



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

No. 69

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

Nauru

G.N.No. 283/2021

**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 LAND MANAGEMENT**  
*(Lands & Surveyor)*

**POSITION** : Trainee Surveyor  
**No. of POSITION** : Three (3)  
**SALARY RANGE** : Band 3.1 - \$11, 341 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Our Trainee Surveyor commonly assists Senior Surveyors lead over a period of time they work hard to developing and relocating land boundaries.

**DUTIES & RESPONSIBILITIES:**

- Good in mathematics
- Assist surveyors to measure, map, assess, collect and interpret information about specific pieces of land
- To assist surveyors to work on land due for redevelopment (build on) i.e built infrastructure
- To assist surveyors to unidentified land/topography, hydrography and measured building surveys using a variety of specialists equipment and technology such as theodolites, GPS instruments
- To assist surveyors in analysing data using plans, maps, charts and software such as AUTOCAD, G.I.S and LISCAD programs
- To assist surveyors in presenting data to clients and writing reports
- To assist surveyors in giving advice about technical matters regarding demarcation of land
- Job is a combination of an office and with duties outdoor on sites with tough environment

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- To complete year twelve (12)
- Conduct Survey on Land sites and properties. Ability to make mathematical and to understand/interpret data
- Use equipment and tools accurately to measure land feature
- Ability to work independently and as part of a team

G.N.No. 283/2021 (Cont'd)

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 21<sup>st</sup> May, 2021.**

Dated this 10<sup>th</sup> day of May, 2021

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

G.N.No. 284/2021

**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 HEALTH & MEDICAL SERVICES**  
*(Health Systems)*

**POSITION** : Quality Assurance Manager  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 10.1 - \$18,722 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The Quality Assurance Manager is responsible for ensuring sustainable quality of Health services by developing and enforcing systems, validating processes and providing documentation.

**DUTIES & RESPONSIBILITIES:**

- Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews
- Determining system improvements and implementing change
- Develops quality assurance plans by conducting hazard analyses, identifying critical control points and preventive measures and verification procedures
- Validates quality processes by establishing health systems specifications, writing and updating quality assurance procedures
- Oversee internal processes and procedures to ensure quality
- Regularly analyse quality of data and suggest actions based on collected data
- Adheres to department's policies and standards
- Other duties as assigned

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Completed Year 12
- Experience with Quality Assurance Management
- Thorough knowledge of methodologies of quality assurance and standards
- Excellent numerical skills and understanding of data analysis/statistical methods
- Process improvement
- Strategic Planning
- Excellent verbal and written communication skills
- An analytical mindset

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- Database management
- Proficient with Microsoft Office or related software
- Excellent numerical skills and understanding of data analysis/statistical methods
- Critical thinker and problem-solving skills
- Team player
- Good time-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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 2021

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

G.N.No. 285/2021

**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**  
*(Secretariat)*

**POSITION** : Scholarship Manager  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 10.1 - \$18,722 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

This position manages scholarship application and award process; liaising with foreign schools' administration for Nauru's scholarship awardees' chosen field of study or foreign high school selected; managing the scholarship annual budget allocation; monitors and ensure compliance with the Scholarship policies.

**DUTIES & RESPONSIBILITIES:**

- Produce an annual scholarship program report
- Ensure the proper disbursement of scholarship funds
- Analyze applications and transcripts to determine eligibility for educational scholarships
- Analyze scholarship details and assess suitability to the Nauru context
- Computerize raw scores to standard deviation and present students' data to the relevant officer
- Prepare instructions for applications to scholarship programs
- Provide professional services to students and the general public on scholarship matters
- Maintain a record of each scholarship awardee in a secure and retrievable filing system
- Promote scholarships through digital media
- Prepare a Personal Profile Portfolio for each scholarship awardee for accountability and scrutiny
- Submit report to the Director every month
- Submit report of individual scholarship holder to the H.O.D when requested

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- Arrange all required travelling documents, accommodations, allowances and other scholarship related activities
- Arrange students' chaperones travelling itinerary, including accommodations and allowances payments
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust Act 2017 and relevant data
- Perform other duties compatible with the position as directed by the Director

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Year 12 Completion certification
- Diploma or Higher degree in Education/Administration/Management or related fields
- 1 year Experience
- Computer Literacy
- Well versed in the English language
- Interpersonal skills
- Leadership skills
- Organisational skills
- Punctual
- Commitment to deadlines

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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 2021

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

G.N.No. 286/2021

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

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

**PRIMARY PURPOSE OF POSITION:**

Vacancy exists for a competent Executive Secretary to support the Director Women's Affairs in the Women's Affairs Department. The relevant candidate will be responsible for the organizing and maintaining of the executive's schedule and assist them by performing a variety of administrative tasks.

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Executive secretaries must be quick professionals with great time-management and multitasking abilities. It is with their diligence and competence in their work that the Director of Women's Affairs can focus on their managerial responsibilities without worrying for other tasks.

The goal is to contribute to the efficiency of the Women's Affairs Department by ensuring all assigned administrative duties are carried out timely and efficiently.

**DUTIES & RESPONSIBILITIES:**

- Maintaining Women's Affairs Department agenda and assist in planning appointments, broad meetings, conference etc.
- Attend meetings and keep minutes
- Receiving and screening phone calls and redirecting them when appropriate
- Proven experience as executive secretary or similar administrative role
- Proficient in MS Office and "back-office" software (e.g. ERP)
- In depth knowledge of office management as well as technical vocabulary of relevant industry
- Familiarity with basic research methods and reporting techniques
- Excellent organizational and time-management skills
- Outstanding communication and negotiation abilities
- Integrity and confidentiality
- At least 2 years' experience in a similar role or field
- Must be a team player

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- No qualification required
- 2 years' experience
- Strong computer skill. Good interpersonal, communication, organizational, and administrative skills required.
- The ability to meet deadlines with a minimum of supervision is required.
- The ability to develop knowledge of, respect of, and skills to engage with those of other cultures or backgrounds is required.

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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 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 HEALTH & MEDICAL SERVICES**  
*(Public Health)*

**POSITION** : Enforcement Officer  
**No. of POSITION** : Two (2)  
**SALARY RANGE** : Band 6.1- \$13, 762 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The enforcement officer is responsible for undertaking enforcement on Acts and Legislation under the Ministry of Health.

**DUTIES & RESPONSIBILITIES:**

- Enforcement of the Acts and Legislation that is under the jurisdiction of the Ministry of Health
- Public awareness and compliance on health Acts and Regulation
- Assist in the Prosecution of individuals
- Assist in developing and maintaining of an enforcement register and filing system
- Assist the enforcement officer in the compilation of reports including monthly updating of activities
- Perform other duties or attend other activities in relation to any Non-Communicable Disease and not limited to communicable disease areas of responsibilities as required.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Knowledge on enforcement or certification on enforcement
- Nauruan and English communication skills
- Cross-cultural sensitivity, ability to maintain confidentiality and good interpersonal skills
- Must have at least some experience in enforcement
- Desirable – have some experience in law enforcement
- Understand the Health Legislation
- Can undertake routine inspection following a guidance checklist and communicate the results from the inspections
- Ability to apply the knowledge on enforcement to determine that there is a violation and appropriate measures to be taken
- Can identify noncompliance issues that require further action for referral to the enforcement officer
- Demonstrates the descriptive writing skills and writes reports that clearly and accurately record work undertaken
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they are not authorised.

G.N.No. 287/2021 (Cont'd)

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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 2021.

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

G.N.No. 288/2021

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

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

**PRIMARY PURPOSE OF POSITION:**

No to Violence works to bring about the changes our country and community needs to eliminate men's use of family violence. For 17 years, we have been working directly with men who use family violence to support them to change. Our training in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the support to the Women's Affairs Department and organizations and individuals working with men to end family violence in Nauru. As an organization, at the centre of our work is the safety of women and children, as by ending men's violence, families can have happier, safer and more fulfilled lives.

The male counsellor is responsible for engaging with clients (primarily men who use family violence), providing professional telephone (in-bound and out-bound) and on-line counselling advisory and support services and advising them on appropriate referral arrangements for longer term support, ensuring adherence to risk assessment and management protocols/procedures. Whilst the majority of the counselling support services are provided face to face, there may be some occasions when telephone counselling services may be required, for example in relation to safety and protection orders. The majority of our clients are men who are using family violence, family members and third parties, which include Court requesting a consultation for Respondents. In general, the Male Counsellor role operates on a roster spanning 7 days per week, 24 hours per day, including weekends and public holidays, except where otherwise specified in the Employment Agreement.

**DUTIES & RESPONSIBILITIES:**

- Conduct appropriate risk assessments when engaging with clients and other callers, whether in person or on call using risk management protocols and procedures and clinical governance framework, initiating appropriate follow-up action as required
- Consult with a Safe house Counsellor and Director of Women's Affairs in relation to the management of more complex and/or high-risk cases.

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- Ensure all cases under management are accurate and up-to-date and capture all pertinent information via the relevant data records
- Ensure work is undertaken in compliance with Women's Affairs policies, procedures, frameworks and processes, applicable legislation and governance requirements
- Keep up to date with family violence/sector reforms Team and Professional Development
- Participate in team meetings, individual and group supervision/feedback sessions (including those related to "on-call"), and clinical supervision sessions
- Play an active role in individual and group professional development activities to support on-going knowledge/skill enhancement and practice development
- Provide feedback and insights regarding systematic issues, continuous improvement opportunities and work processes/practices.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Tertiary qualification in Social Work, Counselling, Psychology or equivalent, or diploma in similar with extensive experience in the family violence sector or closely related field (e.g. Graduate Certificate of Client Assessment & Case Management) (Men's Family Violence)
- 2 years in a related field of work
- A demonstrated understanding of the social and gendered context of family violence and the impact of violence on women and children.
- Understanding of legislation, risk management and reforms pertaining to the family violence sector
- Experience in the delivery of counselling or case management services either face to face or over the telephone
- Experience in assessing and responding to clinical risk
- Demonstrated personal commitment to the practice and principles of non-violence, justice, social inclusion and gender equity issues
- Ability to work independently and part of a wider team
- Proficiency in the use of Microsoft Office suite and CRM systems to capture client information
- Commit to working inclusively in Nauru for people within Nauru, people from culturally and linguistically diverse communities, Refugee/Asylum Seekers, elders and people with disabilities
- Specialist knowledge and skills and prior experience providing male family violence services, including intake and risk assessment
- An understanding of integrated family violence service systems in Nauru

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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 2021

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



G.N.No. 289/2021

**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 HEALTH & MEDICAL SERVICES**  
*(Training & Development)*

**POSITION** : Administrative Academic Manager  
**No. of POSITION** : One (1)  
**SALARY RANGE** : Band 9.1 - \$17,336 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Provides and performs administrative support duties to NHPTI.

**DUTIES & RESPONSIBILITIES:**

- Provide administrative support to the Nauru Health Professional Training Institute with reception and enquiry services, managing all scheduled meetings and appointments
- Arrange meetings, travel, workshop, conferences and training in accordance with the requirement of NHPTI staff
- Preparing and proofreading of all administrative correspondence, reports and other documents as requested
- Assist NHPTI in providing and dissemination of information for training through the development of resources such as flyers, brochure etc
- Keeps record of all training and coordinate enrolment process for students
- Typing, collating or otherwise assist with test preparation
- Assist NHPTI with finance management, budget and financial report
- Orientation and induction for students
- Assist students in answering questions in regards to registration, enrolment process, as well as providing students with guideline and code of conduct
- Supports the NHPTI by equipment and supplies, maintaining and inventory of office supplies and handling budget request, follow up and payments of all purchase order
- Helps to organize and conduct unit events as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, programs, purchasing awards and reservations
- Assist students with compilation of scholarship application documents
- Supports the unit by obtaining and processing textbooks, preparing training resources and collecting information for newsletter compilation
- Preparing and process students and NHPTI staff timesheets, processing of staff leave and submission of special allowance form as required
- Schedule booking of classroom and facility
- Maintaining the security of the facility
- Contributing to the work environment that is conducive to develop skills and to engage with persons of different culture if required
- Remains competence and current with professional and personal development
- Provide support and counselling to staff members on a variety of issues related to work and personal health related issues
- Ensures support systems for staff in the context of the Code of Conduct
- Responsible for the well-being of staff members
- Promote an atmosphere to prevent workplace conflict and advise senior management of the development and implementation of the department's mitigating measures
- Liaise and collaborate with other divisions as appropriate

G.N.No. 289/2021 (Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- High School Leaving Certificate
- Preferably attained an undergraduate qualification in Office Management
- 3 years or more of office work experience
- Must know how to troubleshoot electronic office equipment
- Some experience in counselling
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Be familiar with the Code of Conduct
- Able to develop or use database
- Good with Microsoft office skills
- Good with management skills, problem solving skills
- Ability to maintain a complex filing system
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Ability to act with integrity, professionalism, and confidentiality
- Demonstrates report writing skills
- Proficient with Microsoft Office or related software

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 21<sup>st</sup> May, 2021.**

Dated this 12<sup>th</sup> day of May, 2021

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

G.N.No. 290/2021

**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 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.

G.N.No. 290/2021 (Cont'd)

**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
- 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 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 28<sup>th</sup> May, 2021.**

Dated this 13<sup>th</sup> day of May, 2021

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

G.N.No. 291/2021

**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 Driver  
**SALARY RANGE** : Band 2.1 - \$10, 501 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

To safely and promptly transport students to ports of destination including transportation of employees, as well as public request.

G.N.No. 291/2021 (Cont'd)

**DUTIES & RESPONSIBILITIES:**

- Maintain discipline and prevent unauthorized person on the bus
- Maintain cleanliness of the interior and exterior of bus
- Responsible to renewing the bus inspection and registration, etc.
- Report bus malfunctions or needed repairs or standby as mechanic requested
- Ensure bus operates properly before runs by checking tires, brakes, lights, oil, fuel, water, windshield wipers, etc.
- Prepare and submit report of trips, hours, mileage, fuel, bus service, etc
- Compliance to Motor Traffic Act and other necessary regulations provided by department
- Any other duties directed by Management and Secretary

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Must have driver's licence
- Experience driving machinery equipment or buses
- Being responsible and reliable
- Demonstrate good interpersonal skills
- Ability to communicate effectively verbally and writing
- Ability to plan, prioritize and coordinate
- Must be fit and able to work independently and cooperatively
- Must be of sober habit

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 28<sup>th</sup> May, 2021.**

Dated this 13<sup>th</sup> day of May, 2021

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