



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

No. 57

06th May, 2015

Nauru

G. N. No. 218 / 2015

**PUBLIC SERVICE ACT 1998
SECTION 10**

CREATION OF NEW POSITION

PURSUANT TO the powers in that vested in me, under Section 10, Subsection (1) clause (a) of the Public Service Act 1998, I, HON. BARON DIVAVESI WAQA, M.P., President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new position-

DEPARTMENT OF EDUCATION

<u>DESIGNATION OF OFFICE</u>	<u>SALARY LEVEL</u>	<u>NO. OF POSITION</u>
Assistant Teachers Evaluation and Monitoring	Band 12	1

DATED this 04th day of April, 2015

**HON. BARON DIVAVESI WAQA M.P.
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G. N. No. 219 / 2015

**NAOERO CITIZENSHIP (AMENDMENT) ACT 2015
SECTION 5 SUBSECTION 5**

It is notified for general information that Cabinet on Thursday, 30th April 2015, pursuant to Section 5(1)(A)(a) of the Naoero Citizenship (Amendment) Act 2015 has approved and granted Nauruan citizenship to Mr. Victor Soriano.

Dated this 30th day of April, 2015.

**SASIKUMAR PARAVANOOR,
SECRETARY TO CABINET.**

No. 57

06th May, 2015

Nauru

G. N. No. 220 / 2015

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation has been accepted effective from 24th March, 2015;

DEPARTMENT OF HEALTH AND MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Tricia Agiangang	Cleaner	Band 1

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 221 / 2015

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation has been accepted effective from 25th March, 2015;

DEPARTMENT OF HEALTH AND MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Imelda Denitage	Nursing Aide	Band 5

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

No. 57

06th May, 2015

Nauru

G. N. No. 222 / 2015

PUBLIC SERVICE ACT 1998
SECTION 52

RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE

It is notified for general information that the following officer is retired from the Public Service of Nauru with effect from 12th March, 2015.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAMES</u>	<u>DESIGNATION</u>	<u>SALARY</u>
Cecilia Waibeiya	Bus Conductor	Band 1

Dated this 05th day of May, 2015.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 223 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

CHIEF SECRETARY'S DEPARTMENT

Division : Administration
Position : Assistant Finance & Planning Officer
Salary Level : Band 5
Responsible to : Manager of Administration, Finance & Planning
And Director of Administration

Responsibilities

- Implement budget process for Chief Secretary department as directed by Supervisor
- Assist with maintaining and effecting spending plan for each quarter
- Assist with process of payments for staff salary, travel and training requirements

G. N. No. 223 / 2015 (Cont'd)

- Assist with process of payments for office requirements such as stationery and other consumables
- Assist with process and effecting payments for government housing projects
- Assist with process and effecting payments for government billings
- Assist with process of budget documents for Budget Submission for the FY
- Assist with process of Inter Subhead Transfers as directed by Supervisor
- Maintain filing system on Budgetary matters
- Assist with preparation of stocktake Inventory for Admin Division
- Assist Supervisor with quarterly stocktake for Admin Division
- Assist with quarterly reports on department budget and stocktake
- Assist with process of Time Sheets & Variation as instructed by Supervisor

Knowledge, Skills & Experience

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Fluent in written and spoken English
- Knowledgeable in computer programming such as Excel & Word
- Basic Accounting and Numeracy skills
- Willingness to work after hours
- Must be diligent and of sober habits
- Must have good customer relations and organizational skills

Applications should be submitted to Chief Secretary or Director of Human Resources through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 224 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

Division : Administration
Position : Assistant Support Service Officer
Salary Level : Band 5
Responsible to : Support Service Officer

Responsibilities

- Assist of maintaining of work plan and schedule of government services and operations for:
- Government Fuel Distribution
- Cleaning Services
- Government Office Water Supply
- Courier Services
- Assist with maintaining communication and Fuel Supplier & Distributor
- Process Fuel list for Government fuel distribution on a weekly basis
- Process requirement in terms of operations (above) as requested by departments on a daily basis
- Assist with process of quarterly reports on all operations
- Maintain bookings for Chief Secretary Conference Room
- Assist with Courier Services as directed by Supervisor
- Assist daily operations of the department on a daily basis
- Assist government functions and activities as required

Knowledge, Skills & Experience

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Good command of written and spoken English
- Knowledgeable in computer programming such as Excel & Word
- Willingness to work after hours
- Knowledge in report writing
- Positive & sober habits

No. 57

06th May, 2015

Nauru

G. N. No. 224 / 2015 (Cont'd)

Applications should be submitted to Chief Secretary or Director of Human Resources through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 225 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

CHIEF SECRETARY DEPARTMENT

Division : Administration
Position : Assistant Expatriate Welfare Officer
Salary Level : Band 5
Responsible to : Expatriate welfare Officer

Responsibilities

- Assist with maintaining of work plan and schedule of Expatriate Welfare operations
- Assist with recruitment process for Expatriate employees
- Assist with correspondence and communication with Expatriate employees
- Assist with leave process for expatriate employees
- Maintain filling and records of all expatriate employees
- Assist with process of quarterly reports
- Assist with inspection of expat accommodation
- Assist with arrangements of transportation for expatriate employees
- Assist with process of Stock take Inventory of household items issued to expatriate employees

Knowledge, Skills & Experience

- Minimum qualification of Year 12
- At least 2 years of relevant experience

No. 57

06th May, 2015

Nauru

G. N. No. 225 / 2015 (Cont'd)

- Good command of written and spoken English
- Willingness to work after hours
- Knowledge in report writing
- Knowledge of computer programs such as Excel & Word Processor
- Positive & sober attitude

Applications should be submitted to Chief Secretary or Secretary for Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Wednesday 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 226 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

Division : Administration
Job Title : Financial Plan Officer
Salary Level : Band 6
Responsible To : Manager Administration &
Director of Administration

Responsibilities

- Budget preparation and monitoring the budget of Presidency, Ministerial, and Chief Secretary's Department.
- Preparing a spending plan for each quarter
- Processing of Payment Vouchers
- Verifying the PVs and monitoring the necessary documents before processing and collecting the receipts after processing
- Preparing Financial report

G. N. No. 226 / 2015 (Cont'd)

- Preparing Inter-sub head transfers if required
- Travel arrangements of President, Ministers and Chief Secretary
- Prepare Stock Take inventory
- Procurement and purchase of essential items to the Departments
- Distribute the Procured items to the Departments
- Maintain the records of all PVs and Quotations
- Other duties as directed by Manager Administration, Director of Administration and Chief Secretary.

Knowledge, Skills And Experience

- Minimum qualification of year 12 with accounting background
- At least 2 years of experience in accounting
- Strong analytical and numeracy skills
- Strong written and oral communication skills
- Computer Literate (Excel and Word)
- Willing to learn and apply new knowledge and ideas to work
- Willingness to work after office hours
- Time Management Skills

Applications should be submitted to 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, 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 227 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

Position : Clerical Officer
Salary : Band 5

Responsibilities

- Assist the Administrative Officer and Executive Secretary on all matter of the Chief Secretariat Office;
- Assist in recording and registering file movements for further processing;
- Assist in updating, registering and distribution of all incoming, outgoing, internal and external mails;
- Attend and process all incoming telephone enquiries;
- Maintain confidentiality of any information received in the workplace at all times;
- Maintain a clean and tidy work environment;
- Undertake quality assurance activities;
- Other duties as directed by the management.

Qualifications:

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Ability to read and write in English
- Computer literate (Excel and Word)
- Have a good customer relations and organizational skills
- Willingness to work after office hours
- Good public relation

Applications should be submitted to 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, 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 228 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

CHIEF SECRETARY DEPARTMENT

Division : Administration
Position : Receptionist
Salary Level : Band 4
Primary Purpose : Receptionist is responsible for providing Customer relations support (switchboard and or clerical duties) for the Department

Responsibilities

- Greet and assist visitors
- Answer, direct calls and respond to inquiries
- Other duties not limited to typing, scanning and photocopying
- Treat all matters arising with due process and diligence and utmost confidentiality
- Perform other duties as may be required by the Director/Manager of Administration

Knowledge, Skills & Experience

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Good command of written and spoken English
- Willingness to work after hours
- Knowledge in report writing
- Knowledge of computer programs such as Excel & Word Processor
- Positive & sober attitude

Applications should be submitted to Chief Secretary or Secretary for Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, 15th May 2015.

Dated 01st day of May, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position	:	Bus Driver
Salary Level	:	Band 3
Purpose Of The Position	:	To provide efficient delivery and transport services for the Department of Education

Duties And Responsibilities

- Provide delivery services such as transporting of personnel, delivering mails/correspondences and school supplies for the Education department
- Maintain the vehicle condition by regularly cleaning the interior/exterior of the vehicle
- Report any incidences of the vehicle involving accidents or repairs
- Garage the vehicle for its regular service and check up maintenance
- Demonstrate and maintain a high standard of performance
- Maintain a Bus Log Book
- Perform such other duties compatible with the position as determined by the Secretary or persons(s) appointed for that purpose

Knowledge, Skills And Experience

- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time and resources
- Attend work at all times unless very ill or restricted by unusual circumstances
- Be punctual to work
- Enter the time book accurately and honestly
- Not, at any time, demonstrate insubordination

Qualification

- Proven ability to drive a light and heavy vehicle
- Holder of a valid driver's licence
- Must have a good command of Nauruan and English

No. 57

06th May, 2015

Nauru

G. N. No. 229 / 2015 (Cont'd)

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May, 2015 .

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 230 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Liaison Officer

Salary Level : Band 6

No. Of Positions : 2

Purpose Of The Position: To assist the Chief Liaison Officer with the monitoring, maintaining records of student attendances and mediating with parents/education on the behaviour of their children.

Duties And Responsibilities:

- Maintain records of students' ages and checking with the Register of Births where necessary
- Compiling lists annually of children who become eligible for enrolment
- Processing applications for exemption from compulsory schooling
- Coordinating prosecutions under the compulsory Education Ordinance and where necessary, conducting prosecutions
- Liaise with parents and community leaders on absenteeism
- Monitor every students' behaviour, work attitude, punctuality and attendance
- Relate to parents their children's' unacceptable behaviour, truancy, lateness and lack of interest in their school work
- Keep and maintain accurate records of punctuality and attendance of every student in the school

G. N. No. 230 / 2015 (Cont'd)

- Maintain and keep in order a filing system on every student that is currently enrolled in the school and also an archive of past student records
- Investigate irregularities in students' attendance and report to the Principal
- Make personal inquiries about student absences and/or consistent lateness
- Relay to class teachers notification of special/sick leave of students and make note in students' files
- Inform the principal of unauthorized leave of absences of more than three (3) consecutive school days
- Not give permission of leave of absences to students but rather refer the application to the Principal
- Serve the principal with a weekly statistical report on school attendance and enrolment for the week
- Serve the Chief Liaison Officer with a monthly statistical report of student attendance and/or other documents as may be required by that office and with a duplicate copy to the Principal
- From time to time, research and provide information and/or statistics relating to a particular student as may be required by a teacher, Deputy Principal or the Principal
- Handle correspondence between the parents/guardians and school concerning students' affairs
- Ensure that parents/guardians receive letters of notice and documents about the children
- Follow up notices for parents response
- Seek permission of the Principal to leave the work place to do field work
- From time to time be required by the Principal to attend to urgent matters with parents
- From time to time attend staff meetings and sectional meetings as may be required
- Other duties as required by the Principal or Director of School

Knowledge, Skills And Experience

- Execute all tasks with efficiency and diligence
- Manage resources well and expend wisely
- Exercise economy in dealing with time, effort and resources
- Keep and maintain a healthy and safe office environment
- Demonstrate his or her willingness to assist students and staff members at all times
- Share resources with other staff members
- Show patience, tolerance and understanding towards students, other staff members, parents/guardians and friends of the school
- Conduct him/herself with respect and with utmost professional standard
- Dress smartly and appropriately as outlined in the dress code for public servants or otherwise only on special circumstances and with the permission of the Principal may wear something less desirable but decent
- Not use offensive language in the school and in particular in the presence of students
- Not smoke in the office or the school compound
- Attend work at all times unless very ill or restricted by unusual circumstances

G. N. No. 230 / 2015 (Cont'd)

- Be punctual to work
- Communicate to the Principal his or her intentions of leave of absence or turning up late for duty
- Fill in accurately his/her leave form
- Not leave the work place before time without the permission of the Deputy Principal or the Principal
- Enter the timebook accurately and honestly
- From time to time be expected to extra duties and tasks which will be school based as may be required by Principal
- Not, any time, demonstrate insubordination
- At all times, obey lawful instructions by the Deputy Principal and or Principal
- Be responsible to the Principal

Qualification

- Personal qualities of maturity, impartiality and good public relations are important.
- Good command of Nauruan and English language
- Computer literate

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May, 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 231 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : TVET INSTRUCTOR - ENGINEERING

Salary Level : Band 10

Purpose Of The Position: Responsible to the Nauru Secondary School Principal through the TVET Coordinator for the satisfactory performance of duties

Duties And Responsibilities:

- Deliver lectures on engineering topics approved by the Education Department
- Set up and supervise laboratories and enforce lab safety
- Evaluate and grade students' assessments: class work, assignment, projects laboratory work, exam and any other assessments
- Plan, evaluate and revise curricula, course content, course materials and methods of instruction
- Advise students of their assessments
- Maintain students' attendance records, grades and other required records
- Initiate, facilitate class discussions
- Select materials and supplies such as textbooks, electronic programs and laboratory equipment
- Collaborate with colleagues to address students' positive response to the course
- Work alongside TVET Coordinator Officer and Nauru Secondary School Principal
- Must be punctual at work

Qualification

- Cert II Engineering or equivalent
- Certificate IV Trainer and Assessor or equivalent

No. 57

06th May, 2015

Nauru

G. N. No. 231 / 2015 (Cont'd)

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May, 2015 .

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 232 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Teacher (Secondary)
Salary Level : Band 12

Purpose Of The Position: Responsible to the Director of School through the Deputy Principal/Principal for the satisfactory performance of duties

Duties And Responsibilities:

- Prepare well the appropriate syllabus material as directed by the Principal/Teacher-In-Charge
- Know the subject matters including the curricula, pedagogy thoroughly before teaching the subjects to the students
- Keep a Work Book and enter all the necessary details of the work covered
- Check the students' exercise books/work regularly and provide positive remarks on the work done by the students
- Provide a lot of extra work for students as homework
- See that all homework given are done by students and marked
- See that all mistakes done by students should be corrected by them
- Keep a record of all short tests given in the class
- Analyse all the tests given and provide remedial measures immediately
- Go through any written notes given to students and correct any mistakes done
- Provide positive encouragements to students rather than giving negative remarks
- Have a positive and caring attitude towards all students he/she teaches in the school

No. 57

06th May, 2015

Nauru

G. N. No. 232 / 2015 (Cont'd)

- Be a Student-Researcher, that is, know his/her student well by keeping a profile of each student regarding work, learning development etc.
- Provide student progress to parents/guardians as needed
- Commit oneself to teaching and provide all necessary guidance and help to students in one's care
- Participate in in-service training
- Perform ancillary duties, that, ground, bus etc
- Perform such other duties compatible with the position as determined by the Director

Qualification

- Trained Teachers Diploma or equivalent
- Graduate Teachers preferred
- Experience in teaching of English as a second language would be an advantage

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 233 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Driver/Courier
Salary Level : Band 3

Purpose Of The Position: Responsible to the Director of Education Administration for the satisfactory performance of duties

G. N. No. 233 / 2015 (Cont'd)

Duties And Responsibilities;

- Provide delivery services such as transporting of personnel, delivering mails/correspondences and school supplies for the Education department
- Maintain the vehicle condition by regularly cleaning the interior/exterior of the vehicle
- Report any incidences of the vehicle involving accidents or repairs
- Garage the vehicle for its regular service and check up maintenance
- Demonstrate and maintain a high standard of performance
- Maintain a Bus Log Book
- Perform such other duties compatible with the position as determined by the Secretary or persons(s) appointed for that purpose

Knowledge, Skills And Experience

- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time and resources
- Attend work at all times unless very ill or restricted by unusual circumstances
- Be punctual to work
- Enter the time book accurately and honestly
- Not, at any time, demonstrate insubordination

Qualification

- Proven ability to drive a light and heavy vehicle
- Holder of a valid driver's licence
- Must have a good command of Nauruan and English

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 234 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Clerical Officer

Salary Level : Band 5

Purpose Of The Position: Responsible to the Director of Education Administration for the satisfactory performance of duties

Duties And Responsibilities; - To assist the Director of Administration

- Organizing and scheduling appointments
- Organizing and coordinating meetings
- Typing documents and correspondence
- Co-ordinating work flow
- Monitoring and ordering inventory of office supplies
- Keeping office neat and tidy

Knowledge, Skills And Experience

- Efficient in typing
- Efficient in organizing
- Competent in Nauruan and English language
- Computer Literate
- Competent in verbal and written communication
- Execute in tasks with efficiency and diligence
- Exercise economy in dealing with time, effort and resources
- Be punctual at work
- Respectful and amicable demeanour

No. 57

06th May, 2015

Nauru

G. N. No. 234 / 2015 (Cont'd)

Qualification

Completed Year 12 or equivalent

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 235 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Curriculum Support Officer

Salary Level : Band 5

Purpose Of The Position: Responsible to the Director of C.A.S.E. in the co-ordination of workshops and meetings, project management and technical duties.

Duties And Responsibilities; - To assist the C.A.S.E. Managers

- Recording and stock-taking school resources and materials
- Processing materials such as recording, typing, printing, photocopying, sorting and filing
- Delivering workshops and meetings
- Managing projects such as Benchmarking

To Assist C.A.S.E. Consultants In

- Workshops and Meetings
- Technical Office work

No. 57

06th May, 2015

Nauru

G. N. No. 235 / 2015 (Cont'd)

Qualification

- Motivated to deliver assigned tasks
- Have frontline skills or equivalent
- Successful experience in ICT use including spread sheets and other computer programs and software
- High level of Literacy
- Demonstrated work ethic and ability to work in a team

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 236 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Administrative Assistant Officer
Salary Level : Band 5

Purpose Of The Position: Responsible to the Director of Education for the satisfactory performance of duties

Duties And Responsibilities; - To assist the Director of Administration

- Monthly and Fortnightly variation sheets
- Recruitment of Expatriate teachers
- Organizing of expatriate travel and accommodation
- General office correspondence
- Liaise with other departments for general education information
- Perform such other duties compatible with the position as determined by the Secretary

No. 57

06th May, 2015

Nauru

G. N. No. 236 / 2015 (Cont'd)

Qualification

- Completed Year 12 or equivalent
- Good command of Nauruan and English

Skills, Abilities & Experience

- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time and resources
- Attend work at all times unless circumstances won't allow personnel to work
- Be Punctual to work
- Enter the time-book accurately and honestly
- Not at any time demonstrate insubordination

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 237 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Assistant Assets Officer
Salary Level : Band 4

Purpose Of The Position: Responsible to the Director of Administration through the Asset Manager for the satisfactory performance of duties:

Duties And Responsibilities: - Assist the Asset Manager with

- Preparing and maintaining an excel list of all students in all schools
- Using the list to record all items provided to students

No. 57

06th May, 2015

Nauru

G. N. No. 237 / 2015 (Cont'd)

- Maintaining a record on all Loan or Hire agreements
- Preparing and maintaining an excel list of all supplies provided to the school and the Head office
- Using the list to prepare Assets Register List for all schools or departmental sites
- Maintaining records of contracts signed by other officers, teachers or parents regarding the hire or loan of Departmental assets, including cash exchanges
- Preparing an Inventory report

Qualification

- Completed Year 12 or equivalent
- Must have good command of Nauruan and English

Skills, Abilities & Experience

- Execute all tasks with efficiency and diligence
- Exercise economy in dealing with time and resources
- Attend work at all times unless circumstances won't allow personnel to work
- Be Punctual to work
- Enter the time-book accurately and honestly
- Not at any time demonstrate insubordination

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

No. 57

06th May, 2015

Nauru

G. N. No. 238 / 2015

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

Position : Teacher (Infant)
Salary Level : To commensurate with qualification gained as per the new salary scale

Purpose Of The Position: Responsible to the Director of School through the Deputy Principal/Principal for the satisfactory performance of duties

Duties And Responsibilities:

- Prepare well the appropriate syllabus material as directed by the Principal/Teacher-In-Charge
- Know the subject matters including the curricula, pedagogy thoroughly before teaching the subjects to the students
- Keep a Work Book and enter all the necessary details of the work covered
- Provide positive encouragements to students rather than giving negative remarks
- Have a positive and caring attitude towards all students he/she teaches in the school
- Be a Student-Researcher, that is, know his/her student well by keeping a profile of each student regarding work, learning development etc.
- Provide student progress to parents/guardians as needed
- Commit oneself to teaching and provide all necessary guidance and help to students in one's care
- Participate in in-service training
- Perform ancillary duties, that, ground, bus etc
- Perform such other duties compatible with the position as determined by the Director

Qualification

- Trained Teachers Diploma or equivalent

No. 57

06th May, 2015

Nauru

G. N. No. 238 / 2015 (Cont'd)

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5pm 22nd May 2015.

Dated this 29th day of April, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 239 / 2015

ENGAGEMENT TO MARRY

NAME OF PARTIES: Jude Cook of Aiwo District and
Anushka Waidabu of Yaren District

Efgenny Gideon of Boe District and
Pancy Adeang of Uaboe District

DATE OF ENGAGEMENT: 01st May, 2015
09th May, 2015

HON. BARON DIVAVESI WAQA M.P
MINISTER IN CHARGE
