



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

No. 168

22nd October, 2021

Nauru

G.N.No. 739/2021

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 SPORTS
(Anti-Doping)

POSITION : Anti-Doping Manager
No. of POSITION : One (1)
SALARY : Band 9- \$17,336 per annum

PRIMARY PURPOSE OF THE POSITION:

To educate and monitor Nauru, as the state party – compliance to the conference of Parties Agreement, World Anti-doping Requirements

PRINCIPAL RESPONSIBILITIES:

- Liaise with relevant national, regional and international counterparts including other Ministries and Public authorities (in charge of health, education, customs, police,) national sport bodies, medical and pharmaceutical sectors, academic institutions, athletes' representatives
- Planning and monitoring the implementation of activities according to priorities and objectives set by the competent public authorities;
- Elaborating strategies in coordination with experts in anti-doping education, legal matters, testing, etc
- Managing daily administration of the Anti-doping Programme;
- Organizing regular consultations with stakeholders involved in the implementation of the Anti-doping Convention towards the establishment of a National Compliance Platform
- Facilitating information- sharing and contributing to the promotion of anti-doping research, including in terms of social science;
- Contributing to the visibility and communication of Nauru's anti-doping actions;
- Overseeing the development and managing delivery of a comprehensive Anti-doping education programme as well as raising general awareness;
- Ensuring the overall compliance with the International Convention against Doping in Sport
- Managing Anti-Doping department staff members

G.N.No. 739/2021 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Understanding and knowledge of the Anti-Doping Convention, its Annexes and of the World Anti-doping code
- Advanced university degree in specialized fields of social science, law, public policy, international relations or related fields
- Minimum 5 years' experience in the fields of sport and anti-doping, with an emphasis on project management
- Experience in cooperating with different stakeholders
- Being able to demonstrate reliability, resilience, integrity and the capacity of ensuring confidentiality of sensitive data
- Knowledge of sport-related matters at the national and/ or regional level, notably concerning existing anti-doping mechanism and networks
- Strong policy and legal assessment/ analysis skills
- Strong oral and writing abilities in the national language, as well as good oral and writing abilities in English

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 5th November, 2021.**

Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.740/2021

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 SPORTS
(Anti-Doping)

POSITION : Assistant Anti-Doping Officer
No. of POSITION : One (1)
SALARY : Band 4 - \$12,248 per annum

PRIMARY PURPOSE OF THE POSITION:

The role of the Assistant Officer is crucial in supporting with the implementation of the Anti-doping programme in Nauru, in close cooperation with the Anti-doping Manager

PRINCIPAL RESPONSIBILITIES:

- Assist in the strengthening of the implementation of the Anti-doping programme at the national level;
- Providing administrative support within the team;

G.N.No. 740/2021 (Cont'd)

- Assist the anti-doping Manager with respect to liaising with relevant national, regional and international counterparts;
- Provide support for the monitoring of implementation of activities according to priorities and objectives set by the competent public authorities;
- Provide support to the Anti-doping Manager for the elaboration of strategies in coordination with experts in an anti-doping education, legal matters, testing, etc
- Provide support for the daily administration of the Anti-doping Programme
- Contribute to the visibility and communication of Nauru's Anti-doping actions;
- Undertake any necessary desk reviews related to anti-doping

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Year 12 Certificate
- Certificate in Law
- Understanding and knowledge of the Anti-doping Convention and the World Anti-doping Code
- Knowledge of sport- related matters at the national and/ or regional level, notably concerning existing anti-doping mechanisms and networks
- Three to five years' experience in Anti-doping Organisation or in the Anti- doping department
- Have work with or involve in Sport Administration
- Being able to demonstrate reliability, resilience, integrity and the capacity of ensuring confidentiality of sensitive data
- Knowledge of sport-related matters at the national and /or regional level, notably concerning existing anti-doping mechanisms and networks
- Proven ability to meet deadlines, to operate with limited supervision and to multitask
- Strong policy and legal assessment / analysis skills
- Strong oral and written abilities in the national language as well as good oral and writing in English

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 5th November, 2021.**

Dated this 21st day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 741/2021

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 SPORTS
(Community In Sports)

POSITION : Community Development Officer
No. of POSITION : One (1)
SALARY : Band 5- \$12,983 per annum

PRIMARY PURPOSE OF THE POSITION:

To develop and enhance all sports in Nauru in working closely with National Federations and to assist, train and deliver sporting course, programs to all Sporting bodies.

PRINCIPAL RESPONSIBILITIES:

- To carry out the implementation of community sports program activities as set out in the Annual Operation Plan and Budget.
- Maintain files and records and submit monthly reports of community program activities
- Record minutes of meetings with community committees and stakeholders
- Maintain records of inventories for plants and equipment used in the program
- Develop modes of regular and effective communication and program promotion through media such as flyers, newsletters or the internet.
- Carry out the monitoring and evaluation of program activities
- Carry out program related tasks as required by the Department of Sports

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Should have completed Year 12 schooling or an appropriate tertiary qualification preferred Good communication and report writing skills.
- Good knowledge of relevant administrative procedures and project management.

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Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 742/2021

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 SPORTS
(High Performance Unit)

POSITION : High Performance Unit Manager
No. of POSITION : One (1)
SALARY : Band 9- \$17,336 per annum

PRIMARY PURPOSE OF THE POSITION:

- Is responsible for the direction and management of Nauruan Athletes international and domestic elite athlete training environments
- To improve Nauru's international success and status in the Sports. This is senior management role encompassing all operational facets of Nauru's High-Performance program. This would include national senior squads, national age grade, national academy programs and the coordination of High-Performance Unit programs in line with the National High-Performance plan.

PRINCIPAL RESPONSIBILITIES:

- Produce, develop, maintain and implement High -Performance Plan including the Annual High-Performance Operational Plan and Budget
- Monitor all of High Performance Unit policies, procedures and guidelines manuals as they apply to High-Performance programs and operational expectations
- Monitor all programs and operations that are planned and delivering by Sport Development officers/ High Performances staffs
- Provide leadership and support in planning and coordinating the roles and the functions of all staff involved in High-Performance programs
- Support the on-going development of all High- Performance programs, staff and volunteers
- Implement and monitor on-going staff performance reviews and program reviews
- Act in a liaison role with the National Nauru Olympic Committee, as well as serving as a focal point for High-Performance and National Programs operating under the umbrella of Department of Sports
- Monitor the integration and the sequencing of programs that provide player, coach, referee and team manager pathways for transitioning from the development to the High-Performance pathway domains as well as the national teams
- Manage the operations of the High-Performance Unit
- Address the professional development needs of all High-Performance staff members
- Prepare and monitor budgets associated with the management and the on-going operation of the High-Performance Unit

KNOWLEDGE, SKILLS AND EXPERIENCE:

- A degree in Sports Science, Human movement, Sports Administration or another relevant field would be desirable
- At least 5 years' experience in a High-Performance role in a professional and/or Olympic sporting environment or international Academy/ Institute
- Experience in working in a professional Sporting structure is highly desirable
- An excellent understanding of elite and a thorough understanding of the High-Performance intentions for the future

G.N.No. 742/2021 (Cont'd)

- An extensive professional network in the High-Performance or elite sports industry and understanding of elite sporting team management
- Demonstrated experience in delivering elite sports programmes
- A personal vision for Nauru's Sports people's future on the international
- Demonstrated evidence of an ability to prepare and implement High Performance plans
- Evidence of recent involvement at monitoring or implementing quality control systems and review processes
- A high level of operational IT competency
- A high level of cultural awareness
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative
- A background that displays excellent customer relations and workplace cooperation skills
- Demonstrated evidence of being able to influence others including an ability to build good relationships with others who may not be receptive to change
- Excellent written and oral communication skills
- Sound personnel, financial and administration skills
- Excellent financial management skills with demonstrated experience in managing significant budgets
- Management and education of High Performance staff ensuring that they contribute to the achievement of High Performance goals
- Establishment and delivery of best practice high performance systems for players, coaches and administrative staff

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 5th November, 2021.**

Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 743/2021

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 SPORTS
(High Performance Unit)

POSITION : Sports Development Officer
No. of POSITION : One (2)
SALARY : Band 5 - \$12,983 per annum

PRIMARY PURPOSE OF THE POSITION:

To develop and enhance all sports in Nauru in working closely with National Federations.
To assist, train and deliver sporting courses, programs to all Sporting bodies.

PRINCIPAL RESPONSIBILITIES:

- To deliver daily operation needs as directed by Head of Unit- High Performance Unit Manager
- Organising, developing and delivering a variety range of sporting activities, projects and programs
- Delivering sport related Courses such as coaching, officiating, sport administration
- Planning and Managing budget
- Assisting athletes on HPU programs for National Level Development
- Monitoring National Athletes development
- Monitoring National Athletes rehabilitation
- Monitoring National Athletes attendance and progress
- Ensuring all sporting equipment are cleaned, in right place and functioning
- Keeping the High- Performance Unit Gym clean and safe for athletes to use
- Monitoring Inventory list
- Writing reports

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Complete Year 12 School leaving certificate
- Certification in Community Coaching
- Certificate in Development Coaching
- Certificate in Strength & Conditioning
- Certificate in Sport Administration Course
- Minimum of 3 years' experience in Community Programs
- Minimum of 5 years involved with Sporting Bodies background
- Have been involved and work with/for Projects
- Human anatomy Knowledge
- Computer literate
- Able to work independently
- Able to work in a team environment
- Able to work with different types of people, gender and abilities
- Patience and Hard working

G.N.No. 743/2021 (Cont'd)

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 5th November, 2021.**

Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 744/2021

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 SPORTS
(Sports Facility)

POSITION : Sports Facility Coordinator
No. of POSITION : One (1)
SALARY : Band 7- \$14,863 per annum

PRIMARY PURPOSE OF THE POSITION:

To coordinate and manage all sporting facilities in the communities, schools and particularly the Sports Complex in terms of maintenance, usage, upgrading and safety, so that the facilities safely serve the best interest of the people of Nauru – children, adults, Elders and the Disability.

PRINCIPAL RESPONSIBILITIES:

- To deliver daily operation needs as directed by Senior staff- The Sport Facility Manager
- To report to the Sport Facility Manager
- To work with the Sport Facility Unit in developing a strategic plan on usage, maintaining maintenance for safety, new sporting project ideas of the Sports Complex and other sporting community facilities.
- To lead and develop the junior staff – The Sport Facility Officer
- To coordinate with the public, bookings of usage of the Sports Complex
- To ensure cleanliness and safety of all Community Sporting Facilities , sports complex and Schools Play Zones
- To ensure all rules and regulations of the Sports Complex Usage is upheld.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Certificate in Computing skills
- Certificate in Management Courses (E.g MiSo)
- Complete year 12 School leaving Certificate
- Minimum of 3 years' experience in Community Programs
- Have been involved with Sporting Clubs, Federations
- Have been involved and work with/for Projects
- Computer literate

G.N.No. 744/2021 (Cont'd)

- Able to work independently
- Able to work in a team environment

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 5th November, 2021.**

Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 745/2021

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 SPORTS
(Sports Facility)

POSITION : Sports Facility Officer
No. of POSITION : One (1)
SALARY : Band 4-\$12,248 per annum

PRIMARY PURPOSE OF THE POSITION:

Maintenance works on all sporting facilities and ensuring the facilities are clean and safe for the public use.

PRINCIPAL RESPONSIBILITIES:

- Maintenance works to all sporting facilities
- Keeping all sporting facilities Clean, slippery free and safe to the public
- Assist and support the sport facility coordinator in delivering day to day activities
- Provide support for the daily work plans initiated by the Sports Facility Manager
- Contribute to the visibility and communication of Nauru's Sporting Facilities
- Undertake any necessary work that is related to Sporting Facilities

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Year 12 certificate
- Fluent in English and Nauruan Language
- Proven ability to meet deadlines, to operate with limited supervision and to multitask
- Have good managing skills
- Strong oral and writing abilities in the national language, as well as good oral and writing abilities in English

G.N.No. 745/2021 (Cont'd)

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 5th November, 2021.**

Dated this 20th day of October, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
