



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

No. 168

10<sup>th</sup> August, 2023

Nauru

G.N.No. 872/2023

**PUBLIC SERVICE ACT 2016  
SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF EDUCATION**  
*(Schools)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Myone Hiram	Caretaker/Cleaner Band 1.1 - \$10,720 per annum	31/10/2022

DATED this 25<sup>th</sup> day of July, 2023

**IPIA GADABU  
ACTING CHIEF SECRETARY**

G.N.No. 873/2023

**PUBLIC SERVICE ACT 2016  
SECTION 27(6)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF EDUCATION**  
*(TVET)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Pro David Detenamo	Safety & Buildings Administrator Band 10.1 - \$20,641 per annum	5/12/2022

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU  
ACTING CHIEF SECRETARY**

G.N.No. 874/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF MULTICULTURAL AFFAIRS**  
*(Safety & Security)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Obrien Itaia	Local Security Coordinator Special rate - \$21,58 0 per annum	4/7/2023

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 875/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF MULTICULTURAL AFFAIRS**  
*(Administration)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Paul Amwano	Human Resource Senior Officer Special rate - \$19,500 per annum	4/7/2023

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2a)**

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information the following officer's appointment on probation is effective as follows:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Human Resource for Health)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Luesma Bam	Receptionist Call Operator Band 2.1 - \$11,577 per annum	24/5/2023

DATED this 8<sup>th</sup> day of August 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**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 PERSON WHO HAS ATTAINED THE AGE OF 18 YEARS**

**NOTICE** is hereby given that a Deed poll dated 20<sup>th</sup> of June 2019 and registered in the Registry of Births, Deaths and Marriages on 20<sup>th</sup> of June 2019 (**MALE**)(**MARRIED**), Abandon the name of **Clistell Akua** and assumed the name of **Clisdell Deral Akua**

**NOTICE** is hereby given that a Deed poll dated 26<sup>th</sup> of July 2023 and registered in the Registry of Births, Deaths and Marriages on 26<sup>th</sup> of July 2023 (**FEMALE**)(**SINGLE**), Abandon the name of **Polly Dengabeiya** and assumed the name of **Polly Aku**

**NOTICE** is hereby given that a Deed poll dated 31<sup>st</sup> of July 2023 and registered in the Registry of Births, Deaths and Marriages on 31<sup>st</sup> of July 2023 (**MALE**)(**SINGLE**), Abandon the name of **Detoge Tamakin** and assumed the name of **Detoge Tsitsi**

Given under my hand and sealed this 2<sup>nd</sup> day of August, 2023

**ANTONIUS ATUEN**  
**ACTING REGISTRAR OF BIRTHS, DEATHS & MARRIAGES**

G.N.No. 878/2023

**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 25<sup>th</sup> July, 2023 and registered in the Registry of Births, Deaths and Marriages on 4<sup>th</sup> February, 2022 (**FEMALE**) (**SINGLE**), Abandon the name of **Uomee-Gale Aliklik** and assumed the name of **Jessicana Uomee-Gale Fritz**

Given under my hand and sealed this 2<sup>nd</sup> day of August, 2023

**ANTONIUS ATUEN**  
**ACTING REGISTRAR OF BIRTHS, DEATHS & MARRIAGES**

G.N.No.879/2023

**BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017**

Births, Deaths and Marriages registered in the Month of July, 2023 are as follows;

**BIRTHS:**

NAME	D.O.B	SEX	MOTHER	TRIBE	PLACE OF BIRTH
Sivan Tion Tauripi Rachanui	1/7/23	Male	Manuia Tulafono	Iruwa	RON Hospital
Trojan Oaiom Yarne Joseph	2/7/23	Male	Mary-Litany Akua	Iruwa	RON Hospital
Bitia Roberd Meet	2/7/23	Male	Kabaoateuea Kakure	Iruwa	RON Hospital
Olivero Angelov Aziel Uzyk <b>THOMA</b>	3/7/23	Male	Vianka Temaki	Emea	RON Hospital
Galilee Mydee Chance Yildiz	4/7/23	Female	Younic Detenamo	Eamwit	RON Hospital
Tutullah Wendy-Vola Zoe Sabrina	5/7/23	Female	Majica Caleb	Emea	RON Hospital
Joab KJ Giannis	7/7/23	Male	Molinda Kiani Akibwib	Eamwit	RON Hospital
Tosy Boby-Wright Yot	8/7/23	Male	Christine Tosie	Iruwa	RON Hospital
Christofus Krumen Jace Hemi	8/7/23	Male	Ilcana Cain	Eoaru	RON Hospital
Theo John Sione	9/7/23	Male	Christie Akaraba	Iruwa	RON Hospital
Jeremiah Pogacar Valentino Noah	10/7/23	Male	Nancy Genzel Abouke	Deibo	RON Hospital
Rethink Mason	14/7/23	Male	Josina Edtagub Akibwib	Iruwa	RON Hospital
Lise Jodee Danima Uriela	16/7/23	Female	Neilma Temaki	Iruwa	RON Hospital
Pauljensen Riccobaren Chadson	16/7/23	Male	Zuwena Degia	Iruwa	RON Hospital
Terianisi Tulia Teresa Timanota	18/7/23	Female	Meretian Katagaua	Iruwa	RON Hospital
A-Son Jaleb Lejay <b>ADIRE</b>	18/7/23	Female	Theresa Dake	Emea	RON Hospital
Jnr Tapugao Jerusalem Lauson	20/7/23	Male	Tuti Kamoriki	Iruwa	RON Hospital
Ajay Aeye Jat	21/7/23	Male	Lady-I Adeang	Emea	RON Hospital
Haron Navin Swali Nael	23/7/23	Male	Myshine Binnui	Eamwitmwit	RON Hospital
Zayne Eldad Emwan <b>SCOTTY</b>	25/7/23	Male	Aiyla Detrishia Mwareow	Deibo	RON Hospital
Wanga Rosie Onny	25/7/23	Female	Meri Deireragea	Iruwa	RON Hospital

G.N.No. 879/2023 (Cont'd)

**NAURUAN DEATHS REGISTRATION:**

NAME	D.O.D	GENDER	AGE	TRIBE	PLACE OF DEATH
Eitobwobwe Agigo	6/7/23	Female	73 years	Iruwa	RON Hospital
Charlene Degia	8/7/23	Female	54 years	Eamwitara	RON Hospital
Divinia Airam	8/7/23	Female	47 years	Eamwitara	RON Hospital
B/O Donna-Leen Moses	9/7/23	Male	-	Eamwit	RON Hospital
Sarama Lena Demauna	11/7/23	Female	57 years	Eamwitmwit	RON Hospital
Joseph Brian Amwano	11/7/23	Male	68 years	Iruwa	Australia
Linda Dengabeiya	12/7/23	Female	71 years	Eamwit	RON Hospital
Brandon Adam	13/7/23	Male	61 years	Eamwit	RON Hospital
Ifreimi Tannang	15/7/23	Male	32 years	Eamwit	RON Hospital
Nadine Bill	23/7/23	Female	61 years	Iruwa	RON Hospital
Allyson-Jane Taleka	29/7/23	Female	30 years	Eamwit	RON Hospital
Detonga Deiye	29/7/23	Male	84 years	Eoaru	RON Hospital
Norma Deduna	30/7/23	Female	70 years	Eamwitmwit	RON Hospital

**O.P.I DEATHS REGISTRATION:**

NAME	D.O.D	GENDER	AGE	NATIONALITY	PLACE OF DEATH
Atanrebu Keitsito	16/7/23	Female	65 years	I-Kiribati	RON Hospital

**NAURUAN MARRIAGES REGISTRATION**

**Fist-Ovini Roland** of Aiwo District and **Rachab Dabwido** of Meneng District on **21<sup>st</sup> July, 2023** by **Pastor Ruth Garabwan** at **Buada Chapel**.

**Robert Amasia Botelanga** of Meneng District and **Dora Scotty** of Uaboe District on **22<sup>nd</sup> July, 2023** by **Pastor Ruth Garabwan** at **Buada Chapel**.

**Timothy Dageago** of Buada District and **Janeve Suthema Duburiya** of Boe District on **28<sup>th</sup> July, 2023** by **Pastor Jezza Agadio** at **Meneng Church**.

**ANTONIUS ATUEN**  
**ACTING REGISTRAR FOR BIRTHS DEATHS AND MARRIAGES**

G.N.No. 880/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

John Ika of Ewa District, and  
Chloe Dekarube of Buada District.

J-Gill Dageago of Buada District, and  
Gorgeous Dabwido of Meneng District.

**DATE OF ENGAGEMENT:**

5<sup>th</sup> August, 2023

3<sup>rd</sup> October, 2023

**HON. MARTIN HUNT, M.P**  
**MINISTER IN CHARGE**

G.N.No. 881/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF CLIMATE CHANGE NATIONAL RESILIENCE**  
*(Higher Ground Initiative)*

**POSITION** : Executive Secretary  
**SALARY** : Band 4.3 - \$13,619 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Executive Secretary responsibilities are to provide secretarial and professional support to the Head of HGI consultant.

**DUTIES/RESPONSIBILITIES:**

- Manage and maintain review edit documents before HGI consultant signature
- Coordinate and facilitate HGI consultant calendar of meeting, appointments, travels and conferences
- Inform HGI Consultant on matter regarding office movements
- Direct telephone messages and emails to concerned person
- Maintain and manage HGI consultant on status of issue before schedule of meeting
- Update HGI consultant on status of issue before schedule of meeting
- Write minutes and maintain records of proceedings
- Write dictation on technical and confidential matters from the HGI consultant
- Prepare and arrange HGI consultant business travel
- Any other duties as directed by the HGI Consultant & Secretary DCCNR

**QUALIFICATIONS & EXPERIENCE:**

- Qualifications in secretarial and business management is preferred
- Year 12 completed
- 3 years or more experience on administrative and or financial matters

G.N.No. 881/2023 (Cont'd)

- Excellent administrative skills
- Good communication and customer skills
- Good organisational and problem-solving skills
- IT Proficiency in standard computer and software (word, excel presentations, zoom and internet web-based tools)
- Ability to analyse and interpret financial data and prepare financial report, statements and or projections.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 882/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Reconciliation Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of this role is to support the Director to deliver the outcomes of the team and ensure the timely and accurate reconciliation of the general ledger and procurement activity consistent with the Financial Instructions, policies and procedures, to support value for money outcomes.

The reconciliation and reporting team is responsible for the accuracy of the general ledger, including the reconciliation of general ledger accounts, bank account reconciliation, oversight of procurement activity, and reporting. This includes the timely review, reconciliation and remediation of the account, and oversight of procurement activity, including maintaining the relevant legislative framework, compliance and reporting. It is also responsible for timely financial reporting to key stakeholders, including senior management and Ministers as required, and to support the Chief Accountant to prepare the annual financial statements.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

G.N.No. 882/2023 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

1. Contribute to the team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated.
2. Undertake the timely and accurate reconciliation of the general ledger, including payroll, Our travel, overseas mission, NRPCC ensuring funds are disbursed in a timely and accurate way, issues resolved, and the FMIS is accurate.
3. Undertake the daily reconciliation of cash between the bank accounts and the general ledger, ensuring timely resolution of issues and accurate recording of transactions, to ensure the FMIS is accurate.
4. Undertake review and assessment of procurement activity to ensure that all relevant legislation policies and procedures are followed and goods are delivered to departments consistent with the approved procurement.
5. Accurately record GON assets on the FMIS, including the maintenance of the register and its regular updating.
6. Undertake research and analysis on financial and procurement performance and draft reports
7. Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders.
8. Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
9. Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Accounting, Business Studies or equivalent from a recognized University
- Up to 3 Years' experience in a similar role in public service administration and oversight, delivering programs or managing payments
- Familiarity with the FMIS (Tech1) would be an advantage
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyse and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed
  4. Good oral and written communications skills
  5. High attention to detail
  6. Capacity to utilize computer programs to support daily operations
  7. High standard of integrity and commitment to personal development
  8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  9. Demonstrated ability to liaise, discuss and work effectively with other people
  10. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Treasury

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**



**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Assistant Reconciliation Officer  
**SALARY** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of this role is to support the Director to deliver the outcomes of the team and ensure the timely and accurate reconciliation of the general ledger and procurement activity consistent with the Financial Instructions, policies and procedures, to support value for money outcomes.

The reconciliation and reporting team is responsible for the accuracy of the general ledger, including the reconciliation of general ledger accounts, bank account reconciliation, oversight of procurement activity, and reporting. This includes the timely review, reconciliation and remediation of the account, and oversight of procurement activity, including maintaining the relevant legislative framework, compliance and reporting. It is also responsible for timely financial reporting to key stakeholders, including senior management and Ministers as required, and to support the Chief Accountant to prepare the annual financial statements.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

**DUTIES/RESPONSIBILITIES:**

1. Contribute to the team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated.
2. Undertake the timely and accurate reconciliation of the general ledger, including payroll, Our travel, overseas mission, NRPC ensuring funds are disbursed in a timely and accurate way, issues resolved, and the FMIS is accurate.
3. Undertake the daily reconciliation of cash between the bank accounts and the general ledger, ensuring timely resolution of issues and accurate recording of transactions, to ensure the FMIS is accurate.
4. Undertake review and assessment of procurement activity to ensure that all relevant legislation policies and procedures are followed and goods are delivered to departments consistent with the approved procurement.
5. Accurately record GON assets on the FMIS, including the maintenance of the register and its regular updating.
6. Contribute to research and analysis on financial and procurement performance and draft reports
7. Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders.
8. Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
9. Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- High school certificate
- Certificate in Accounting, Business Studies or equivalent from a recognised University is highly desirable

G.N.No. 883/2023 (Cont'd)

- Up to 1 years experience in a similar role in public service administration and oversight, delivering programs or managing payments.
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyse and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed
  4. Good oral and written communications skills
  5. Good attention to detail
  6. Capacity to utilize computer programs to support daily operations
  7. High standard of integrity and commitment to personal development
  8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  9. Demonstrated ability to liaise, discuss and work effectively with other people
  10. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Treasury

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 884/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : IT SUPPORT OFFICER ENROLMENT & DATABASE ADMINISTRATOR  
**SALARY** : Band 8.1 - \$18,679 per annum

**PRIMARY PURPOSE OF ROLE:**

1. The Health Academic Database administrator is responsible for the overall strategic direction and operational effectiveness of Academic Information of current Health Employees both RONH and Naoero Public Health and Students enrolled for programs or short course available at NHPTI
2. The role is responsible for accurate and timely data collection, collation recording and analysis within the department and ensures that continuous improvement of services is promoted
3. The Health Academic Database provides professional guidance, leadership and support to NHPTI staff and data collection focal points in RON Hospital, Public Health, and the Health Secretariat
4. The Health Academic Database Administrator Specialist is also responsible for driving Quality Reports that are the Right information, at the Right Time, in the Right Format and in the Right Place to the Right Decision maker with the overarching aim of generating sound evidence informed health management
5. The position supports and facilitates the availability of quality data for Monitoring and Evaluation purposes

G.N.No. 884/2023 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

1. Plan and coordinate the collection of statistical data by NHPTI staff
2. Collate, computerise, analyse and present academic status and other health indicator data identifying trends and patterns of capacity building programs in NHPTI
3. Provide monthly and then annual reports to the Health Department through the Director of NHPTI
4. Compile reports on departmental achievements, difficulties, and barriers with respect to statistical collection and report to the Director of health training and development
5. Evaluation of database software purchases and ensure the security of data of the training centre
6. Supervision of modifications to any existing database software to meet the needs of the health and training centre
7. Assist with the development of and monitor implementation of Strategic and operational plans
8. Informing end users of changes in the databases and train them to utilise the systems
9. Maintaining integrity and performance of company databases
10. Undertake quality assurance activities
11. Seek training opportunities for self and other staff in the health department

**HEALTH AND SAFETY**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defect in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Suitable qualifications from a tertiary institution a diploma in information technology or computer science
- Relevant experience in working in variety of database systems settings – Hospitals, Public Health, NGOs, Private Sector
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data
- Reliable, conscientious, and willing to accept responsibility
- Computer skills with use of : Spreadsheets, database, word processing, and power point Statistical applications
- Analytical skill : monitor the database performance and evaluate complex information coming from variety sources
- Communication skills : good teamwork skills, must communicate effectively with health managers, lecturers, clerks, students and other NHPTI staff
- Healthcare Database : understand complex systems and how minor error can cause major problems
- Problem Solving skills : when problems come up, administrators must troubleshoot them and resolve problems

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

G.N.No. 884/2023 (Cont'd)

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 885/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF INFORMATION COMMUNICATION & TECHNOLOGY**  
*(IT Operations)*

**POSITION** : ICT Trainee  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- Through on the job, supervised practical issue resolution, gain the knowledge required to provide operational support and management assistance for ICT services
- Install, configure and maintain PC's, networking equipment, network operating systems and ICT peripherals
- Assist with monitoring and configuring networks to optimize performance and minimize faults
- Assist with recovery actions in the event of a system failure
- Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
- Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
- Under supervision, assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities
- Assist with monitoring all ICT activities such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
- With supervision, provide user support in relation to software and hardware issues
- Provide reports on work undertaken and issues identified as being in need of resolution
- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) Strategy
- Assist with the implementation of the e-Government Strategic Plan

**DUTIES/RESPONSIBILITIES:**

- Installing and configuring hardware and software components to ensure usability.
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met
- Repairing or replacing damaged hardware
- Upgrading the entire system to enable compatible software on all computers
- Requesting and reporting issues raised by departments and discuss solution
- Accepting nomination for opportunities in capacity building
- Meet project deadlines
- Organise and prioritise according to project plans or daily operations

G.N.No. 885/2023 (Cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- Certificate IV in Information Technology
- More than 4years experience in ICT trainees role or any job experience equivalent
- Looks after the network
- Familiar with installing software and hardware
- Repairing computers and laptops
- Identify any issues arose by departments

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 886/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF NAURU LANDS COMMITTEE**

**POSITION** : Driver (Courier)  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Driver/Courier is responsible for any or all deliveries of Nauru Lands Committee office and chauffeuring services for Nauru Lands Committee board members

**DUTIES/RESPONSIBILITIES:**

- Delivery of invitations, including office paper documents
- Pickup and Drop off Directors and Staff
- Handling confidential information and/or high value documents
- Maintain documentation of vehicle running sheet and check list
- Attend to Nauru Lands Committee administration courier services
- Ensure that vehicle is kept clean and all lubricants, tire pressures, water and battery levels are checked daily
- Other duties as may be directed by the Chairman
- Have general mechanical skills

**QUALIFICATIONS & EXPERIENCE:**

- Completion of year 12
- In possession of a valid driver's license

G.N.No. 886/2023 (Cont'd)

- Displays professionalism, tact, courtesy, discretion respect confidentiality
- Must be able to work independently and cooperatively in a team environment
- Must have experience in driving a motor vehicle at least have general mechanical skills

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 18<sup>th</sup> August, 2023.**

DATED this 8<sup>th</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

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