



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

No. 29

18<sup>th</sup> January, 2022

Nauru

G.N.No. 137/2022

**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**  
*(Administration)*

**POSITION** : Management Secretary

**SALARY** : Band 4 - \$12,248 per annum

**PRIMARY PURPOSE OF ROLE:**

To provide efficient and effective administrative support to the Director of Administration

**DUTIES/RESPONSIBILITIES:**

- Act as Receptionist, greet visitors and clients
- Direct visitors to the appropriate officer or office
- Receive and screen phone calls, letters and redirect when/where appropriate
- Handle and prioritize all outgoing and incoming correspondence
- Enter into Log book all documents processed to HR or other departments
- Typing, photocopying, filing and printing documents requested by the Director of Administration
- Verify Head Office and Schools' timesheet data submitted prior to entry into FMIS
- Enter Head Office and School' timesheet data into the FMIS database
- Ensure all timesheets are received and entered in the FMIS in a timely manner
- Provide weekly/monthly report to the Director of Administration in a timely manner
- Attend training as determined by the department
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- Perform any other duties compatibles with the position as determined by the Director of Administration

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Administration or other related fields in Management
- 2 years or more
- Technical skills
- Conceptual skills
- Interpersonal and communication skills
- Decision-making skills
- Computer literate

G.N.No. 137/2022 (Cont'd)

- Proficient in English and Nauruan language
- Diligent

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 28<sup>th</sup> January, 2022**.

DATED this 14<sup>th</sup> day of January, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 138/2022

**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 TVET 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

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- 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
- 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

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- Experience in Business or TVET skills
- Must be computer literate, energetics, to work with passion and high dedication. Must be of sober habit with excellent work ethics

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DATED this 14<sup>th</sup> day of January, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 139/2022

**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 Trainer  
**SALARY RANGE** : Band 10.1 - \$18,722 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

Delivery of complaint training programs  
Development of course material and learning resources  
Monitoring student work, Validation on student results, student Assessment, Student report writing, student filing and recording  
Engage with industry and other key stakeholders  
Maintain tools and equipment

**DUTIES & RESPONSIBILITIES:**

- Operate as an effective and positive team member, practice and promote respect for all clients and staff and support TVET Nauru's vision and strategic intent
- Lead and manage the teaching and learning process for classroom, industry and distance based clients
- Develop and engage in effective working relationships with students, client groups (industry) and staff by participating in team meetings, industry reference groups, student events and forums
- Identify and develop innovative delivery and assessment solutions for the vocational education and training requirements of client groups and the wider community
- Create a productive learning environment that uses high level contemporary education and training methodologies and techniques including a variety of appropriate delivery and assessment (RPL) methods and utilising creative learning options to meet the varying needs of the students
- Use flexible, blended and distributed learning techniques, options and products to meet the changing needs of various client group

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- Contribute to the review, development and implementation of course content and teaching and learning resources to ensure relevant industry standards are met and maintained
- Coordinate and participate in moderation and validation activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements
- Participate in the coordination of teaching programs, team meetings marketing strategies, management of teaching resources and associated records
- Ensure that students and clients practise accepted safely procedures in the learning environment

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Possession of relevant vocational qualification at the level equivalent to or higher than the level to be delivered
- Certificate IV in Training and Assessment or equivalent
- Demonstrated current history skills directly relevant to the training/assessment being undertaken
- Technical Trade Minimum 6-7yrs in the respective trade
- Vocational Trade –Minimum 4yrs in the respective trade
- Preferably computer literate, energetic, to work with passion and high dedication
- Must be of sober habit with excellent work ethics

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DATED this 14<sup>th</sup> day of January, 2022

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 140/2022

**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 MEDIA**  
*(Nauru Media Bureau)*

**POSITION** : Administrative Assistant  
**SALARY** : Band 4.1 - \$12,248 per annum

**PRIMARY PURPOSE OF ROLE:**

Assisting the Administrative Manager with all aspects of the job including the compilation of reports applicable to Nauru Media and the assemblage of funding and grant applications pertinent to Nauru Media. Assist with financial activities of the department's budget and also write weekly reports on the movement of media equipment and vehicles. Other duties include filing of staff personal files on all personal matter, such as attendance and leaves.

**DUTIES/RESPONSIBILITIES:**

- Update and renew operational reports form the section
- Acquire, distribute and store supplies asset taking
- Monitor the department vehicles on the petrol usage
- Memos taking minutes in meetings
- FMIS posting for media PV movement
- Handling customer's needs as well as staff need
- Submit report upon staff performances
- Revenue and sales income updates
- Performing clerical functions

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Office management
- At least 2 or 3 years' experience in clerical and administration
- Good communication and management skills
- Good written English
- Team player
- Ability to work both independently providing support to the administrative office and other Media staff
- Excellent IT
- Provide high customer service
- Punctual and diligent
- Willing to work odd hours

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DATED this 14<sup>th</sup> day of January, 2022

**PETA GADABU**  
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