



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

No. 169

12th December, 2012

Nauru

G.N. No. 674 / 2012

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mrs. Kim Aroi to act as Secretary for Foreign Affairs and Trade, effective 06th December, 2012 until the return of the substantive Secretary for Foreign Affairs and Trade, Mr. Mike Aroi.

Dated this 10th day of December, 2012

**MICHAEL CAIN
ACTING CHIEF SECRETARY**

G.N. No. 675 / 2012

APPOINTMENT OF ACTING DIRECTOR OF THE NAURU POLICE FORCE

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mr. Simpson Deidenang to act as Director of the Nauru Police Force, effective 19th December, 2012 until the return of the substantive Director, Mr. Richard Britten.

Dated this 10th day of December, 2012

**MICHAEL CAIN
ACTING CHIEF SECRETARY**

G.N. No. 676 / 2012

APPOINTMENT OF ACTING SECRETARY FOR SPORTS

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mrs. Barbara Tamakin to act as Secretary for Sports, effective 10th December, 2012 until the return of the substantive Secretary, Mr. Rayong Itsimaera.

Dated this 10th day of December, 2012

**MICHAEL CAIN
ACTING CHIEF SECRETARY**

G.N. No. 677 / 2012

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY AND ENVIRONMENT

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mr. Richie Halsted to act as Secretary for Commerce, Industry and Environment, effective 29th November, 2012 until the return of the substantive Secretary, Mr. Russ Kun.

Dated this 10th day of December, 2012

MICHAEL CAIN
ACTING CHIEF SECRETARY

G.N. No. 678 / 2012

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mr. Geoffrey Harris to act as Secretary for Telecommunications, effective 29th November, 2012 until the return of the substantive Secretary for Telecommunications, Mr. Chris Stephen.

Dated this 10th day of December, 2012

MICHAEL CAIN
ACTING CHIEF SECRETARY

G.N. No. 679 / 2012

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mr. Criden Appi to act as Secretary for Telecommunications, effective 06th December, 2012 until the return of the substantive Secretary for Telecommunications, Mr. Chris Stephen.

Dated this 10th day of December, 2012

MICHAEL CAIN
ACTING CHIEF SECRETARY

G.N. No. 680 / 2012

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that Cabinet at its meeting held on Friday 07th December, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Ms. Melaney Bill to act as Secretary for Transport, effective 10th December, 2012 until the return of the substantive Secretary for Transport, Mr. Lesi Olsson.

Dated this 10th day of December, 2012

MICHAEL CAIN
ACTING CHIEF SECRETARY

No. 169

12th December, 2012

Nauru

G.N. No. 677 / 2012

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

It is notified for general information that the following officer's probationary appointment is hereby confirmed.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Bervena Adeang	School Environment Officer	\$5,101pa (2.1)

Dated this 10th day of December, 2012.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 682 / 2012

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

It is notified for general information that the following officer is hereby notified for public notification with immediate effect.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>PROMOTION FROM</u>	<u>PROMOTED TO</u>
Conan Detabene	Transport Driver \$4, 522pa (L1.1)	Ambulance Driver \$5, 101pa (L2.1)

Any officer of the Public Service may appeal to the above promotions under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 11th day of December, 2012.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

REPUBLIC OF NAURU
PUBLIC SERVICE ACT 1988
SECTION 37, SUBSECTION 1, 2 AND 3

PUBLIC HOLIDAYS 2013

PURSUANT TO the powers in that behalf vested in me under Section 37, subsection 1, 2 & 3 of the Public Service Act 1998, the following days shall be observed by officers and employees of the Public Service as Public Holidays for the year 2013.

1 st January, 2013	New Year's Day
31 st January, 2013	Independence Day
1 st February, 2013	Day following Independence Day
29 th March, 2013	Good Friday
1 st April, 2013	Easter Monday
2 nd April, 2013	Easter Tuesday
17 th May, 2013	Constitution Day
26 th October, 2013	Angam Day
25 th December, 2013	Christmas Day
26 th December, 2013	Day following Christmas Day

When a day specified in sub-section (1) except Independence Day and Christmas Day falls on a Saturday or Sunday, the following Monday is a holiday.

Whenever Independence Day and Christmas Day falls on Saturday the following Monday and Tuesday are holidays.

Dated this 11th day of the Month of December, Two Thousand and Twelve.

HON. SPRENT ARUMOGO DABWIDO
PRESIDENT

No. 169

12th December, 2012

Nauru

G.N. No. 684 / 2012

HK 1993 HOLDING CORPORATION

NOTICE OF INTENTION MADE PURSUANT TO SECTION 232A(2) OF THE CORPORATION ACT 1972

We, HK 1993 Holding Corporation, being a holding corporation incorporation in the Republic of Nauru under the Corporation Act 1972 (“the Act”) on the 13th day of December 1977, hereby declare our intention to make an application under Section 232A(1) of the Act to the Minister for Commerce, Industry and Environment for his approval to outward redomicile our corporation to the Principality of Liechtenstein in accordance with Section 232A(2)(b) of the act.

Dated this 21st day of November, 2012.

**FOR AND ON BEHALF OF
HK 1993 HOLDING CORPORATION
DIRECTOR**

G.N. No. 685 / 2012

HOURS OF WORK FOR TEACHERS

This notice is to advise principals and teachers that the hours for teachers is 8:00am to 4:00pm daily. Teachers are requires to be at school at 8:00am to commence preparations of classes and other duties such as bus duty and student supervision. Teachers are also to remain at school until 4:00pm to undertake planning and preparation, attend professional development as required and attend to designated duties.

Dated this 07th day of December, 2012.

**HON. ROLAND KUN
MINISTER FOR EDUCATION**

G.N. No. 686 / 2012

PUBLIC SERVICE ACT 1998
SECTION 15: VACANCY

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

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

POSITION : Cashier
SALARY LEVEL : \$5,679pa (L3.1) - \$218.42 per fortnight

OBJECTIVES OF ROLES:

- To provide cashier services to NRO customers for payments and receipts of Government cash.
- To ensure proper handling, recording and accounting for Government cash.
- To ensure adequate security of Government cash held.

RESPONSIBILITIES:

- Provide competent cash management, reconciliation and recording services.
- Adhere to all prescribed cash handling procedures including vault and office security.
- Ensure daily recording, balancing and reconciliation of allocated cash to cheques, pay slips and payment vouchers encashed.
- Provide fully completed daily cash documents following prescribed procedures.
- Perform peer checking and cash counts as required.
- Ensure all inwards cash payments are properly receipted, balanced and accounted for daily.
- Ensure timely entries are made into FMIS including receipting of debtors remittances and encodings.
- Provide timely advice to the Cash Director and NRO Accountant on any significant current or upcoming issues affecting cash management or the efficient operation of the office.

ESSENTIAL SELECTION CRITERIA:

- High integrity and reliability.
- Experience in a commercial or Government environment handling and accounting for cash using standard procedures.
- Good numeracy skills.
- Good communication and customer relationship management skills.
- Ability to work with financial and accounting software programs
- Intermediate level skills in Microsoft Office applications including Word and Excel.

DESIRABLE QUALIFICATIONS & EXPERIENCE:

- Relevant experience working in a cashier, teller or similar role within a banking, government agency or similar institution.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Monday 24th December, 2012.

Dated this 10th day of December, 2012.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
SECTION 15: VACANCY

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

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

POSITION : Audit and Enforcement Officer

SALARY LEVEL : \$7,125pa (L5.1) - \$274.04 per fortnight

OBJECTIVES OF ROLES:

- To support customer compliance with statutory and commercial revenue obligations.
- To provide field and office based verification and enforcement services.

RESPONSIBILITIES:

- Undertake random and targeted risk based audits and inspections to detect and deter non compliance with revenue and other obligations.
- Undertake proactive field collections including enforced collections of overdue payments.
- Undertake inspections of gaming activities and licensing requirements.
- Manage own cases, assigned and overseen by the Deputy Secretary Revenue.
- Maintain well developed technical and legal knowledge of laws and administrative processes relevant to the revenue administration responsibilities of the NRO.
- Exercise statutory inquiry powers following operational policies and guidance of the Deputy Secretary Revenue.
- Make third party inquiries to obtain information to verify customer compliance.
- Conduct interviews and other evidence gathering activities to support prosecutions undertaken by the NRO.
- Document all relevant facts, actions taken, findings, legal authorities and develop legally supported recommendations.
- Prepare appropriate formal reports, submissions, statements of facts, memoranda and correspondence. Provide accurate advice and assistance for customers who need it, to understand and meet their revenue obligations.
- Manage disputed cases arising from own audits and enforcement cases.
- Keep the Deputy Secretary and all revenue staff informed about significant case matters, trends, and emerging or sensitive issues as appropriate.
- Undertake project based surveys and intelligence gathering activities as directed by the Deputy Secretary Revenue.

ESSENTIAL SELECTION CRITERIA:

- High integrity and reliability.
- Well developed interpersonal skills and the ability to develop and maintain effective working relationships with customers especially in the field as well as in the office.
- The ability to intelligently manage confrontation.
- Flexibility and adaptability in a changing and sometimes challenging environment.

G.N. No. 687 / 2012 (cont'd)

- Demonstrated ability to take ownership of assigned work and strive to meet agreed NRO unit delivery targets and compliance outcomes.
- Commitment to self development.
- Strong work ethic and time management skills.
- Demonstrated technical and researching abilities or potential.
- Solid communications skills both written and oral.
- Intermediate level computer skills including Microsoft Office Word and Excel.
- Current valid driver's license.

DESIRABLE QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in accounting or law
- Wide experience in technical and legal analysis of revenue legislation.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Monday 24th December, 2012.

Dated this 10th day of December, 2012.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 688 / 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)

POSITION : Clerk of Court

SALARY LEVEL : \$7,704pa (5.3)

RESPONSIBLE TO : Chief Justice, Resident Magistrate & Deputy Registrar

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 and Deputy Registrar with the sittings of the District Court and the Supreme Court and complete other related duties as required.

G.N. No. 688 / 2012 (cont'd)

- 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.

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 or electronically word processed stating name, age, qualification and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 5:00pm, Monday 24th December, 2012.

Dated this 10th day of December, 2012

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
SECTION 15: VACANCY

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

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

POSITION : Senior Services Officer

SALARY LEVEL : \$8,283pa (L6.2) - \$318.58 per fortnight

OBJECTIVES OF ROLES:

- To provide high quality revenue administration services to NRO customers and the Government.
- To ensure appropriate application of revenue laws.
- To support voluntary compliance through quality customer communications.

RESPONSIBILITIES:

- Provide accurate and timely customer advice to enable compliance with revenue laws and commercial obligations.
- Provide practical assistance for customers who need it, to understand their obligations.
- Ensure customers are provided with appropriate accurate and timely notifications of their revenue, commercial and other obligations.
- Maintain up to date customer revenue files including registration details, assessment/invoicing information, returns, declarations, due dates, disputes and technical/legal analytical materials.
- Properly record to prescribed standards and file, customer correspondence, interview notes, submissions and reports according to prescribed standards.
- Provide pre-emptive customer reminders on pending payment obligations.
- Proactively follow up both new and old debt following prescribed procedures.
- Manage assessment or invoicing disputes in conjunction with the Technical/Legal Officer as required.
- Through the Technical/Legal Officer, escalate appropriate complaints and disputes to the Deputy Secretary (Revenue).
- Keep the Deputy Secretary (Revenue) and Technical/Legal Officer informed about significant case matters, trends, and emerging or sensitive issues.
- Support junior staff and provide on the job training and support as required.

ESSENTIAL SELECTION CRITERIA:

- High integrity and reliability.
- Highly developed customer relationship management skills.
- Competence in the interpretation and practical application of revenue laws or clear potential.
- Very well developed formal writing skills.
- Commercial awareness and understanding.

No. 169

12th December, 2012

Nauru

G.N. No. 689 / 2012 (cont'd)

- Ability to persevere to complete tasks and ensure compliance.
- Good understanding of financial transactions and accounting systems or clear potential.
- Intermediate level skills in Microsoft Office applications including Word and Excel.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Monday 24th December, 2012.

Dated this 10th day of December, 2012

MICHAEL B. CAIN
ACTING CHIEF SECRETARY
