annum	1	Director of Compliance Band 12.1 - \$21,837 per annum
Senior Tax Auditor Band 8 - \$11,115 per annum	3	Senior Tax Auditor Band 7.1 - \$14,836 per annum
Superannuation Audit Enforcement Officer Band 8.5 - \$13,894 per annum	2	Superannuation Audit Enforcement Officer Band 6.1 - \$13,762 per annum

G.N. No. 668/2020 (Cont'd)

Audit & Enforcement Officer Band 7 - \$9,706 per annum	2	Audit & Enforcement Officer Band 6.1 - \$13,762 per annum
Accountant/Business Analyst Band 12 - \$15,218 per annum	1	Director of Design & Monitoring Band 12.1 - \$21,837 per annum
Technical Legal Officer Band 10 - \$13,563 per annum	1	Technical Officer Band 9.1 - \$17,336 per annum
Administration Officer Band 6 - \$9,330 per annum	1	Administration Officer Band 4.3 - \$12,554 per annum
Nauru Customs Service Division		
Deputy Secretary of Customs Special rate	1	Deputy Secretary of Customs Band 13.1 - \$23,584 per annum
Principal Customs Officer (Border) Band 11.4 - \$17,058 per annum	1	Director of Customs Band 12.1 - \$21,837 per annum
Principal Trade Officer Band 11 - \$14,365 per annum	1	Senior Assistant Director - Trade Band 10.1 - \$18,722 per annum
Customs Manager Band 8.5 - \$13,894 per annum	4	Assistant Director of Customs Band 9.1 - \$17,336 per annum
Customs Supervisor Band 7.5 - \$12,132 per annum	4	Senior Customs Officer Band 7.1 - \$14,863 per annum
Customs Officer Band 6 - \$9,330 per annum	20	Customs Officer Band 6.1 - \$13,762 per annum

Creation of Positions

Designation	No. of Position	Salary
Treasury Division		
Director Public Enterprise Monitoring Unit	1	Band 12.1 - \$21,837 per annum
Senior Accounts Payable Officer	1	Band 8.1 - \$16,052 per annum
Senior Reconciliation Officer	1	Band 8.1 - \$16,052 per annum
Treasury Analyst	1	Band 8.1 - \$16,052 per annum
Assistant Treasury Analyst	1	Band 4.1 - \$12,248 per annum
Director Fiscal Strategy	1	Band 12.1 - \$21,837 per annum
Economist	1	Band 8.1 - \$16,052 per annum
Chief Financial Systems	1	Band 12.4 - \$22,656 per annum
Management Systems Accountant	1	Band 12.1 - \$21,837 per annum
Assistant FMIS Administrator	1	Band 4.1 - \$12,248 per annum
ICT Administrator	1	Band 10.1 - \$18,722 per annum
Director Internal Audit	1	Band 12.1 - \$21,837 per annum
Planning & Aid Division		
Administration Officer	1	Band 4.3 - \$12,554 per annum
Senior Accountant	1	Band 11.1 - \$20,220 per annum

G.N. No. 668/2020 (Cont'd)

Nauru Bureau of Statistics Division		
Statistics Officer (Natural Resources & Environment)	1	Band 7.1 - \$14,863 per annum
Statistics Support Officer (Natural Resources & Environment)	1	Band 5.1 - \$12,983 per annum
Statistics Officer (Data Dissemination & Information Management)	1	Band 7.1 - \$14,863 per annum
Statistics Support Officer (Data Dissemination & Information Management)	1	Band 5.1 - \$12,983 per annum
Nauru Revenue Office Division		
Deputy Secretary – Revenue	1	Band 13.1 - \$23,584 per annum
Nauru Customs Service Division		
Assistant Director of Customs	1	Band 9.1 - \$17,336 per annum
Social Welfare Services Division		
Deputy Secretary Social Welfare Services	1	Band 13.1 - \$23,584 per annum
Director Social Welfare Services	1	Band 12.1 - \$21,837 per annum
Policy Advisor – Social Welfare Services	1	Band 9.1 - \$17,336 per annum
Social Welfare Services Officer	1	Band 7.1 - \$14,863 per annum
Administration Officer	1	Band 4.3 - \$12,554 per annum

Abolishment of Positions

Designation	No. of Positions
Nauru Bureau of Statistics Division	
Clerical Assistant	1
Nauru Revenue Office Division	
Senior Revenue Services Officer	2
Revenue Services Officer (New)	1
Taxation Services Officer	1

Dated this 26th day of August, 2020

H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016
SECTION 11

DEPARTMENT ESTABLISHMENT

PURSUANT TO the powers in that behalf vested in me, under Section 11 Subsection (a) of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately establish the positions within the following Department;

DEPARTMENT OF FINANCE

Designation	No. of Positions	Salary band
TREASURY DIVISION		
Secretary for Finance	1	Band 14.1 - \$28,846 per annum
Deputy Secretary – Treasury	1	Band 13.1 - \$23,584 per annum
Economic and Finance Advisor	1	Band 13.1 - \$23,584 per annum
Personal Assistant	1	Band 7.1 - \$14,863 per annum
Chief Accountant	1	Band 12.4 - \$22,656 per annum
Director Public Enterprise Monitoring Unit	1	Band 12.1 - \$21,837 per annum
Principal Bank Officer	1	Band 8.1 - \$16,052 per annum
Director Processing	1	Band 12.1 - \$21,837 per annum
Senior Treasury Assessor	1	Band 8.1 - \$16,052 per annum
Treasury Assessor	1	Band 7.1 - \$14,863 per annum
Assistant Treasury Assessor	1	Band 4.1 - \$12,248 per annum
Senior Accounts Payable Officer	1	Band 8.1 - \$16,052 per annum
Accounts Payable Officer	2	Band 7.1 - \$14,863 per annum
Assistant Accounts Payable Officer	1	Band 4.1 - \$12,248 per annum
Director Reconciliation & Reporting	1	Band 12.1 - \$21,837 per annum
Senior Reconciliation Officer	1	Band 8.1 - \$16,052 per annum
Reconciliation Officer	2	Band 7.1 - \$14,863 per annum
Assistant Reconciliation Officer	2	Band 5.1 - \$12,983 per annum
Chief Economic & Fiscal Policy	1	Band 12.4 - \$22,656 per annum
Director Budget & Debt	1	Band 12.1 - \$21,837 per annum
Senior Budget Officer	1	Band 8.1 - \$16,052 per annum
Budget & Debt Officer	1	Band 7.1 - \$14,863 per annum
Assistant Budget & Debt Officer	1	Band 5.1 - \$12,983 per annum
Treasury Analyst	1	Band 8.1 - \$16,052 per annum
Assistant Treasury Analyst	1	Band 4.1 - \$12,248 per annum
Director Fiscal Strategy	1	Band 12.1 - \$21,837 per annum
Economist	1	Band 8.1 - \$16,052 per annum
Chief Financial Systems	1	Band 12.4 - \$22,656 per annum
Management Systems Accountant	1	Band 12.1 - \$21,837 per annum

G.N. No. 669/2020 (Cont'd)

FMIS Administrator	1	Band 11.1 - \$20,220 per annum
Assistant FMIS Administrator	1	Band 4.1 - \$12,248 per annum
ICT Administrator	1	Band 10.1 - \$18,722 per annum
Director Internal Audit	1	Band 12.1 - \$21,837 per annum
Office Manager	1	Band 10.1 - \$18,722 per annum
Administrative Officer	1	Band 4.3 - \$12,554 per annum
PLANNING & AID DIVISION		
Deputy Secretary Planning & Aid	1	Band 13.1 - \$23,584 per annum
Administration Officer	1	Band 4.3 - \$12,554 per annum
Director Aid Management	1	Band 12.1 - \$21,837 per annum
Senior Accountant	1	Band 11.1 - \$20,220 per annum
Senior Aid Officer	1	Band 8.1 - \$16,052 per annum
Director Planning	1	Band 12.1 - \$21,837 per annum
Cross Cutting Sector Specialist	1	Band 11.1 - \$20,220 per annum
Infrastructure Sector Specialist	1	Band 11.1 - \$20,220 per annum
Social Sector Specialist	1	Band 11.1 - \$20,220 per annum
Economic Sector Specialist	1	Band 11.1 - \$20,220 per annum
Assistant Sector Planner	1	Band 9.1 - \$17,336 per annum
NAURU BUREAU OF STATISTICS DIVISION		
Director of Statistics	1	Band 12.1 - \$21,837 per annum
Senior Statistics Officer (Economic Statistics)	1	Band 8.1 - \$16,052 per annum
Statistics Support Officer (Economic Statistics)	1	Band 5.1 - \$12,983 per annum
Senior Statistics Officer (Social Statistics)	1	Band 8.1 - \$16,052 per annum
Statistics Support Officer (Social Statistics)	1	Band 5.1 - \$12,983 per annum
Statistics Officer (Natural Resource/Environment)	1	Band 7.1 - \$14,863 per annum
Statistics Support Officer (Natural Resource/Environment)	1	Band 5.1 - \$12,983 per annum
Statistics Officer (Data Dissemination & Information Management)	1	Band 7.1 - \$14,863 per annum
Statistics Support Officer (Data Dissemination & Information Management)	1	Band 5.1 - \$12,983 per annum
Statistical Trainee Officer I	1	Band 3.1 - \$11,341 per annum
Statistical Trainee Officer II	1	Band 3.1 - \$11,341 per annum
SOCIAL WELFARE SERVICES DIVISION		
Deputy Secretary Social Welfare Services	1	Band 13.1 - \$23,584 per annum
Director Social Welfare Services	1	Band 12.1 - \$21,837 per annum
Policy Advisor – Social Welfare Services	1	Band 9.1 - \$17,336 per annum
Social Welfare Services Officer	1	Band 7.1 - \$14,863 per annum
Administration Officer	1	Band 4.3 - \$12,554 per annum

NAURU REVENUE OFFICE DIVISION		
Deputy Secretary Revenue	1	Band 13.1 - \$23,584 per annum
Director Revenue	1	Band 12.1 - \$21,837 per annum
Assistant Director Revenue	1	Band 9.1 - \$17,336 per annum
Senior Revenue Services Officer	1	Band 7.1 - \$14,863 per annum
Revenue Service Officer	3	Band 6.1 - \$13,762 per annum
Junior Revenue Services Officer	1	Band 4.1 - \$12,248 per annum
Director Taxpayer Service	1	Band 12.1 - \$21,837 per annum
Senior Taxation Services Officer	1	Band 7.1 - \$14,863 per annum
Senior Taxpayer Service Officer	2	Band 7.1 - \$14,863 per annum
Taxpayer Service Officer	2	Band 6.1 - \$13,762 per annum
Director of Compliance	1	Band 12.1 - \$21,837 per annum
Senior Tax Auditor	3	Band 7.1 - \$14,863 per annum
Superannuation Audit Enforcement Officer	2	Band 6.1 - \$13,762 per annum
Audit & Enforcement Officer	2	Band 6.1 - \$13,762 per annum
Director of Design & Monitoring	1	Band 12.1 - \$21,837 per annum
Technical Officer	1	Band 9.1 - \$17,336 per annum
Administration Officer	1	Band 4.3 - \$12,554 per annum
NAURU CUSTOMS SERVICE DIVISION		
Deputy Secretary of Customs	1	Band 13.1 - \$23,584 per annum
Director of Customs	1	Band 12.1 - \$21,837 per annum
Senior Assistant Director - Trade	1	Band 10.1 - \$18,722 per annum
Assistant Director of Customs	5	Band 9.1 - \$17,336 per annum
Senior Customs Officer	4	Band 7.1 - \$14,863 per annum
Customs Officer	20	Band 6.1 - \$13,762 per annum

Dated this 27th day of August, 2020

H.E. HON. LIONEL ROUWEN AINGIMEA, M.P.
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF SPORTS
(Secretariat)

POSITION : Project Officer (Administration)
No. OF POSITION : One (1)
SALARY RANGE : Band 4.1- \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

This position is to provide support and Assistance to the Director of Sports and to administrate the Department of Sports.

DUTIES & RESPONSIBILITIES:

- Prepare & submit department's Administration annual report as scheduled.
- Work with the Senior Staff in developing the Department Strategic Plans.
- Work with the Director of Sports in preparation of Annual Operation Plan.
- Assist in the preparation the Department's annual budget as scheduled
- Record & maintain account of Department budget.
- Effective & efficient management of Office records & files.
- Manage Staff benefits MYOB timesheets, variations & salary on fortnightly basis.
- Management of Department Assets – Plant, Equipment, Stationery & Stores.
- Obtain & organic information for use in conferences, speeches, newsletters & reports.
- Organise travel & other business requirement by the Secretary & the Minister.
- Manage all administrative & clerical duties for effective operation of the office.
- Perform other such duties as directed by the Head of Department & that are in keeping with the role & the function of the Government Department of Sports.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Suitable tertiary qualification preferable with English communication.
- Have good research & reports writing skills.
- Computer literacy preferably MS WORD, EXCEL and email.
- Responsible & innovative, motivated & reliable.

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

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 HOME AFFAIRS
(Secretariat)

POSITION : Budget Officer
No. OF POSITION : One (1)
SALARY RANGE : Band 5.1 - \$12,983 salary per annum

PRIMARY PURPOSE OF POSITION:

To provide accurate, relevant & timely information to the Director of Youth Affairs. Information given will be used in the financial & operational monitoring of the organisation & its associated programmes & will produce weekly, monthly, quarterly & annual reports as required by the Director of Youth Affairs.

DUTIES & RESPONSIBILITIES:

Main Duties:

- Prepare budget submissions for the executive for compilation of the Annual Budget.
- Analyse financial monthly expenditure reporting, track progress & make recommendations for future expenditure.
- Prepare purchasing voucher & submit for committed & expenditure.
- Maintain financial database in relation to financial activities to assist in the compilation of reporting & accountability.
- Ensure adherence to Republic of Nauru financial legislation & procedures
- Provide written monthly budget analysis & recommendation for future expenditure to Senior Executive.
- Manage the purchasing activities to the Directorate of Youth Affairs in Accordance with Government of Nauru Purchasing Policy Processes.
- To be willing to work outside normal office hours including weekends & evening as & when required in order to meet the requirements of the job.
- To conduct other appropriate duties across the organisation as requested by the Senior Leadership Team.
- Utilizes effective interpersonal, problem-solving, & decision-making skills to handle special administrative & trouble-shooting projects assigned by the immediate supervisor by gathering information, coordinating & communicating with various departments, & following through with projects to completion.
- Contributes to a work environment that encourages knowledge of, respect for, & development of skills to engage with those of other cultures or backgrounds.
- Plans, directs, coordinates, & administers all applicable laws, rules & regulations & Policies.
- Prepares technical advice & assistance on budgetary, accounting, auditing, & other financial or fiscal matters.
- Directs & participates in the review of report & analysing financial data upon request.
- Cooperates with auditors in the preparation of audited financial statements
- Manage financial controls & accounting procedures.
- Ensure full transparency over the financial performance of the Department
- Provide Directorate with full monthly financial report.
- Assist in the preparation of annual budget
- Assist with project financial relate work as required.

G.N. No. 671/2020 (Cont'd)

- Raise payment voucher & get signatory
- Post pv in FMIS
- Checking confirmation from treasury if posting is approved
- Or if pv in error amend & re-submit
- Encashment of cheque if necessary
- Any other duties given by the Director from time to time.

Administrative Skills:

- Knowledge of office practices & Procedures of effective administration
- Knowledge of Governmental budget procedures.
- Ability to develop long term plans & programs & to evaluate work accomplishments.
- Ability to communicate effectively – orally, writing, & electronically.
- Ability to manage computer software & good working knowledge of computers, including, input & output, troubleshoot, management of spread sheets, Microsoft Word, Outlook, Excel & PowerPoint.
- Implement the National Youth Policy.
- National Youth Policy being implemented; Knowledge in legislation, regulations, policies & procedures for program development & implementation.
- Address Young people skills development
- More resource & technical assistance on training for employment, to build training capacity in educating youth in life skills & preparation for employment.
- Possess cultural awareness & sensitivity.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate in book keeping or at least have previous in & Administrative skills or any other qualifications in related fields with a minimum of 2 years working experience preferred.
- Should have knowledge in Office Administration.
- Should have Good oral & written communication skills
- Should have effective verbal, presentation & listening communication skills.
- Must have time management skills.
- Must know & understand the traditions & culture of Nauru.
- Must have possess cultural awareness & sensitivity
- Must have the ability to conduct & administer youth programs & activities.
- Should be able to work as part of a team or can work individually.
- Should have good decision making skills
- Analytical & problem solving skills
- Must be able to make difficult decisions & solving problems
- Demonstrate sound work ethics
- Must have team building skills
- Must be able to work in a team & individually.

G.N. No. 671/2020 (Cont'd)

Applications should be submitted to the 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 18th September, 2020.

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 672/2020

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 NAURU MEDIA BUREAU

POSITION : Media Cadet
No. OF POSITION : One (1)
SALARY RANGE : Band 4.1- \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Media Cadet sources new stories direction from Chief Reporter/ Editor in Timely Fashion, with due attention to detail and deadlines.

Can fill a number of roles within the media including, reporter, presenter/news anchor and IF required, Radio announcer.

DUTIES & RESPONSIBILITIES:

- Sourcing Current news stories and following story direction from Chief Reporter/Editor
- Develop Story Ideas in tandem with television reporters and contributing accordingly
- Compile and submit stories for sub-editing
- Interview news talent for both newspaper and television content
- Identify and capture appropriate image for use with stories.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate IV qualification in Media & Journalism
- 3-5 year experience in Journalism
- Able to work in a team & Individual
- Must have sober Habit/Attitude
- Excellent IT skills
- Excellent communication skills, with the ability to speak and listen, as well as clearly express their ideas
- Demonstrate a genuine interest in the work

G.N.No. 672/2020 (Cont'd)

- Good competency and technical abilities
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Able to work odd hours including weekends and Public Holidays as required

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 673/2020

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 NAURU MEDIA BUREAU

POSITION	:	Clerical Officer
No. OF POSITION	:	One (1)
SALARY RANGE	:	Band 4.1- \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

General clerical work, filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, etc., under the supervision of a designated manager.

DUTIES & RESPONSIBILITIES:

- **Administrative duties:**
 - Liaising with section Managers on the upkeep & maintenance of equipment ensuring smooth transaction.
 - Filing & keeping of all records for the future references.
 - Arranging & setting up meetings & other priority function for the Director & other Media sections including Radio, TV & Newspaper.
 - Minute taking, producing & circulating memo's in meetings.
 - Responsible for staff leave & Recruitment, Retention & Training services & other services
 - Keeping & updating log books for Media equipment use & Vehicle use.
- **Human Resources Duties:**
 - Assist Director on the Recruitment & selection of staff as well as other HR functions.
 - Arrange leave for Media staffs & setting relievers to fill the Temporary vacant position.
 - Provide internal & external Customer Services.
 - Assist insourcing opportunity & development of Media staff.

G.N.No. 673/2020 (Cont'd)

- **Finance Accounting Duties:**
 - Updating & keeping financial records for producing reports & provide transparency.
 - Reconciling with Revenue Office (NRO) for Media Sales & Revenue income updates.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate IV in Office Management & Finance & Human Resource
- At least 3 to 4 years; experience in Administration & Accounts.
- Able to work in a team & individually.
- Excellent communication skills, with the ability to speak & listen, as well as clearly express their duties.
- Ability to work extra hours as may be required by Media Bureau.
- Must be punctual, enthusiastic & diligent in relation to all Nauru Media Bureau activities.
- Excellent time management & organisation skills.

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 674/2020

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 NAURU MEDIA BUREAU

POSITION : Project Officer (Advertising)
No. OF POSITION : Two (2)
SALARY RANGE : Band 4.1- \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To produce Short Advertisements contents for Government Departments, SOE (state OWNED Enterprises), small local Business, Large local Business & International Business.

DUTIES & RESPONSIBILITIES:

- To Review the Product(s)
- To plan the layout of the project
- Should be able to edit videos/audio with any editing software
- Record voice- overs

G.N.No. 674/2020 (Cont'd)

- Take photo and written description of advertised product
- Publish the final project online
- Submit digital copy to manager for review
- Follow guidelines of media advertisement
- Ensure project schedule are met
- Select, acquire and maintain programs, music, footages, pictures and project materials.
- Ensure a backup of all projects
- Obtain Legal clearance when using copyrighted materials for a Specific project
- Ensure the Nauru Media Advertisement (Facebook Page) is running smoothly
- Ensure that all advertisement aired on Radio, TV and Mwinenko are in line with Projects
- Ensure that Advertisements Manager has a copy of all Projects.

KNOWLEDGE, SKILLS & EXPERIENCES:

- A Degree in Media & Mass Communication
- Certificate in video Editing
- Certificate in Voice Recording
- General Information Technology and Media Operations
- 3-4 year experience in Camera work
- 3-4 year experience in video/audio editing and producing
- Able to work in a team and individual
- Must have good communication Skills
- Able to liaise with clients, talents
- General IT skills
- Enthusiasm and relevant experience are usually more highly valued than academic qualifications
- Demonstrate a genuine interest in the work
- Build a good and healthy working relationship in the work environment
- Good Competency and technical abilities
- Requires plenty of energy and determination
- Should be physically fit and observant
- Capable of concentrating for long periods of time
- Must have excellent hand-eye co-ordination, hearing and colour vision
- Able to work odd hours including weekends and Public holidays as required
- Demonstrating a good awareness of health and safety issues
- Excellent communication skills, with the ability to speak and listen, as well as clearly express their ideas
- Ability to make swift decisions, work through stressful situations and solve problems quickly
- Submit monthly report for Advertisement Manager
- Assist with Facebook Live Coverage
- Should be familiar or capable to operate a Media Filming Device(s)
- Should be able to clearly communicate and professionally address clients

G.N.No. 674/2020 (Cont'd)

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 675/2020

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 COMMERCE INDUSTRY & ENVIRONMENT

(Agriculture)

POSITION : Higher Clerical Officer
No. OF POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Primary role of Higher Clerical Officer is to assist the Director ensure that the Division's day to day obligations are being met. The Higher Clerical Officer is also responsible for maintaining and updating the Division's filing system which also includes correspondences from local and external contact points

DUTIES & RESPONSIBILITIES:

- Maintain and update division's filing system;
- Respond to any concerns and queries related to Agriculture Division's matters raised over the phone or in person;
- Responsible for raising the Division's payments and maintaining all its invoices and receipts ;
- Assist the Director of Agriculture and Managers in preparing reports;
- Assist Director of Agriculture and Managers in drafting of letters;
- Assist the Director of Agriculture and Managers organize division's meeting;
- Any other duties assigned by the Director and Managers;

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed High Schools;
- Certificate in Administrative Courses;
- Minimum of two years working in Clerical position;
- Must be proficient in the English Language both in written and oral form;
- Good Public Relations and Customer Service Skills;

G.N.No. 675/2020 (Cont'd)

- Must have good understanding on how to use Microsoft Office;
- Must have the ability to work in a team environment or under own supervision

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 676/2020

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 COMMERCE INDUSTRY & ENVIRONMENT
(Agriculture)

POSITION : Project Assistant
No. OF POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The primary purpose of the role is to provide operational, logistic and administrative support to the Agriculture Projects Manager and Extension & Marketing Officer

DUTIES & RESPONSIBILITIES:

- Performs a variety of operational and administrative assistance, such as answering phones and emails, filing, meeting for staff, workshops, budget oversight, event planning, coordination and logistical services, in support of the programs;
- Assisting with schedule meetings and preparing necessary materials; documenting and distributing meeting minutes; and compiling reports;
- Assist to support, prepare and develop promotional material for show casing during national and international events;
- Attend capacity building workshops and support the work of extension officers, where necessary;
- Fulfil other tasks assigned by the Senior Managers

G.N.No. 676/2020 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 10 School Leavers, Clerical or related field;
- Experience in Projects and Clerical Work;
- Work in Projects and Clerical positions;
- Voluntary work with Community projects;
- Excellent planning skills;
- Ability to organise and manage own workload;
- Problem solving ability;
- Communication and interpersonal skills;
- Able to work in a team and use initiative;
- Adept in technology

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 677/2020

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 COMMERCE INDUSTRY & ENVIRONMENT
(Agriculture)

POSITION : Extension Officer
No. of POSITION : Six (6)
SALARY RANGE : Band 4.1 - \$12, 248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Primary purpose of the role is to work directly with households, facilities, communicate and help them grow their own food, rear livestock and thus promoting food security.

DUTIES & RESPONSIBILITIES:

- Sound knowledge of food security and the reason for improved food and nutrition;
- Facilitate, communicate, helping growers in their decision making and ensuring that appropriate knowledge is implemented to obtain the best result;

G.N.No. 677/2020 (Cont'd)

- Consult and advocate helping households to identify their problem and find their own solution ;
- Conduct households visits for monitoring and evaluation of food crops regularly;
- Helping households to boosting local produce;
- Considerate and looking after resources/tools after usage;
- Works well with the team during the field work;
- Provide sound advice and written update on a monthly basis;
- Assist with the preparation of planting materials and the distribution of seedlings;
- Attend staff meetings and staff training as required ;
- Fulfil other tasks assigned by the Extension & Marketing Officer and Senior Managers

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 10 School Leavers;
- Experience in gardening and interest in fresh produce and plants;
- Work in plant nursery or producing crops;
- Voluntary work with local gardening projects;
- Excellent planning skills;
- Ability to organise and manage own workload;
- Problem solving ability;
- Communication and interpersonal skills;
- Able to work in a team and use initiative;
- Project management skills

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 678/2020

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 COMMERCE INDUSTRY & ENVIRONMENT
(Agriculture)

POSITION : Livestock Farm Manger
No. OF POSITION : One (1)
SALARY RANGE : Band 11.1 - \$20, 220 gross salary per annum

G.N.No. 678/2020 (Cont'd)

PRIMARY PURPOSE OF POSITION:

The primary purpose of the role is to manage the pig farm ensuring that pigs remain healthy including, feeding, cleaning and diagnose potential disease and injury for the livestock. The Livestock Manager is also responsible for providing training to extension officers and other stakeholders

DUTIES & RESPONSIBILITIES:

- Is responsible for the running of the business of the piggery farm;
- Is responsible for the management and general maintenance of the piggery farm;
- Sound knowledge of pregnancy and farrowing (giving birth);
- Managing and ensure pigs are accounted for, proper care and medically health including cleaning and feeding of the livestock;
- Breeding and raising of the livestock to ensure they reach its number for sales;
- Keeping records of sales, pig feed and date of mating of Sow pregnancy;
- Is responsible to care of the sow and piglet;
- To provide advice for the sales of the livestock as it reach the agreed size;
- Initiate best practice of efficient, productive and ethical caretaking of the livestock;
- Communicating effectively with the team and clients, both orally and written, through briefings, reports, trainings and presentations;
- Fulfil other tasks assigned by the Director of Agriculture and Senior Managers

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 School Leavers, Manager level or related field;
- Experience in general farming and interest in livestock;
- Work in livestock farming;
- Voluntary work local farming projects;
- Ability to organise and manage own workload;
- Problem solving ability;
- Communication and interpersonal skills;
- Able to work in a team and use initiative;

Applications should be submitted to the 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 11th September, 2020.**

Dated this 2nd day of September, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Ranson-Jade Agir of Buada District and
Joanna Moses of Baitisi District

Conzaly Detabene of Buada District and
Mary Diema of Uaboe District

DATE OF ENGAGEMENT

31st August, 2020

31st August, 2020

Dated this 1st day of September, 2020

H.E. HON. LIONEL ROUWEN AINGIMEA, MP
MINISTER IN CHARGE
