



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

No. 1 4th January, 2012 Nauru

G.N.No 1/2012

APPOINTMENT OF DIRECTOR OF AUDIT

It is notified for general information that Cabinet at its meeting held on Thursday, 29th December, 2011 and pursuant to Article 68 Clause 3 of the Constitution of Nauru approve the appointment of Mrs. Gillian Itsimaera to act as Director of Audit effective 30th December, 2011.

Dated this 29th day of the month of December, 2011.

**CAMILLA SOLOMON
ACTING SECRETARY TO CABINET**

G.N.No 2/2012

**PUBLIC SERVICE ACT 1998
RESIGNATION-SECTION 53(1)**

It is notified for general information that the following resignation has been accepted with effect from 18th October, 2011:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Mary Obeta	Caretaker/ Cleaner	\$4,111pa (L1.1)

Dated this 3rd day of January, 2012.

**CAMILLA SOLOMON
CHIEF SECRETARY**

G.N.No 3/2012

**PUBLIC SERVICE ACT 1998
SECTION 52(3)
RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE**

IT IS NOTIFIED for general information that Moiya Grundler from the Department of Health and Medical Services be retired from the Public Service of Nauru effective 31st December, 2011.

Dated this 3rd day of January, 2012.

**CAMILLA SOLOMON
CHIEF SECRETARY**

G.N.No 4/2012

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

JOB TITLE : DEPUTY REGISTRAR
SALARY LEVEL : \$8, 056pa (7.2)
RESPONSIBLE TO : Chief Justice & Resident Magistrate

PRIMARY PURPOSE OF THE POSITION

It shall be competent for any person holding office as a Deputy Registrar, subject to any directions given from time to time by the Chief Justice, to perform any act or to discharge any duty which the Registrar may lawfully do or is required by law to do and for such purpose the person holding such office shall have all the powers, privileges and authority of the Registrar. The Deputy Registrar is to perform any act or to discharge any duty which the Registrar is required by law to do. The Registrar's duties are specified under 7 of the Court Act 1972 and these are: -

PRINCIPAL RESPONSIBILITIES

- Deputy Registrar Supreme Court (S6 Courts Act 1972)
- Perform duties of the Master, Registrar, Taxing Master and Keeper of Records of the High Court of Justice of England as of the 31st January 1968.
- Perform other duties and have such other powers and authority as may be prescribed by the Rules of the Court
- Shall be subject to Chief Justice Direction from time to time,
- Shall be an ex-officio a Commissioner for Oaths and of the Supreme Court to take examination of witnesses.
- The multiplicity of roles (judicial – criminal, civil and family hearings and decision making, sentencing on one hand and general administration with general court documentations fees and fines, costs determinations, with instructions and notices on application procedures and processes to practitioners and public who chose to file their own court actions etc, etc,.) that the Registrar plays.
- The Deputy Registrar should therefore enable better facilitation of the court procedures and processes.

KNOWLEDGE, SKILLS, & EXPERIENCE

- Minimum qualification needed Bachelor of Law
- At least 5 years working experience in Common-Wealth and International Judicial systems or other relevant legal fields
- Good public relations
- To be well versed with Nauru's - Courts Act 1972
- Ability to produce documents to a high standard of presentation and output using Microsoft office suite (including Word, Excel,) software applications.
- Ability to communicate highly effectively both in English or even Nauruan language.
- Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines.

G.N.No 4/2012(Cont'd)

- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative
- Must be of sober habits, diligent, pay attention to details, trustworthy and honest.
- Be a team player and possess the ability to work effectively and contribute positively and innovatively towards Judiciary goals and objectives.

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 Friday 6th January, 2012.

Dated this 29th day of December, 2011.

Camilla Solomon
CHIEF SECRETARY.

G.N.No 5/2012

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

G.N.No 5/2012(Cont'd)

(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.

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 Friday 6th January, 2012.

Dated this 30th day of December, 2011.

Camilla Solomon
CHIEF SECRETARY.

No. 1 4th January, 2012 Nauru

G.N.No 6/2012

ENGAGEMENT TO MARRY

NAME OF PARTIES: Dittman Grundler of Boe District and
Joanna Maaki of Denigomodu District.

Bronson Namaduk of Uaboe District and
Racheal Temaki of Meneñ District.

Tom Platz Kingsley Tsiode of Uaboe District and
Branessa Itsimaera of Boe District.

DATE OF ENGAGEMENT: 28th December, 2011
31st December, 2011
14th January, 2012.

HON. SPRENT ARUMOGO DABWIDO, MP
MINISTER IN CHARGE

G.N.No 7/2012

NAURU LANDS COMMITTEE
PUBLIC NOTICE

The Nauru Lands Committee will be determining personalty estates of the late:

1. Abalene Dediya
2. Kaura Ika

This is a notification for interested parties having claims against the above may seek to the Nauru Lands Committee office which date for estates will be processed for determination within 14 days of gazettal.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE
