



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

No. 28

11th March, 2021

Nauru

G.N.No. 102/2021

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
(TVET)

POSITION : TVET Manager
No. of POSITION : One (1)
SALARY RANGE : Band 11.1 - \$20,220 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Manage TVET Nauru's educational portfolio
- Engage with industry and other key stakeholders
- Quality assurance and compliance
- Manage staffing resourcing
 - Trainers
 - Administration
- Operational management and planning

DUTIES & RESPONSIBILITIES:

- Lead and manage the effective operation and administration of quality educational portfolios through the provision of strategic educational planning, direction and advice, in conjunction with the Director and relevant trainers
- Work with internal and external stakeholders (industry, business and the community) to identify training needs and requirements and to develop relevant and innovative learning programs, services and solutions in a VET and educational context.
- Foster and encourage best practice across the organisation by leading educational staff to improve and develop consistent, quality, innovative approaches to program delivery and assessment
- Enhance business sustainability through leadership and significant involvement in the research and development of cost effective blended and distributed delivery options
- Ensure provision of timely and accurate program and course information material to key stakeholders by implementing the marketing strategy
- Ensure TVET Nauru educational products and services are regularly reviewed, enhanced, relevant to client requirements and innovatively promoted and delivered
- Ensure education and training services are compliant with all regulatory standards and requirements and meet all contractual requirements

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- Oversee the financial performance of the educational portfolio ensuring expenditure is managed and appropriate business strategies are implemented to achieve revenue targets
- Assist with educational budget planning and course costing activities and manage educational expenditure processes including the monitoring and interpretation of finance and business performance reports
- Manage staffing resources and participate in workforce planning processes including recruitment and selection, performance management, equitable workload distribution, casual engagements, leave processing, timesheet procedural requirements and provide access to appropriate staff training and development and industry engagement opportunities
- Drive employee development opportunities and assist with the induction mentoring of new staff within the organisation
- Manage and supervise the administrative functions and operational educational support processes ensuring adherence to institute policies, procedures and guidelines; compliance with service level agreements, national training packages, student administration, course offerings, room bookings, fee profiles and results registration and the achievement of institute objectives
- Manage the integrity of the student management database by ensuring timely and accurate record keeping processes are followed and maintained
- Provide strategic direction and sound advice to the Director and relevant stakeholders regarding training programs and business services
- Provide business analysis and pro-active advice to the Director and contribute to the timely development of strategic and operational plans
- Ensure strategic objectives, and student contact hour and revenue targets are met through appropriate business strategies and operational planning and implementation
- Maintain an understanding of the commercial aspects of TVET Nauru including financial and business performance and any impact from external factors
- Continuously promote new ways of improving efficiency by reducing cost and enhancing outcomes
- Participate in change management and business improvement processes that encourage knowledge creation and that enhance the learning experience for clients
- Contribute to and manage implementation of continuous improvement strategies in relation to administrative systems and services to both internal and external clients in order to achieve Institute objectives
- Provide direction in monitoring outputs to identify and implement continuous improvement strategies through the application of best practice delivery support processes and systems
- Provide accurate and timely feedback to the Director in support of a continuous business improvement culture
- Contribute to the achievement of TVET Nauru's quality policies by developing, implementing and maintaining quality administrative procedures and by encouraging an environment where high quality work is achieved and supported by the adherence/development of quality systems documentation
- Effectively and efficiently respond to concern or complaints raised by students, teachers or industry groups, ensuring the appropriate person and processes are fully engaged to achieve a client focused outcome
- Maintain key internal and external stakeholder relationships in a positive customer service oriented manner.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Bachelor degree in either of Management, business, accountant and teaching background and understanding
- Understanding of TVET systems, processes and quality control requirements
- Experience working in the TVET system
- Experience in Business or TVET skills

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- Must be computer literate, energetic, to work with passion and high dedication. Must be of sober habit with excellent work ethics

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 19th March, 2021.**

Dated this 10th day of March, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 103/2021

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

NOTICE is given by 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 19th January, 2020 and registered in the Registry of Births, Deaths and Marriages on 19th January, 2020 (MALE) (SINGLE), Abandon the name of **Warrior Krumen Dekarube** and assumed the name of **Warrior Krumen Deireragea**

NOTICE is hereby given that a Deed poll dated 19th January, 2020 and registered in the Registry of Births, Deaths and Marriages on 19th January, 2020 (MALE) (SINGLE), Abandon the name of **Tulensa Cruiser Dekarube** and assumed the name of **Tulensa Cruiser Deireragea**

Given under my hand and sealed this 3rd day of March, 2021

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS & MARRIAGES

G.N.No. 104/2021

ENGAGEMENT TO MARRY

NAME OF PARTIES: Bugia Bill of Boe District, and
Koati Oscar of Ewa District.

DATE OF ENGAGEMENT: 29th March, 2021

HON. LIONEL ROUWEN AINGIMEA M.P.
MINISTER IN CHARGE