



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

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No. 116

24<sup>th</sup> July, 2013

Nauru

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G.N. No. 565 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS &  
MEDIA**

It is notified for general information that on Monday 22<sup>nd</sup> July, 2013, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr. Geoffrey Harris to act as Acting Secretary for Telecommunications & Media effective 19<sup>th</sup> July 2013 until the return of the substantive Secretary for Telecommunications & Media.

DATED this 23<sup>rd</sup> day of July, 2013

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 566 / 2013

**PUBLIC SERVICE ACT 1961 -1998**  
**NOTICE OF PROMOTION**

The provisional promotion of the following officer is hereby notified for public notification with immediate effect.

**DEPARTMENT OF HEALTH & MEDICAL SERVICE**

| <u>NAME</u>        | <u>PROMOTED FROM</u>                | <u>PROMOTED TO</u>               |
|--------------------|-------------------------------------|----------------------------------|
| Cherish Deireragea | Graduate Nurse<br>\$6,258pa (L4. 1) | Staff Nurse<br>\$7,125pa (L5. 1) |

Any officer of the Public may appeal to the above promotion 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 19<sup>th</sup> day of July, 2013

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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No. 116

24<sup>th</sup> July, 2013

Nauru

G.N. No. 567 / 2013

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

It is notified for the general information that the following officer's resignation effective 5<sup>th</sup> July, 2013 has been accepted and approved.

**DEPARTMENT OF COMMERCE, INDUSTRY AND ENVIRONMENT**

| <b><u>NAME</u></b> | <b><u>POSITION</u></b> | <b><u>SALARY LEVEL</u></b> |
|--------------------|------------------------|----------------------------|
| Nodel Neneiya      | Climate Change Officer | \$7,704pa (L5.3)           |

DATED this 19<sup>th</sup> day of July, 2013

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 568 / 2013

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

It is notified for the general information that the following officer's resignation effective 8<sup>th</sup> July, 2013 has been accepted and approved.

**DEPARTMENT OF HEALTH & MEDICAL SERVICE**

| <b><u>NAME</u></b> | <b><u>POSITION</u></b> | <b><u>SALARY LEVEL</u></b> |
|--------------------|------------------------|----------------------------|
| Cartina Hiram      | Caretaker / Cleaner    | \$4,552pa (L1.1)           |

DATED this 19<sup>th</sup> day of July, 2013

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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**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**  
*(Human Resources & Labour Section)*

POSITION : Manager – Employee Relations

SALARY LEVEL : \$8,571pa (L7.1)

**PRIMARY PURPOSE OF THE POSITION:**

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

**PRINCIPAL RESPONSIBILITIES:**

The Manager Employee Relations is responsible to the Director Human Resources & Labour. Role and responsibilities of the Manager Employee Relations is to assist the Director HR&L in providing the following HR services for the NPS:

- Interpret and advise on employment legislation such the Public Services Act;
- Listening to employee grievances and implementing disciplinary procedures;
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Conduct return to work interviews RTWI with employees regarding unsatisfactory performance, absenteeism.
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Services Act and relevant government legislation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and the supervisor;
- Advise supervisors and HODs on the proper procedures for carrying out investigations relating to breach of discipline;
- providing accurate advice on issues arising from employment contracts and legislation;
- formulate Pastoral care programmes for employees and their families

G.N. No. 569 / 2013 (cont'd)

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Formal qualification in an appropriate discipline such as Industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the public sector, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management, mediation and conflict resolution are essential.
- Achievement or progress toward relevant human resource qualifications would be highly regarded.
- Possess a high level of computer literacy with experience in MS Office application.
- 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 toward job applicants
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than 5pm, 31<sup>st</sup> July, 2013.

Dated this 19<sup>th</sup> day of July, 2013

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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No. 116

24<sup>th</sup> July, 2013

Nauru

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G.N. No. 570 / 2013

**ENGAGEMENT TO MARRY**

NAME OF PARTIES : Steven Temaki of Meneñ District and  
Nancy Benjamin of Boe District.

Janiero Ika of Meneñ District and  
Taniko Kakiouea also from Meneñ District.

DATE OF ENGAGEMENT : 19<sup>th</sup> July, 2013.  
19<sup>th</sup> July, 2013.

**HON. BARON DIVAVESI WAQA, MP**  
**MINISTER IN CHARGE**

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