



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

No. 164

19th October, 2021

Nauru

G.N.No. 724/2021

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 Officer
No. of POSITION : One (1)
SALARY : Band 4.3 - \$12,544 per annum

PRIMARY PURPOSE OF THE POSITION:

Is responsible to assist the Manager of Administration in providing and coordinating activities of Department formulation, monitoring and presentation of budget for controlling funds to implement Department operations and objectives.

PRINCIPAL RESPONSIBILITIES:

- Prepare comparative analysis of operating programs by analysing costs in relation to services performed during fiscal years
- Submits reports to Manager of Administration and Secretary with recommendations for budget revisions
- Organize and schedule meetings and appointments
- Maintain log records of Department expenditures/ payment vouchers
- Organize and maintain office supplies inventory by checking stocks, need, and place and expenditure orders, verify receipts etc
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Ensure operation of equipment by competing preventative measures, calling for repairs, maintenance, inventories etc. to safeguard Department staff
- Coordinate office procedures/ procurements and ensure payments are processed in a timely manner
- Maintain employee travel/ leave records
- Organize travel and allowance logistic for Secretary

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Completed Year 12
- 3 years (or more) experience on Administrative and/ or financial matters

G.N.No. 724/2021 (Cont'd)

- Good communication and customer skills
- Good organisational and problem solving skills
- IT proficiency in standard computer and software (word processing, excel, presentations, skype, database and internet web based tools)
- Ability to analyse and interpret financial data and prepare financial report, statement and/ or projections

Applications should be submitted to the Acting 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 29th October, 2021.**

Dated this 15th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 725/2021

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 INFORMATION COMMUNICATIONS & TECHNOLOGY
(ICT)

POSITION : ICT Trainee
No. of POSITION : One (1)
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Through on the job, supervised practical issues resolution, gain the knowledge required to provide operational support and management assistance for ICT services
- Install, configure and maintain PC's networking equipment, network operating systems and ICT peripherals
- Assist with monitoring and configuring networks to optimize performance and minimize faults
- Assist with recovery action in the event of a system failure
- Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
- Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
- Under supervision, assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities
- Assist with monitoring all ICT activities, such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
- With supervision, provided user support in relation to software and hardware issues
- Provide reports on work undertaken and issues identified as being in need of resolution

G.N.No. 725/2021 (Cont'd)

- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) strategy
- Assist with the implementation of the e-Government Strategic Plan

DUTIES & RESPONSIBILITIES:

- Installing and configuring hardware components to ensure usability
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met
- Repairing or replacing damaged hardware
- Upgrading the entire system to enable compatible software on all computers

KNOWLEDGE, SKILLS & EXPERIENCES:

- Cert I.V in I.T
- More than 4 years' experience in ICT trainees role or any job experience equivalent
- Look after the network
- Familiar with installing softwares and hardwares
- Repairing computers and laptops
- Identify any issues arose by departments

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Dated this 15th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 726/2021

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 JUSTICE & BORDER CONTROL
(Immigration)

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

PRIMARY PURPOSE OF THE POSITION:

- Preparation of memos and reports as per instruction from Senior Officer, Assistant Director and Director of Immigration
- Develop & Maintain a professional document filing system to ensure accurate record keeping
- Assist Senior officer and Assistant Director in generation and analysis of customized reports

PRINCIPAL RESPONSIBILITIES:

- Preparation of memos and reports as per instruction from Director of Immigration
- Develop & Maintain a professional document filing system to ensure accurate record keeping
- Assist Director in generation and analysis of customized reports
- Handle calls regarding queries and visa status
- Data entry of Immigration records/details
- Tracking inflow of visa requests and monitor whether visas are issued as per timelines and accordingly report to Director of Immigration
- To perform typing duties for Director of Immigration
- Delivery of office mail
- Other duties as required by the Director of Immigration

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Completed Year 12
- Desired to have at least 3 years' experience in similar clerical role
- Good team player
- Flexible attitude
- Knowledge in Microsoft office and computer basics
- Knowledge in documentation and record keeping
- Time management
- Communication Skills

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Dated this 15th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY