



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

No. 72

14th May, 2021

Nauru

G.N.No. 316/2021

**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
(Secretariat)

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

PRIMARY PURPOSE:

This position is to supply support and assistance to the Director of Sports and to administrate the Department of Sports.

DUTIES:

- Prepare and submit department's Administration annual report as scheduled.
- Work with the senior staff in developing the Department Strategic Plans.
- Work with the Director of Sports in preparation of Annual Operation Plan.
- Assist in the preparation of the Department's annual budget as scheduled.
- Record and maintain account of Department budget.
- Effective & efficient management of Office records and files.
- Manage Staff benefits MYOB timesheets, variation and salary on fortnightly basis.
- Management of Department Assets – Plant, Equipment, Stationery & Stores.
- Obtain and organise information for use in conferences, speeches, newsletters and reports.
- Organise travel & other business requirements by the Secretary & the Minister.
- Manage all administrative & clerical duties for effective operation of the office.
- Perform other duties such as directed by the Head of Department & that are in keeping of the role & function of the Government Department of Sports.

KNOWLEDGE, SKILLS & EXPERIENCE

- Suitable tertiary qualification preferable with English communication.
- Have good research & report writing skills.
- Computer literacy preferably MS WORD, EXCEL and email.
- Responsible & innovative, motivated & reliable.

G.N.No. 316/2021 (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 **5:00pm, Friday 28th May, 2021.**

Dated this 13th day of May, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 317/2021

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 INFRASTRUCTURE
(Secretariat)

POSITION : Director of Housing Development
No. of POSITION : One (1)
SALARY RANGE : Band 12.1 - \$21, 837 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Director of Housing Development is to provide supervisory and management roles to the Infrastructure development especially on services and maintenance of Nauru Housing Infrastructure.

DUTIES & RESPONSIBILITIES:

- Check and monitor all local contractors hired by the Department on housing projects
- Check, correct and amend contractors invoices before processing payment voucher
- Managing office staff
- Monitor and deal with community complaints and concerns on housing
- Coordinate resources required by contractors
- Ensuring contractors have a valid business license
- Ensuring that safety of public is of paramount importance
- Ensuring supply and services so project work progresses
- Prepare budget and AOP work
- Maintain database on Nauru Infrastructure and Asset Management
- Assist the Secretary for Infrastructure to draft or offer sound policy advice on government policies and procedures
- Drafting project proposals for donor assistance
- Maintain and sustain budget quota for the financial year on Infrastructure requirements and replenishments
- Provide reports on activities and other matters on a regular monthly basis
- Provide support to staff on capacity building development programs through in-house training or overseas
- Maintain the daily operations of Housing Infrastructure Development

G.N.No. 317/2021 (Cont'd)

- Monitor and maintain staff attendance and performance
- Perform other duties as may be required by the Secretary of Infrastructure

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Diploma
- Minimum experience in a relevant field
- Must have demonstrated experience in managing budgets
- Must have sound level of understanding of the Public Service regulations and office procedures
- Must possess ability to lead, recruit, train assess and support staff
- Must possess excellent oral and written communication and personal skills
- Must possess excellent planning and organisation skills as well as time management
- Possess high level of computer literacy in all essential MS Office applications
- Must have ability to display tact confidence, proficiency and proactive.

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 28th May, 2021.**

Dated this 14th day of May, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 318/2021

BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017
BIRTHS DEATHS MARRIAGES (CHANGE OF NAMES) REGULATIONS 2018

NOTICE is given by the deed poll in accordance to section 22 & 23 of the Births Deaths and Marriages Registration Act 2017

CHANGE OF NAMES OF A CHILD UNDER THE AGE OF 18 YEARS

NOTICE is hereby given that a Deed poll dated 11th May 2021 and registered in the Registry of Births, Deaths and Marriages on 11th May 2021 (**FEMALE**) (**SINGLE**), Abandon the name of **Joana Zirra Jordan** and assumed the name of **Jordania Joana Zirra Jordan**

Given under my hand and sealed this 12th day of May, 2021

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES