



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

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No.53

14<sup>th</sup> May, 2008

Nauru

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G.N.No. 208 / 2008

**PUBLIC SERVICE ACT 1998**  
**SECTION 10 (1) (a)**

**CREATION OF NEW POSITION**

PURSUANT TO the powers in that behalf vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, HON. MARCUS STEPHEN M.P., President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new position:-

**MINISTRY OF CABINET**

<b><u>DESIGNATION OF OFFICE</u></b>	<b><u>NO. OF POSITION</u></b>	<b><u>SALARY SCALE</u></b>
Director of Government Information Office	1	\$7,672pa (7.2)

Dated this thirteenth day of the month of May, Two Thousand & Eight

**MARCUS STEPHEN**  
**PRESIDENT**  
**&**  
**MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

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No.53

14<sup>th</sup> May, 2008

Nauru

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G.N.No. 209 / 2008

**APPOINTMENT OF HONORARY CONSUL FOR NAURU IN SINGAPORE**

It is notified for general information that Cabinet at its meeting held on Thursday 8<sup>th</sup> May, 2008 approved the appointment of Mr. Govind Sahai Gupta as Honorary Consul for Nauru in Singapore.

Dated this 9<sup>th</sup> day of May, 2008

**ALF ITSIMAERA**  
**ACTING CHIEF SECRETARY**

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G.N.No. 210 / 2008

**APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE**

It is notified for general information that pursuant to Article 68, Clause 3 of the Constitution of Nauru, Cabinet at its meeting held on Thursday 8<sup>th</sup> May, 2008 approved the appointment of Mrs. Camilla Solomon, Chief Secretary to act as Secretary for Foreign Affairs & Trade, effective on 18<sup>th</sup> April, 2008 until the return of the Secretary for Foreign Affairs & Trade, Mr. Iosefa Maiava.

Dated this 9<sup>th</sup> day of May, 2008

**ALF ITSIMAERA**  
**ACTING CHIEF SECRETARY**

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G.N.No. 211 / 2008

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

Applications are invited from Nauruans inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF CHIEF SECRETARY**

POSITION : WAREHOUSE MANAGER

SALARY : \$7,171pa (6.2)

**DUTIES & RESPONSIBILITIES:**

- Manage and maintain or develop functions necessary for the Warehouse
- Manage and coordinate all support services to Government Departments on warehouse stocks, e.g. stock withdrawals and submissions, reordering, etc.
- Responsible for tracking and updating all aspects of the Warehouse Stocks through stock take inventory registers, database programs etc.
- Provide reports on activities and warehouse stock levels on a weekly or monthly basis or as required by the Chief Secretary
- Provide leadership, supervision, training and support to members of staff
- Provide assistance in developing warehouse policies and procedures
- Other duties as may be required or assigned by the Chief Secretary

**QUALIFICATION & EXPERIENCE:**

- Demonstrated ability in written and oral communication skills (English and Nauruan)
- Demonstrated ability in analytical and numeracy skills
- Demonstrated ability to operate heavy duty vehicles, e.g. forklift and flatbed truck driving license is an advantage
- Demonstrated ability in organizational skills, problem solving and decision making
- Demonstrated ability to display professionalism, tact, courtesy, discretion and respects confidentiality
- Demonstrated high level in computer literacy especially in Microsoft Excel or other database programs
- Good interpersonal and management skills
- Must be accurate, reliable, precise, co-operative, self-motivated and able to demonstrate effective service attitude
- Must be able to work independently and cooperatively in a team environment
- Must have at least a minimum Year 12 education or qualification in warehouse management and stocktaking purposes
- Must have at least five (5) years working experience in Warehouse Management or relevant fields
- Must be of sober habits and able to work longer hours whenever required, e.g. new stock arrivals by shipment.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 23<sup>rd</sup> May, 2008.

Dated this 12<sup>th</sup> day of May, 2008.

**ALF ITSIMAERA**  
**ACTING CHIEF SECRETARY**

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G.N.No. 212 / 2008

PUBLIC SERVICE ACT 1998  
VACANCY : SECTION 15

Applications are invited from Nauruans inside and outside the Public Service for appointment, transfer or promotion to the following position:

**MINISTRY OF CABINET**

POSITION : DIRECTOR OF GOVERNMENT INFORMATION OFFICE

SALARY : \$7,672pa (7.2)

The Director will report through the Presidential Counsel to the President and the Cabinet.  
The Director will be required to maintain close relations and liaise with the Chief Secretary's Department, Department of Home Affairs, Department of Foreign Affairs & Trade and the Nauru Media Bureau.

**DUTIES & RESPONSIBILITIES**

- To actively source potential government news and messages, government policy and activity details, information on current events, parliament and other matters of public interest from Ministries, Government Department, State Owned Enterprises and other Government agencies on a daily basis
- To package the information, news and messages gathered and produce this content into formats that can be broadcast or printed, will be understood by the target audience
- To co-ordinate the dissemination of, and maximize the coverage and accessibility of, information, news and messages through all relevant forms of media both Nauru primarily through radio, television, the Bulletin newspaper, and electronically, as well as regionally and internationally as appropriate
- To assist in the development and maintenance of the official Government website as a vehicle for delivering information to the public
- To provide advice and recommendations to Government Ministries, Department and Agencies on key messages pertinent of a particular item of public interest and how best to deliver that message and information to the public
- To provide advice and recommendations to Government, Ministries, Department and Agencies on public relations strategies in relation to sensitive, complicated or potentially negative information in order to minimize misconceptions and public discontent
- To provide advice and recommendations to Government Ministries, Department and Agencies on responding or to respond directly, to negative or unfavourable media coverage when required
- To receive and respond to enquires and requests for information from non-government, public, media and international stakeholders, as required
- To co-ordinate the access to and interview between Ministers and other Official government spokespersons and Media, both local and external
- To train and impart knowledge and skills in public relations to elected and appointed Government officials and in particular to staff within the Government Information Office
- To assist with training and capacity building of the Nauru Media Bureau, particularly in media production skills and knowledge
- To assist manage, as appropriate, any external assistance or consultancy relevant to the roles and functions of the Government Information Office and Media capacity building on Nauru, to ensure maximum effectiveness in the dissemination of information to the public
- To perform such other duties as directed and that are in keeping with the role and function of the Government Information Office

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No.53

14<sup>th</sup> May, 2008

Nauru

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G.N.No. 212 / 2008 (cont'd)

**QUALIFICATION & SKILLS REQUIRED**

- Suitable tertiary qualification, preferably in the fields of public relations, media or governance
- Experience in media and use of arrange of media format and vehicles
- Must be computer literate and skilful in using MS Word, Excel, Access and email
- Must have excellent inter-personal and a high level of communication skills
- Must have the ability to work diligently without constant supervision
- Must have initiative, be innovative, proactive and proficient

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resource & Labour no later than Friday 16<sup>th</sup>May, 2008.

Dated this 13<sup>th</sup> day of May, 2008.

**ALF ITSIMAERA**  
**ACTING CHIEF SECRETARY**

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G.N.No. 213 / 2008

**SUCCESSION, PROBATE AND ADMINISTRATION ACT 1976**  
**NOTICE UNDER SECTION 55 OF THE ACT**  
**DECEASED ESTATES**

**PERSONALTY ESTATE OF THE LATE JOSHUA DEPOUDU**

The Curator of Intestate Estates has hereby determined that ALL Personalty Estate such as: Aerodrome Rentals, Land Rentals, RONWAN Interest , Royalties, Salaries, Final Entitlements, Passbook (if any) and all other residual funds of the late JOSHUA DEPOUDU goes to VIVIEN DEPOUDU only.

**PERSONALTY ESTATE OF THE LATE WILLIAM TEABUGE**

The Curator of Intestate Estates has hereby determined that ALL Personalty Estate such as: Aerodrome Rentals, Land Rentals, RONWAN Interest , Royalties, Salaries, Final Entitlements, Passbook (if any) and all other residual funds of the late WILLIAM TEABUGE are to be distributed as follows:-

Pina Seymour	-	1/8	Wylie Teabuge	-	1/8
Kelly Togoran	-	1/8	Willie Teabuge	-	1/8
Rosene Ika	-	1/8	Wilson Teabuge	-	1/8
Mataika Teabuge	-	1/8	Walter Teabuge	-	1/8

Creditors and others having claims against the above determinations may send into the Curator of Intestate Estates within thirty (30) days of this Gazette Notice, after which date the said Curator shall distribute the assets of the deceased, or any part thereof amongst the beneficiaries having regards only to the claims of which he has then received notice.

**KELSON T. TAMAKIN**  
**CURATOR OF INTESTATE ESTATES**

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