



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

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No. 65

30<sup>th</sup> March, 2023

Nauru

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G.N.No. 366/2023

**APPOINTMENT OF ACTING COMMISSIONER OF POLICE**

It is notified for general information that on Thursday 23<sup>rd</sup> March 2023, Cabinet, pursuant to Section 6(1) of the Nauru Police Act 1972 has approved the appointment of Superintendent Mr. Simpson Deidenang to act as Commissioner of Police from 1<sup>st</sup> March 2023 until the return of the substantive Commissioner of Police Mr. Iven Notte.

DATED this 28<sup>th</sup> day of March, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 367/2023

**APPOINTMENT OF ACTING REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES**

It is notified for general information that on Monday 20<sup>th</sup> March 2023, Cabinet, pursuant to Clause 5 section 2 of the Births Deaths ad Marriages Act 1957, has approved the appointment of Mr. Antonius Atuen Maybir to act as Registrar of Births, Deaths and Marriages with effect from Monday 20<sup>th</sup> March, 2023 until further notice.

DATED this 28<sup>th</sup> day of March, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 368/2023

**APPOINTMENT OF ACTING REGISTRAR OF COURTS**

It is notified for general information that on Thursday 23<sup>rd</sup> March 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Irene Waidabu to act as Registrar of Courts from 7<sup>th</sup> April 2023 until the return of the substantive Registrar of Courts Mr. Ronald Prakash.

DATED this 28<sup>th</sup> day of March, 2023.

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

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G.N.No. 369/2023

**APPOINTMENT OF A DIRECTOR OF THE BOARD OF PORT AUTHORITY OF NAURU**

It is notified for general information that Cabinet at its meeting held on Thursday, 30<sup>th</sup> October 2023 has approved the following:

1. To accept the resignation of Mr. Bure Ika as a Director of the Board;
2. The appointment of Mr. Charleston Deiye as the new Director of the Port Authority of Nauru Board effective immediately.

DATED this 30<sup>th</sup> day of March, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

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G.N.No. 370/2023

**RECONSTITUTION OF MEMBERS OF THE NAOERO POSTAL SERVICES CORPORATION BOARD**

It is notified for general information that Cabinet at its meeting held on Thursday, 30<sup>th</sup> October 2023 has approved the following:

1. to revoke the appointment of the Chairman and the Board Directors of Naoero Postal Services Corporation with effect from 31<sup>st</sup> March 2023

- 1) Chairman - Mr. Alvin Harris
- 2) Director - Ms. Favae Herman
- 3) Director - Mr. Aaron Cain

2. to appoint the following persons as Chairman and Board Directors of the Naoero Postal Services Corporation with effect from 1<sup>st</sup> April 2023 for a tenure of two (2) years.

- 1) Chairman - Mr. Alvin Harris
- 2) Director - Mr. Aaron Cain
- 3) Director - Mrs. Tanine Jeremiah

DATED this 30<sup>th</sup> day of March, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 371/2023

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

**NOTICE OF PROMOTION**

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

**DEPARTMENT OF MULTICULTURAL AFFAIRS**  
(Land Lease)

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>EFFECTIVE</b>
Anginette Bop	Land Leasing Assistant Manager Special rate - \$21,580 per annum	Leasing Manager Special rate- \$33,800 per annum	6/3/2023

DATED this 17<sup>th</sup> day of March, 2023

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

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

**NOTICE OF TRANSFER**

It is notified for general information the following officer's transfer is effective 7<sup>th</sup> March 2023.

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

<b>NAME</b>	<b>TRANSFER FROM DEPARTMENT OF EDUCATION</b>	<b>TRANSFER TO DEPARTMENT OF FOREIGN AFFAIRS &amp; TRADE</b>
Aqua Harris	Finance Manager Band 11.1 - \$22,210 per annum	Director of Finance Band 12.1 - \$24,075 per annum

DATED this 24<sup>th</sup> day of March, 2023

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

**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 INFRASTRUCTURE DEVELOPMENT**  
*(Secretariat)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Steven Deireragea	Handyman Band 2.1 - \$11,577 per annum	5/9/2022

DATED this 24<sup>th</sup> day of March, 2023

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

G.N.No. 374/2023

**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 POLICE & EMERGENCY SERVICES**  
(Administration)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Kinson Dageago	Driver Band 2.1 - \$10,501 per annum	7/3/2022

New Band at (Band 2.1-\$11, 577 per annum) gross effective 1/7/2022.

DATED this 24<sup>th</sup> day of March, 2023

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

G.N.No. 375/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

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

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Everene Detabene	Clerical Officer Band 4.1 - \$13,503 per annum	1/3/2023

DATED this 24<sup>th</sup> day of March, 2023

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

G.N.No. 376/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Warrant Angabate	Groundsman Band 1.1 - \$10,720 per annum	10/3/2023

DATED this 24<sup>th</sup> day of March, 2023

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

G.N.No. 377/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF INTERNAL AFFAIRS**  
*(Youth Affairs)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Aribo Scotty	Caretaker/Cleaner Band 1.1 - \$10,720 per annum	1/3/2023

DATED this 17<sup>th</sup> day of March, 2023

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

G.N.No. 378/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF INTERNAL AFFAIRS**  
*(Youth Affairs)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Zommy Tebouwa	Youth Officer Band 5.1 - \$14,313 per annum	2/3/2023

DATED this 24<sup>th</sup> day of March, 2023

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

G.N.No. 379/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF LAND MANAGEMENT**  
*(Land & Survey)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Amoun Ribauw	Draftsman Band 4.1 - \$13,503 per annum	27/1/2023

DATED this 24<sup>th</sup> day of March, 2023

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

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF LAND MANAGEMENT**  
*(Land & Survey)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Turner Thoma	Chainman Band 2.1 - \$11,577 per annum	27/2/2023

DATED this 24<sup>th</sup> day of March, 2023

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



G.N.No. 381/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Trizen Eodogi Dekarube of Baiti District, and  
Tianini Chanana Jeremiah of Meneng District.

Izea Bill of Aiwo District, and  
Nina-Marlei Lesa of Meneng District.

**DATE OF ENGAGEMENT:**

31<sup>st</sup> January, 2022

13<sup>th</sup> May, 2022

**HON. RENNIER GADABU, M.P**  
**MINISTER IN CHARGE**

G.N.No. 382/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Den Scotty of Nibok District, and  
Janette Nehemia of Meneng District.

Malcolm Aroi of Boe District, and  
Nissa Stephen of Yaren District.

Adonis Temaki of Meneng District, and  
Winen Grundler of Meneng District.

Zillman Gioura of Anabar District, and  
Ayzel Kam of Meneng District.

**DATE OF ENGAGEMENT:**

29<sup>th</sup> March, 2023

29<sup>th</sup> March, 2023

14<sup>th</sup> April, 2023

21<sup>st</sup> April, 2023

**HON. RUSS JOSEPH KUN, M.P**  
**MINISTER IN CHARGE**

G.N.No. 383/2023

**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**  
*(Human Resource & Labour)*

**POSITION** : Higher Clerical Officer  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

- To provide clerical assistance with the Unit in matters of maintaining orderly filing system of personal records and files, implementing operational level functions within the Unit.

**DUTIES/RESPONSIBILITIES:**

- Timely process of contract employee leaves applications and notifications
- Timely process of vacancy advertisements where required or assigned by the Manager or Head of Department
- Maintain orderly filing system of employee personal files and documents
- Timely recruitment onboarding process such as process of employment visas, confirmation of employment notifications, letter of offer notifications
- Careful assessing and processing of submissions for leave, employment, visa and other requests to ensure requests meet requirements of existing policies
- Timely process of notification letters such as employment notifications and leave notifications, and other notifications as assigned
- Timely reporting of mistakes/errors for appropriate corrective measure be undertaken
- Must implement attention to detail at all times to ensure errors are avoided at all times or kept to the utmost minimum
- Maintain up-to-date database (record) of employment and dependant visas process
- Maintain up-to-date database/register (record of contract employee personal file and employment status/details
- Be well versed in Nauru Public Act 2016 and Amendments
- Maintain OHS in the workplace at all times and report any OHS issues where encountered
- Other duties within the parameters of the role and responsibility of the Unit or the Division as assigned by the Secretary or the Manager as may be required
- Ensures currency of skills and knowledge and implement continuous professional development through trainings, workshops, and USP courses to obtain, upgrade or maintain minimum qualification and competency requirements of this position at own initiative or as required and enlisted by the Manager or Secretary

**QUALIFICATIONS & EXPERIENCE:**

- Minimum entry requirement: Year 12 completion certificate
- Minimum qualification requirement:  
Certificate in Office  
Management and Certificate in Human Resource or Public Administration
- At least 2 year' experience in clerical role or administration
- Attention to detail
- Must be very organised
- Must be competent in use of MS Office applications – Word, excel, PowerPoint
- Must practice initiative and be able to work with minimal supervision
- Must possess excellent command and understanding of spoken and written English

G.N.No. 383/2023 (Cont'd)

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 14<sup>th</sup> April, 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 384/2023

**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 Marketing Administrator  
**SALARY** : Band 7.1 - \$16,389 per annum

**PURPOSE OF THE ROLE:**

To assist the administration in the daily operations of the TVET Campus. Will be responsible to the Director of TVET for the performance of his/her duties.

Administer any business of TVET's public awareness, promotional matters/items, information to the public, social media Nauru TVET website

Work in collaboration with the duties of the TVETE project officer.

Support and enhance the TVET institution standards work ethics, work dress codes, personal grooming and hygiene, workplace displays, team work, colleague collaborations etc.

**DUTIES/RESPONSIBILITIES:**

- Promoting and informing the public of current TVET services & programs: advertising through various mediums, newsletter, pamphlets & brochures, Posters, TVET website.
- Community awareness by arranging, public speaking presentations and public announcements of available TVET services and offers
- To inform and reach out to clients/customers using all forms of media (social media, radio, internet)
- Responsible in showcasing TVET in National events ex. Public Service Day etc
- Responsible for the face of TVET on staff & student presentation ex. Work clothes, health and hygiene, ethics.
- Responsible for the customer service and inclusive environment of TVET workplace campus
- To support and promote a 'Green TVET' and any 'Climate change' TVET practice concerns
- Work in collaboration with the TVET project officer in the preparations and arrangements of any TVET important events and functions
- Will be in charge for the presentations of any visual and signage displays on the TVET campus.
- Will be responsible on the beatification, cleanliness and sanitisation of the TVET campus and buildings
- Perform any other duties that may be assigned by the Director TVET.

**QUALIFICATIONS & EXPERIENCE:**

- Able to arrange and organise an event

G.N.No. 384/2023 (Cont'd)

- Able to use email and communicate well with others
- Able to public speak and use power point presentations
- Problem solving skills
- Computer skills in working with excel and word office
- Works well with colleagues
- Customer service skills
- Willingness to give assistance to colleagues
- Punctual at work
- Honest and lawful
- Very good English skill (listening, writing, speaking)
- Commitment and dedication
- Able to carry out task given
- Able to work odd hours when necessary/required

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 14<sup>th</sup> April, 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 385/2023

**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** : Asset Registrar  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

- Responsible for managing public sector infrastructure assets. Responsible for all aspects of asset operations from the day an asset is commissioned in service to the day of its retirement. More specifically, is accountable for carrying out the day-to-day asset management tasks, including maintaining asset records including entries in the asset register, performing asset preventive maintenance, asset condition assessment, asset performance evaluations and preparing business cases for asset renewal and replacement, when the assets' operating condition degrades to poor condition, based on the criteria provided in the asset management framework

**DUTIES/RESPONSIBILITIES:**

- To proactively manage infrastructure assets, so that they continue to provide the require levels of service throughout their like cycle, allowing maximization of the value provided by national resources;
- To assure that the infrastructure assets are managed to fully meet the financial, social, cultural and environmental needs of Republic

G.N.No. 385/2023 (Cont'd)

- To assure that the investments levels in National Economic Infrastructure Strategy and Investment Plan (NEISIP) are correctly prioritized and aligned to achieve the required service levels from infrastructure assets;
- To assure that the performance of infrastructure assets, expressed in terms of service level of service levels, is aligned with the goals and objective of the National Sustainable Development Strategy (NSDS of Nauru);
- To assure public is consulted and public opinions are considered in design of asset management process, so that the needs and expectations of Nauru residents are understood and considered in making asset investment decision;
- To assure that disciplined project management processes are adopted to guide the initiation, approval and implementation of asset management projects to ensure the best outcomes and highest value for the public;
- To assure that assets are managed in compliance of the legislative and regulatory requirements; and
- To assure that public sector in Nauru is employing innovative and the best-in-class work practices in managing national assets to achieve continuous improvement in service delivery and asset management.
- Perform other duties as may be required by Secretary for Infrastructure.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum qualification of Diploma in related field preferably
- With at least 2 years of relevant experience.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures
- Ability to lead, recruit, train, assess and support staff,
- Possess excellent oral and written communication and interpersonal skills,
- Possess a planning and organization skills, and time-management skills,
- Possess a high level of computer literacy with experience in MS office application software.
- Displays tact, confidence proficiency and proactive

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 14<sup>th</sup> April, 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 386/2023

**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** : Assistant Asset Registrar  
**SALARY** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

- Assist the Asset registrar in the daily duties as per prescribed under the roles of Asset Registrar

**DUTIES/RESPONSIBILITIES:**

- To assist the Asset Registrar in his duties in compiling information on infrastructure assets
- To proactively manage infrastructure assets, so that they continue to provide the required levels of service throughout their life cycle, allowing maximization of the value provided by national resources;
- To assure that the infrastructure assets are managed to fully meet the financial, social, cultural and environmental needs of Republic
- To assure that the investments levels in National Economic Infrastructure Strategic and Investment Plan (NEISIP) are correctly prioritized and aligned to achieve the required service levels from infrastructure assets;
- To assure that the performance of infrastructure assets, expressed in terms of service levels, is aligned with the goals and objective of the National Sustainable Development Strategic (NSDS) of Nauru;
- To assure public is consulted and public opinions are considered in design of asset management process, so that the needs and expectations of Nauru residents are understood and considered in making asset investment decisions;
- To assure that assets are managed in compliance of the legislative and regulatory requirements; and
- To assure that public sector in Nauru is employing innovative and the best-in-class work practices in managing national assets to achieve continuous improvement in service delivery and asset management.
- Perform other duties as may be required by the Secretary for Infrastructure

**QUALIFICATIONS & EXPERIENCE:**

- School leaves certificate.
- With at least 2 years of relevant experience
- Must be of sober habit
- Possess a high level of computer literacy with experience in MS office application software,
- Displays tact, confidence, proficiency and proactive

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 14<sup>th</sup> April, 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 387/2023

**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 DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Seawall Project Officer  
**SALARY RANGE** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

The Sea Wall Project Officer is to support and assist the Director by monitoring and reporting on ongoing road projects. Ensure all road projects are in line with Department's goals.

**DUTIES & RESPONSIBILITIES:**

- Ensure all projects are in line with the Departments annual work plan.
- Ensure all construction companies submit reports properly and on time
- Ensure all Invoices and necessary documents are submitted by construction companies on time
- Do surveillance on all on going, complete and uncompleted projects & report accordingly
- Ensure all projects are done with in time frame given.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum qualification of a school leavers certification in related field preferably.
- With at least 2 Years of relevant experience
- Possess excellent oral and written communication and interpersonal skills
- Possess a planning and organization skills, and time management skills
- Displays tact, confidence, proficiency and proactive.

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 14<sup>th</sup> April 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 388/2023

**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 DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Road Project Officer  
**SALARY RANGE** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

A Road project Officer is to support and assist the Director by monitoring and reporter on ongoing road projects. Ensure all road projects are in line with Department's goals.

**DUTIES & RESPONSIBILITIES:**

- Ensure all projects are in line with the Departments annual work plan.
- Ensure all construction companies submit reports properly and on time
- Ensure all invoices and necessary documents are submitted by construction companies on time
- Do surveillance on all on going, complete and uncompleted projects & report accordingly
- Ensure all projects are dine with in time frame given.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum qualification of a school leavers certificate in related field preferably
- Within at least 2 year of relevant experience
- Possess excellent oral and written communication and interpersonal skills
- Possess a planning and organizational skills and management skills
- Displays tact, confidence, proficiency and proactive.

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 14<sup>th</sup> April 2023.

DATED this 28<sup>th</sup> day of March, 2023

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



G.N.No. 389/2023

**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 DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Plant Operator  
**SALARY RANGE** : Band 5.2.1 - \$14,371 per annum

**PRIMARY PURPOSE OF ROLE:**

Heavy Equipment Operator is to operate the Department's excavator or any other vehicle and ensuring that the operating safety policies and procedures are adhered to.

**DUTIES & RESPONSIBILITIES:**

- Operating heavy equipment
- Maintaining machinery
- Submit Monthly report
- Conforming to safety regulations

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum qualification of a school leavers certificate in related field preferably
- Within at least 2 year of relevant experience
- Ability to lead, train, assess and support staff
- Possess excellent oral and written communication and interpersonal skills
- Possess a planning and organizational skills and management skills
- Possess a high level of computer literacy with experience in Microsoft Office, proficiency and proactive
- Ability to work closely with other team members
- Must have Valid Driver's license

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 14<sup>th</sup> April 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 390/2023

**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 DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Executive Secretary  
**SALARY RANGE** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

To support and assist HOD in all daily tasks that may require his/her assistance.

**DUTIES & RESPONSIBILITIES:**

- Create schedules for the secretary
- Ensure that the secretary is aware of all important meetings
- Manage all Secretary's phone calls
- Book travel arrangements for the secretary
- Writing memos, emails, letters and applications as required by the Secretary
- Preparing Documents and Reports for all of Secretary's meetings
- Arranging meetings for Secretary when required
- Handling appointments and correspondence on behalf of the Secretary

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum qualification of a school Leavers certificate in related field preferably
- Within at least 2 year of relevant experience
- Ability to lead, train, assess and support staff
- Possess excellent oral and written communication and interpersonal skills
- Possess a planning and organizational skills and management skills
- Possess a high level of computer literacy with experience in Microsoft Office, proficiency and proactive
- Responsible and Independence

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 14<sup>th</sup> April 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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

G.N.No. 391/2023

**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 DEVELOPMENT**  
*(Secretariat)*

**POSITION** : Cleaner  
**SALARY RANGE** : Band 1.1 - \$10,720 per annum

**PRIMARY PURPOSE OF ROLE:**

Keeping the Office Neat, Tidy and presentable at all times.

**DUTIES & RESPONSIBILITIES:**

- Provide & high-quality cleaning service that includes tasks such as,
- Sweeping
- Mopping
- Dusting
- Emptying Bins
- Polish surfaces
- Cleaning windows and porch
- Cleaning & Stock level maintenance
- Notify administration when stocks are running low so then can be ordered centrally

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Within at least 1 Year of relevant experience

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 14<sup>th</sup> April 2023.**

DATED this 28<sup>th</sup> day of March, 2023

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