



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

No. 25

9th March 2011

Nauru

G.N.No. 161 / 2011

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

CREATION OF A NEW POSITION

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

DEPARTMENT OF HEALTH AND MEDICAL SERVICES

<u>DESIGNATION OF OFFICE</u>	<u>NO. OF POSITION</u>	<u>SALARY SCALE</u>
Graduate Nurse	2	\$5,418pa (4.1)

DATED this 2nd day of March, 2011.

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

G.N.No. 162/ 2011

**PUBLIC SERVICE ACT 1998
SECTION 10 (1 a, b, d)**

**RECLASSIFICATION OF CREATION, ABOLITION
AND ALTERATION OF DESIGNATION**

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

DEPARTMENT OF AUDIT

<u>CURRENT DESIGNATION</u>	<u>RECLASSIFIED DESIGNATION</u>
Auditor \$6,670pa (5.3)	Senior Examiner of Accounts \$6,419 pa (5.2)

DATED this 2nd day of March, 2011.

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

G.N.No. 163/ 2011

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's probationary appointment is hereby confirmed with effect from 28th February, 2011.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Bernadette Tom	Graduate Nurse	\$5,418pa (4.1)

DATED this 3rd day of March, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 164 / 2011

PUBLIC SERVICE ACT 1998
SECTION 14 (4)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following appointments shall be on probation until confirmed:-

PARLIAMENT

NAME	POSITION	SALARY	EFFECTIVE DATE
Serenaide Dowabobo	Legal Publication Officer	\$5,418pa (4.1)	7/2/11
Francilia Akubor	Legal Publication Assistant	\$5,167pa (3.2)	7/2/11
Anne- Maree Thoma	Executive Secretary	\$5,167pa (3.2)	1/7/10

DATED this 2nd day of March, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 165 / 2011

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted with effect from 28th February, 2011;

NAURU POLICE FORCE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Dato Akaiy	Security Officer	\$4,166pa (1.2)

Dated this 25th day of February, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 166 / 2011

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that with effect from 25th February, 2011, the following resignation has been accepted.

NAURU POLICE FORCE

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Romilda Dowedia	Police Constable	\$5,167pa (3.2)

Dated this 3rd day of March, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 167 / 2011

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public information effective from 1st July, 2010:

DEPARTMENT OF JUSTICE

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Angelina Itsimaera	Administrative Assistant \$5,919pa (4.3)	Administrative Officer \$6,670pa (5.3)
Jovina Fritz	Administrative Assistant \$5,919pa (4.3)	Administrative Officer \$6,670pa (5.3)

DATED this 2nd day of March, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 168 / 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 INFORMATION & COMMUNICATION TECHNOLOGY

POSITION	:	Trainee ICT Officer
SALARY/LEVEL	:	\$3,915pa (1.1) - \$150.58

DUTIES

- ❖ Through on the job, supervised practical issue resolution, gain the knowledge required to provide operational support and management assistance for ICT services:
 - a. Install, configure and maintain PC's, networking equipment, network operating systems, Internet connectivity and ICT peripherals

G.N.No. 168/ 2011 (Cont'd)

- b. Assist with monitoring and configuring networks to optimize performance and minimize faults
- c. Assist with recovery actions in the event of a system failure
- d. Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
- ❖ Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
- ❖ Under supervision, assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities
- ❖ Assist with monitoring all ICT activities, such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
- ❖ With supervision, provide user support in relation to software and hardware issues
- ❖ Provide reports on work undertaken and issues identified as being in need of resolution
- ❖ Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) Strategy
- ❖ Assist with the implementation of the e-Government Strategic Plan
- ❖ Work within the ICT and Telecommunications policies of the Republic of Nauru

QUALIFICATION:

- ❖ Candidates must be Nauruan;
- ❖ Completes Year 11 schooling;
- ❖ Must be keen to work and learn
- ❖ Must be available full time
- ❖ Must have good level of literacy and numeracy
- ❖ Must be computer literate to at least a basic user level
- ❖ Ideally it would be good to have a basic knowledge of computer networks
- ❖ Must have a well developed sense of ownership

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office no later than Wednesday 16 March 2011.

Dated this 2nd day of March, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 169/ 2011

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY

- Position** : CARETAKER/CLEANER
- No. of vacancy** : Two (2)
- Salary/Scale** : \$3,915pa (1.1)
- Responsible to** : Support Service Officer and Caretaker Supervisor;
- General inside cleaning
 - Cleaning of outside grounds
 - Assisting at State Functions
 - Other duties as directed by the Support Service Officer

G.N.No. 169/ 2011 (Cont'd)

Knowledge, Skills and Experience

- Must be robust and able to work under instructions as required
- Willingness to work after office hours
- Possess positive attitude

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office no later than 5.00pm, Friday 18 March 2011.

Dated this 4th day of March, 2011

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 170/ 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 CHIEF SECRETARY
(Employee Relations Unit)

POSITION : EMPLOYEE RELATIONS OFFICER

SALARY : \$6,670 (5.3)

PRIMARY PURPOSE OF THE POSITION

The Officer is responsible for providing employee relations support to the Employee Relations Manager on all employee/labour relations activities across NPS, ensuring compliance with Public Services Act 1998 in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary and termination.

PRINCIPAL RESPONSIBILITIES

The Employee Relations Officer is responsible to the Manager-Employee Relations. Role and responsibilities of the Employee Relations Officer is to assist Employee Relations Manager in providing the following HR services for the NPS:

- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint against any officer(s) of the public Service;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to possible breach(s) of the Public Service Act, 1998;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to matter of complaint made by the Head of Departments (HODs), against any officer of the public service;
- Investigate any complaints arising from officers within the public service against any other officers;
- Investigate and ensure that all matters or finding(s) must be aligned with the Public Service Act, 1998;
- Maintain and update history of offenders;

G.N.No. 170/ 2011 (Cont'd)

- Investigate any decision(s) or recommendation(s) made or any act done or omitted to be done on any matters raised in liaison with the Justice Department;
- Compile and furnish monthly, quarterly and yearly reports;
- Interview the witness and offenders so as to ascertain the truth of the matter.
- Ensure that all matters are brought to the attention of the Manager of Employee Relations;
- Treat all matters arising with due process and diligence, and utmost confidentiality and not to disclose any information to a third party;
- Perform any other duties as compatible to your duties and responsibilities as may be required by the Manager-Employee Relations.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Candidate should have completed a Higher School Leaving Certificate or should be qualified as a paralegal, or in the absence of such qualification, should at least undergone some legal training(s) in a recognized and Accredited Institution of Learning or work with at least three years experience in the field of legal profession;
- Must be knowledge with the Public Service Act, 1998 and the Constitution of Nauru and must be acquainted and familiar with the criminal laws of Nauru;
- Must be fair and impartial;
- Possess a high level of computer literacy with experience in MS Office applications;
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy towards job applicants;
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office no later than 5pm, Thursday 17 March 2011.

Dated this 4th day of March 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 171 / 2011

ENGAGEMENT TO MARRY

NAME OF PARTIES Sierra Christiana Duburiya
Grant Engar

DATE OF ENGAGEMENT 5th March, 2011.

HON. MARCUS STEPHEN M.P
MINISTER RESPONSIBLE

G.N.No. 172 / 2011

PERSONALTY ESTATE OF THE LATE
DEIDUWANMAMWE BATSIUA

The Nauru Lands Committee has determined the estate of the above named deceased and agreed that the estate should be divided in the following manner:-

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
Deiduwamamwe Batsiua	All monies due, Rentals, Ronwan Interest (if any)	Jean Batsiua (LTO)	ALL

NOTE : Those who disagree with the above Personalty may appeal to the Supreme Court Registry within 21 days of the publication of the Government Gazette.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE

G.N.No. 173 / 2011

PERSONALTY ESTATE OF THE LATE DUMAS DABWIDO

The Nauru Lands Committee has determined the estate of the above named deceased and agreed that the estate should be divided in the following manner:-

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
Dumas Dabwido	All monies due, Rentals, Ronwan Interest (if any)	Rolex Dabwido	1/4
		Absalom Dabwido	1/4
		(K.D Dabwido)	1/4
	Rolex Dabwido. (T/TEE)	(Ivana Dabwido)	1/4

NOTE : Those who disagree with the above Personalty may appeal to the Supreme Court Registry within 21 days of the publication of the Government Gazette.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE

G.N.No. 174 / 2011

PERSONALTY ESTATE OF THE LATE PATRICIA AMON

The Nauru Lands Committee has determined the estate of the above named deceased and agreed that the estate should be divided in the following manner:-

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
Patricia Amon	All monies due, Rentals, Ronwan Interest (if any) Shirley Tatum. (T/TEE)	(Fonsi Amon)	ALL

NOTE : Those who disagree with the above Personalty may appeal to the Supreme Court Registry within 21 days of the publication of the Government Gazette.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE
