



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

No. 269

4th August, 2026

Naoero

G.N.No. 794/2026

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 PEOPLE WITH DISABILITY
(Secretariat)

POSITION : Higher Clerical Officer
No. OF POSITION : One (1)
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

The Clerical Officer is to assume responsibility in the Dept, for people with disability and contributes towards maintaining and promoting Naoero's National Sustainable Development Strategy's (NSDS) Objective.

DUTIES/RESPONSIBILITIES:

- Able to answer calls, and taking messages and directors calls
- Able to maintain and updating assets inventories, database, mailing and filing systems
- Able to operate photocopiers, scanner, personal computers
- Able to operate and through incoming mails
- Able to organise meeting, mailing bills, policies check and invoice
- Take direction from the director
- Assist when required with the Coordinator and or Director

QUALIFICATIONS & EXPERIENCE:

- Form 4 level Education
- 1 year experience of clerical Officer
- High School Certificate

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 14th August, 2026.**

Dated this 21st day of July, 2026

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 795/2026

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 INFORMATION & COMMUNICATION TECHNOLOGY
(Secretariat)

POSITION : Director of ICT
No. OF POSITION : One (1)
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

- Developing and overseeing SMART (specific, measurable, attainable, relevant, time-based) metrics for hardware, software, and storage
- Ensuring strategic capacity planning
- Managing all of the IT department, including:
- Supervising ICT employee's attendance, performance and other work-related issue
- In charge of recruitment & Training program
- Plan, Design and Manages ICT operation
- Communicating with the technology team and other departments as collaboration requires
- Collaborate with international partners and stakeholder in terms of IT related matters
- Identifying and eliminating security vulnerabilities with strategic solutions that increase data security
- Directing and supporting the implementation of new software and hardware
- Identifying and recommending new technology solutions
- Managing the organization's help desk (internal, external, or both)
- Coordinating IT activities to ensure data availability and network services with as little downtime as necessary which will entail hands on in all areas
- Overseeing departmental finances, including budgeting and forecasting
- Implementing executive policies
- Reporting back to Head of department

DUTIES/RESPONSIBILITIES:

- Lead the delivery of high-quality ICT service across the Nauru government Networking and Systems infrastructure in terms of maximising its support and meeting key requirements.
- Develop, implement, review, evaluate and report on the Naoero government ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic NSDS Goals.
- Drive ongoing analysis and review of ICT service delivery to identify opportunities to improve and enhance the Naoero government.

QUALIFICATIONS & EXPERIENCE:

- Bachelor of I.T
- Minimum 7 years of managing roles in IFCT organisation not smaller than 300 end users.
- Shows skills and knowledge of maintaining, developing and planning of network infrastructure
- Good negotiation skills will be of benefit as ICT Director will deal with international forum
- Experience with remote sites a plus
- Have an excellent knowledge in leadership skills
- Excellent Team working skills

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- Excellent knowledge of layer 3 networking including hands on cisco and Unifi including but not limited to switches, access points, routers and point to point
- Good knowledge of Active Directory and Windows networks
- Good to working knowledge of Linux systems
- Familiarity with SOPHOS firewall and endpoint products a plus
- Knowledge of fibre standards and working with fibre switches, SFP and converters
- Working knowledge of power systems including use of generator and UPS etc
- Extensive experience with running n premise
- Systems including but not limited to document management systems, backup, email, helpdesk etc
- Some experience managing DNS a plus, preferably with BIND on Linux

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Dated this 21st day of July, 2026

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 796/2026

PUBLIC SERVICE ACT 2016
SECTION 44(2)

NOTICE OF DEEMED RESIGNATION

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Medical Services)

NAME	POSITION	EFFECTIVE
Charmcoke Dowabobo	Radiographer Assistant Band 4.1 - \$13,503 per annum	13/07/2026

DATED this 31st day of July, 2026

LEONA WAIDABU
CHIEF SECRETARY