



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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No. 47

13th April, 2021

Nauru

G.N.No. 220/2021

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 NATIONAL EMERGENCY SERVICES
(Meteorology Services)

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

PRIMARY PURPOSE OF POSITION:

To collect and provide Weather update 24/7 by ground weather observations and the use of the meteorology & Hydrology Weather equipment.

- The NMHS Officer is responsible to report directly to the Meteorology Senior Officer
- The NMHS Officer is responsible to the managing of the NMHS office and equipments
- To log in accurate weather measurements and reading to the NMHS database
- To be able to work shifts and odd working hours when required
- Must be able to report to work out of normal scheduled shift hours in times of emergencies
- To maintain hourly observation 24/7 on METAR and SYNOPIC
- To maintain weather data update and to disseminate to the Fiji Meteorology Services, Nauru Flight Information Centre (FIC), Nauru Operation Control and the NES department

DUTIES & RESPONSIBILITIES:

- The NMHS officer overall duties is task as an Early Warning Services (EWS) to monitor and report atmospheric weather and sea surface anomalies or severe weather condition to the Head of the National Emergency Services (Secretary for NES) Where the Secretary for NES will then take appropriate action if the threat of severe weather might impact on Nauru's economy, weather health related issues and safety to the general public

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Certificate in Meteorological Equipment & Instrument Maintenance
- Minimum Certificate in CliDE – Climate Data Management System User
- Minimum Certificate in Analysis and Application of HIMAWARI-8 Data
- Computer literate and be profound in English speaking, listening and writing

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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 23rd April, 2021.**

DATED this 12th day of April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 221/2021

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 CHIEF SECRETARY
(Administration)

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

PRIMARY PURPOSE OF POSITION:

Drivers are responsible for picking up and dropping off of Public Servants in a timely manner, working early in the morning, after hours and weekends and ensuring that bus is always ready for use, among other duties.

DUTIES & RESPONSIBILITIES:

- Sort and deliver of letters from Post Office to Departments
- Pre-check of bus before commencing of daily duties
- Arrange pick up and drop off of teachers
- Arrange pick up and drop off of public servants
- Drop off for lunch and pick up after lunch hour
- Drive expatriates for shopping every government pay weekend
- Bus inspection for safety and maintenance
- Making sure that the bus is clean and tidy
- Assist with other office duties
- Service, Maintenance and Registration of vehicle
- Plan best route options
- Comply with government rules and regulations
- Any duties as directed by team leader and HOD

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Experience in driving of commercial transport

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- Driving of heavy equipment transport
- Fluent in written and spoken English.

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 23rd April, 2021.**

DATED this 12th day of April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 222/2021

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 FOREIGN AFFAIRS & TRADE
(Secretariat)

POSITION : Director
No. of POSITION : One (1)
SALARY RANGE : Band 12-\$21,837 salary per annum

PRIMARY PURPOSE OF POSITION:

- Prepare briefs, drafting of official letters and cabinet submissions on a regular basis according to his/her desk officer responsibilities and/ or assigned by the duty Deputy Secretary;
- Conduct research on relevant and current national and international issues
- Assist the implementation of the National Sustainable Development Strategies (NSDS)
- Responsible for the preparation and maintenance of appropriate dossier, reports on issues to be discussed both in Nauru and overseas by the Department and other respective Ministries
- Provide advice to the Deputy Secretary of Nauru 's foreign relations and strategies
- Liaising and coordinating with Donor Partners and International Organisations on their assisting programme in close consultation with the Plan Aid Division (PAD) and relevant government department and agencies
- Maintaining a list and profile in Nauru's representation at regional and international meetings in order to facilitate government's human capacity building programmes
- Formulation, Implementation, coordination, monitoring and reviewing of international trade policies
- Promotion of bilateral, regional and multilateral trade relations
- Coordination of Nauru's participation in multilateral and international trade negotiations
- Undertake policy analysis and research on economic and international trade issues
- Promote technology transfer
- Coordinate trade negotiations

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- Coordination of inward and outward trade and investment missions
- Ensure compliance and enforcement of the trade laws/ regulations and agreements
- Coordinate trade matters concerning PACER Plus,

DUTIES & RESPONSIBILITIES:

- Provide monthly report of respective division
- Prepare/draft briefing papers for meetings
- Undertake general research on policy development, international related issues in line with national priorities and goals
- Manage divisional staff day to day duties
- Take the lead in the preparation of activity work plans and budgets and ensuring their timely execution
- Manage, mentor, motivate and build a strong team by ensuring adequate capacity is developed for Successful Delivery.
- Ensuring risk management, transparency, zero tolerance to fraud and corruption, and due diligence.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Bachelor degree preferably, specializing in the area of International Relations, Trade, Law, Politics, Economics and other relevant fields
- Work experience of 5 years in Foreign Affairs or Related or related fields with diplomatic training.
- Fluency in English and Nauruan
- Proactive and have a keen interest in nation and international affairs;
- Possess excellent interpersonal skills, including the ability to liaise tactfully and confidently with officers internally and externally
- Possess negotiation skills
- Demonstrate the ability to produce a report or written deliverables of high standard.
- Good understanding of the NSDS
- Excellent knowledge of Global and Regional Trade Policy issues.
- Good understanding of the dynamics affecting trade policy at national, regional and global multilateral levels, as well as excellent understanding of the multilateral trading system and their implications on regional integration.
- Ability to influence others to achieve objectives and gain consensus and collaboration.

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, Friday 23rd April, 2021.**

DATED this 12th April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 223/2021

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
(Secretariat)

POSITION : Health Planning Officer
No. of POSITION : One (1)
SALARY RANGE : Band 9.1-\$17,336 salary per annum

PRIMARY PURPOSE OF POSITION:

The Health Planning Officer is responsible for the overall strategic direction and operational effectiveness of Health Information and medical records service. The role is responsible for human resources within the department and for accurate and timely data collection, collation, recording and analysis within the department and ensures that continuous improvement of services is promoted. The Health Information Officer provides professional guidance, leadership and support to Health Information staff.

DUTIES & RESPONSIBILITIES:

- Plan and coordinate the collection of statistical data by medical records staff and other sections of the hospitals
- Collate, computerise, analyse and present demographic, health status and other health indicator data identifying trends and patterns on Nauru
- Provide monthly and then annual reports to the Director of Medical Services
- Compile reports on departmental achievements, difficulties and barriers with respect to statistical collection and report to the Director of Medical Services
- Compile and maintain relevant documents, reports and recommendations and assist the Director of Medical Services in the development of planning and policy papers
- Assist the Director of Medical Services in the preparation of the Departmental Annual Plan
- Assist with the development of and monitor implementation of Strategic and operational plans
- Assist the Director of Medical Services with workforce planning and development
- Assist the Director of Medical Services with budget planning, development and monitoring
- Provide overall management and leadership of staff within the department
- Compile and maintain copies of all legislation relevant to the Health Department and assist the Director of Medical Services in developing proposals to ensure legislation is current and comprehensive
- Attend weekly management meetings
- Undertake quality assurance activities
- Seek training opportunities for self and other staff in the department.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Suitable qualifications from a recognised institution in Epidemiology, Public Health or Health Administration/Management
- Relevant health experience
- Ability to lead and coordinate staff
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data

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- Safe training and moving techniques
- Basic life support
- Infection control
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities
- Sound knowledge of the PSA 1998
- Driver license

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 23rd April, 2021.**

DATED this 12th day of April, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
