



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

No. 200/2020

9th November, 2020

Nauru

G.N.No. 812/2020

**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 NAURU POLICE FORCE
(Administration)

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

PRIMARY PURPOSE OF POSITION:

To provide transport and courier service for Nauru Police Force H.R Staff.

DUTIES & RESPONSIBILITIES:

- Adhere to road safety regulations
- Pick up and drop off in a timely manner
- Responsible for cleanliness of vehicle at all times
- 0900hrs to 1700hrs and willing to work odd hours
- Courier services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Valid Driver's Licence
- Good knowledge of road safety regulations (MTA)
- Over 1 Year of driving experience
- Exceptional navigation skills
- Good oral communication skills
- Excellent interpersonal skills

G.N.No. 812/2020 (Cont'd)

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 20th November, 2020.**

Dated this 9th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 813/2020

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 NAURU MEDIA BUREAU
(Administration)

POSITION : Assistant Technician
SALARY RANGE Band 5.1 - \$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Assistant Technician Assists the Chief Technician in carrying out broadcast work operations and maintenance programs and other technician work that deals with TV and replacement device and upgrade; especially the transitions from analog to new digital equipment, including specified transmission sites and out broadcast special functions and events.

Ensure the performance of the technical equipment complies with all statutory requirements and meets manufacturer's specifications.

Overall, this position assists the chief technician in all aspect of technical duties and responsibilities and able to act as substitute when the substantive is on leave.

DUTIES & RESPONSIBILITIES:

- Assembling, preparing and setting up equipment prior to filming live events, which may include TV monitors, lighting, cables and leads, and broadcast equipments for TV/Radio
- Carry out preventive measures and technical maintenance work
- Collaborate with the chief technician to determine the overall vision of the technician innovation
- Select the appropriate equipment and learn its technical specification
- Provide technical support to all staff if required
- Assist in technical installation upgrade
- Driving crew and equipment to and from locations

KNOWLEDGE, SKILLS & EXPERIENCES:

- 5 Years' experience in technical trade and construction
- Able to work in a team and individually
- Must have sober habit/attitude
- Moderate IT Skills

G.N.No. 813/2020 (Cont'd)

- Average communication skills, with the ability to speak and listen, as well as clearly express their ideas
- Ability to make swift decisions, work through stressful situations and solve problems quickly
- Enthusiasm and relevant experience are more highly valued than academic qualifications
- Demonstrate a genuine interest in work
- Good competency and technical abilities
- Potential candidate need plenty of stamina
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Must have excellent hand-eye co-ordination, hearing and colour vision
- Able to work odd hours including weekends and Public holidays as required

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 20th November, 2020.**

Dated this 9th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
