



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

No. 63

6<sup>th</sup> May, 2021

Nauru

G.N.No. 272/2021

**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**  
*(Culture & Language)*

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

**PRIMARY PURPOSE OF POSITION:**

- The Administrative Officer provides administrative and clerical support to the staff of the Division of Culture and Language; ensuring that appropriate documentation is created and maintained in accordance with best practice principles in working with the vulnerable community and young people
- Assists in the referral processes to the service and to external support services
- Performs general office duties such as ordering supplies and performing basic book keeping work
- Prepares fortnightly variation for payroll

**DUTIES & RESPONSIBILITIES:**

- To provide administrative and clerical support to the Director and other staff of the Division of Culture
- To maintain and manage a proper filing and recording system in a confidential manner
- To assist the Directorate in compiling and providing statistics and reports on its administrative activities
- To undertake the duties of an unauthorized officer as required
- To assist the Directorate with budgetary matters such as New Project Proposals, Annual Operation Plans, supplementary budgetary requisitions
- To assist staff with travel arrangements
- To maintain the Directorates inventory list
- Preparation of workshop and training materials
- To provide secretariat services for all culture and Language meetings
- To liaise with other administrative officers from internal and external organizations
- Minute taking at meetings including the Integrated Coordination Meeting and preparation of detailed minutes
- To assist in the referral process both for notifications to other services for support
- To undertake any other task from the Director

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**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Must have a Higher School Leaving Certificate or some form of 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 skillful 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 skillful in using Microsoft Word, Excel Access and email
- Strong time management and organizational skills
- Good problem solving, negotiation and communication skills
- Manage budget and reporting system

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 14<sup>th</sup> May, 2021.**

DATED this 5<sup>th</sup> day of May, 2021

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

G.N.No. 273/2021

**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** : Multi-skilled Bus Driver  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 2.1 - \$10, 501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Responsible for transporting passengers and students to and from schools.

G.N.No. 273/2021 (Cont'd)

**DUTIES & RESPONSIBILITIES:**

- Operate the bus in a safe manner
- Ensure that the bus complies with safety vehicle requirements
- Ensure that the bus is registered
- Obey all the traffic laws
- Maintain a clean and safe environment for all students on the bus
- Assist students with mobile difficulties (students in wheelchairs, crutches, etc)
- Cross students across the road when necessary
- To attend emergencies promptly and efficiently
- Follow the instructions of the driver in the event of an accident or emergency
- Ensure that sign of escape doors on the school bus is conspicuous
- Ensure that all passengers are seated while the school bus is in motion
- If the school bus is fitted with seatbelts, remind all passengers that they must securely fasten their seatbelts and keep them fastened for the duration of the journey
- Ensure that small students are seated and not standing whilst the bus is in motion
- Warn disembarking passengers/students of road and traffic dangers
- Remind students of Road Safety Guidelines
- Ensure each student is picked up/dropped off at the designated points
- Maintain a current route map and to inform the department of any changes
- Discipline and report students when required to maintain students' safety
- Report accidents or dysfunctional parts of the bus
- Ensure bus crossing flag sign and vest are always used for crossing students across the road
- Adhere to the Public Service Act 2016, Education Act 2011 and relevant policies
- To support the department by performing other duties as assigned by the Director or Head of Department.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Heavy vehicle driver's license, ethical person
- Verbal and written communication skills
- Attention to detail
- Regular attendance and punctuality
- Interpersonal skills
- Reliability
- Friendly disposition
- Ability to prioritize
- Work well with children and students
- Have sense of humour
- Understands children and students behaviour

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DATED this 5<sup>th</sup> day of May, 2021

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

G.N.No. 274/2021

**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**  
*(Land Transport)*

**POSITION** : Bus Conductor  
**No. of POSITION** : Two (2)  
**SALARY RANGE** : Band 2.1 - \$10, 501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Ensure safety of passengers, especially focusing on the students, are properly accommodated.

**DUTIES & RESPONSIBILITIES:**

- Maintain discipline and prevent unauthorized person on the bus
- Maintain cleanliness of the interior and exterior of bus
- Compliance to Motor Traffic Act
- Any other duties directed by Management and Secretary

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Being responsible and reliable
- Demonstrate good interpersonal skills
- Ability to communicate effectively verbally and in writing
- Must be fit and able to work independently and cooperatively
- Must be of sober habit

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DATED this 5<sup>th</sup> day of May, 2021

**SASIKUMAR PARAVANOR**  
**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'S AND SOCIAL DEVELOPMENT AFFAIRS**  
*(Women's Affairs)*

**POSITION** : Development Officer  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 5.1 - \$12, 983 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Supports the strategic priority efforts of Women's Affairs Department by designing, implementing, evaluating and refining the Department's development activities, with an emphasis on women and girls. Personality identifies, cultivates, solicits and stewards major activities and prospects in accordance with performance targets set in collaboration and under direction of the Director of Women's Affairs. Fosters collaborative relationships with development partners and relevant stakeholders by coordinating joint efforts, developing internal processes and procedures, aligning outreach efforts for multiple development programs and initiatives within the Women's Affairs Department.

**DUTIES & RESPONSIBILITIES:**

- Assist and/or lead in short and long-range strategic planning activities to create and implement the department goals and objectives
- Coordinates day-to-day development strategies and activities to ensure their integration into the Department's overall Operating plan
- Makes effective use of the Departments resources to ensure appropriate management of activities in coordination with the Departments objectives
- Conducts research to identify projects and activities with an emphasis on thematic areas for women and girls and to create strategies to implement the priorities of the Women's Affairs Department under the Department of Women's and Social Development Affairs
- Plans and conducts programs and activities designed to increase the visibility of the Women's Affairs Department to internal and external partners
- May train and supervise staff performing related work; may participate in the recruitment of staff, as appropriate to the area of operation under instructions of the Director of Women's Affairs under Secretary for Women's and Social Development Affairs (WASDA)
- Performs miscellaneous job-related duties as assigned.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Completed courses from an accredited institution that are above minimum education requirement may be substituted for experience on a year basis
- At least 2 years of documented professional experience directly related to the duties and responsibilities specified.
- Demonstrated ability in implementing long- and short-range development initiatives in conjunction with strategic planning processes
- Exceptional interpersonal skills and the ability to interact effectively with leadership, community and district in a wide range of roles
- Ability to conduct research, gather data, analyse information, and prepare effective, accurate and timely and other documents to support department objectives
- Database management skills

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- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to exercise good judgement, to demonstrate an understanding of ethics related department activities and to use discretion in interactions with donors, government and communities and districts
- Demonstrated organizational skills and experience in managing events and other complex activities in support of department objectives
- Ability to foster effective working relationships within a team environment
- Community relations skills and the ability to communicate and work effectively within a diverse community like Nauru
- Program planning and leadership skills
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups

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DATED this 5<sup>th</sup> day of May, 2021

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

G.N.No. 276/2021

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:** Geofferson Tiana Waidabu of Anabar District, and  
Leona Ruana Cain of Boe District.

**DATE OF ENGAGEMENT:** 26<sup>th</sup> April, 2021

**HON. LIONEL ROUWEN AINGIMEA, M.P.**  
**MINISTER IN CHARGE**