



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

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No. 149

14<sup>th</sup> December, 2011

Nauru

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G.N.No 731/2011

**APPOINTMENT OF ACTING SECRETARY FOR SPORTS**

It is notified for general information that Cabinet at its meeting held on Tuesday, 6<sup>th</sup> December 2011 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approve the appointment of Mrs. Barbara Tamakin to act as Secretary for Sport effective 5<sup>th</sup> December, 2011 until the return of the substantive Secretary for Sports, Mr. Rayong Itsimaera.

Dated this 8<sup>th</sup> day of November, 2011.

**CAMILLA SOLOMON  
ACTING SECRETARY TO CABINET**

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G.N.No 732/2011

**PUBLIC SERVICE ACT 1998  
SECTION 12  
NOTICE OF APPOINTMENT**

It is notified for general information that effective 8<sup>th</sup> December, 2011, the following officer's appointment is hereby confirmed;

**DEPARTMENT OF FINANCE  
(Treasury)**

**NAME**

**POSITION**

Javan Tamakin

Deputy Secretary-Treasury

Dated this 14<sup>th</sup> day of December, 2011.

**CAMILLA SOLOMON  
CHIEF SECRETARY**

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G.N.No 733/2011

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

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

**DEPARTMENT OF JUDICIARY**  
*Nauru Supreme Court*

**JOB TITLE** : CLERK OF COURT  
**SALARY LEVEL** : \$7,004 pa (5.3)  
**RESPONSIBLE TO** : Chief Justice, Resident Magistrate & Administrative Officer

**PRIMARY PURPOSE OF THE POSITION**

The duties and responsibilities of the Clerk of Court are referred to in section 16 of the Courts Act 1972 and section 25 of the Family Courts Act 1973.

**(A) The Clerk of Court is responsible for: -**

- Assist the Resident Magistrate / Registrar with the sittings of the District Court and the Supreme Court and complete other related duties as required.
- Prepare court processes including summonses, warrants, decrees, orders, convictions, recognisances, writs of execution and other documents as required.
- Maintain case files, registers, record judgments & orders of the District Court and Supreme Court.
- Maintain records of fees derived from court process including fines, penalties, and all other moneys paid or deposited in respect of Court process.
- Ensure court applications and documentations are in compliance with the Court Act and Rules and including relevant Acts which is the subject of and related to the litigation
- Maintain the records of membership of all courts and tribunals or quasi-judicial bodies.
- Attend to enquiries from the public through the Registry

**(B) Further responsibilities under the Family Court act include: -**

- Attend and assist with Family Court sittings as required
- Prepare summonses, warrants, decrees, orders, recognisances, writs of execution and other documents for signature of the Chairman and Family Court Members
- Issue Family Court process
- Maintain case files, registers, record judgments and orders of the Family Court and make copies of proceedings
- Maintain appropriate records for the receipt of fees, fines and penalties, and all other moneys arising from Family Court proceedings.
- Perform such other duties connected with the Court as may be assigned by the Chairman.
- Perform administrative duties assigned by the Administrative Officer.

G.N.No 733/2011(Cont'd)

**KNOWLEDGE, SKILLS, & EXPERIENCE**

- Minimum qualification of Year 12.
- Experience in Public Administration or relevant fields
- Good public relations and customer services skills
- Ability to communicate effectively in English and the Nauruan language.
- Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines.
- Ability to work within a team environment
- Ability to work under own supervision, use initiative and to supervise others.
- Ability to contribute positively and innovatively towards Judiciary goals and objectives
- Good written communication skills with an ability to produce documents to a high standard of presentation.
- Ability to exercise discretion and maintain confidentiality.
- Good numeracy skills with an ability to check invoices and computer data to carry out reconciliations.

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than 5.00pm 19<sup>th</sup> December, 2011.

Dated this 8<sup>th</sup> day of December, 2011.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No 734/2011

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Teribo Dake of Nibok District and  
Roseanna Dongobir of Baitsi District.

Thubalkain Dabuae of Aiwo District and  
Vanessa Deraudag of Baitsi District.

DATE OF ENGAGEMENT: 12<sup>th</sup> December, 2011  
17<sup>th</sup> December, 2011.

**HON.VALDON DOWIYOGO, MP**  
**MINISTER IN CHARGE**

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G.N.No 735/2011

**CORRIGENDUM**

The Government Gazette No. 113/2011, G.N.No. 595/2011 has omitted to include the following positions under the Parliamentary Establishment:

**INSERT:**

<b>Designation of Office</b>	<b>No. of Positions</b>	<b>Salary Scale</b>	<b>Salary Per Annum</b>
Parliamentary Counsel	1	8.1	\$8,581
Assistant Parliamentary Counsel	1	7.2	\$8,056

**KARA THOMA**  
**HIGHER CLERICAL OFFICER**