



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

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No. 15

30<sup>th</sup> January, 2013

Nauru

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G.N. No. 62 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS**

It is notified for general information that Cabinet at its meeting held on Wednesday 23<sup>rd</sup> January, 2013 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 26<sup>th</sup> December, 2012 until the return of the substantive Secretary for Telecommunications, Mr. Christopher Stephen.

Dated this 24<sup>th</sup> day of January, 2013.

**BERNARD GRUNDLER  
ACTING CHIEF SECRETARY**

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G.N. No. 63 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT**

It is notified for general information that Cabinet at its meeting held on Wednesday 23<sup>rd</sup> January, 2013 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 from 24<sup>th</sup> January, 2013 until the return of the substantive Secretary for Transport, Mr. Lesi Olsson on 25<sup>th</sup> January, 2013.

Dated this 24<sup>th</sup> day of January, 2013.

**BERNARD GRUNDLER  
ACTING CHIEF SECRETARY**

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G.N. No. 64 / 2013

**PUBLIC SERVICE ACT 1998  
NOTICE OF TRANSFER**

The Transfer of the following officer is hereby notified for public notification.

**DEPARTMENT OF TRANSPORT**

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Allan Debao	Director of Land Transport \$8,862pa (L7.2)	Director of Land Transport Regulatory \$8,862pa (7.2)

Dated this 22<sup>nd</sup> day of January, 2013.

**BERNARD GRUNDLER  
ACTING CHIEF SECRETARY**

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30<sup>th</sup> January, 2013

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G.N. No. 65 / 2013

**NAURU POLICE FORCE ACT**  
**RESIGNTION – SECTION 12 (1) (2)**

It is notified for general information that the following constable's resignation has been accepted.

**POLICE, PRISONS & EMERGENCY SERVICES**

<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>EFFECTIVE FROM</u></b>
Cazaly Gobure	Police Constable	24 <sup>th</sup> December, 2012

Dated this 15<sup>th</sup> day of January, 2013.

**RICHARD BRITTEN**  
**COMMISSIONER OF POLICE**

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G.N. No. 66 / 2013

**PUBLIC SERVICE ACT 1998**  
**RESIGNTION – SECTION 53 (1)**

It is notified for general information that the following resignation has been accepted effective 14<sup>th</sup> December, 2012.

**DEPARTMENT OF CHIEF SECRETARY**  
*(Government Information Office)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY LEVEL</u></b>
Yvette Duburiya	Government Information Officer	\$7,704pa (5.3)

Dated this 24<sup>th</sup> day of January, 2013.

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

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G.N. No. 67 / 2013

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

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Public Health)*

POSITION : District Primary Health Care-Worker (Anetan)

SALARY LEVEL : 2.1 - \$4,416pa (\$169.30 fortnightly)

**PRIMARY PURPOSE OF POSITION:**

The District Health Worker is integral to the efficient management of district-based primary health care services. The District Health Worker is responsible for providing coordination of primary health care programs and providing basic health care and referring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordinator.

**DUTIES AND RESPONSIBILITIES:**

- Provides first aid for minor injuries ailments and basic life support;
- Provides basic screening for non-communicable diseases (including diabetes, hypertension) and infectious diseases;
- Refers identified persons to appropriate primary or secondary health services according to District Primary Healthcare manual;
- Monitors the treatment of people with chronic medical conditions for example, immunization programs, trachoma campaign, Demographic Health Survey etc;
- Visits homes to determined patient and family need and report accordingly;
- Gives medical treatments to patients following Doctor's instructions and under the guidance of the relevant health clinic;
- Collaborates with the relevant public health expert to develop plans to meet individual health needs and provides health services and promotion activities;
- Keeps accurate house health statistics/community mapping for their district and update as required;
- Assists community members and health personnel to assess, plan for and provide needed health and related services such as disseminate information with appointment slips, organize transport as required;
- Teachers maintenance of health and prevention of diseases, maternal and child care for members and other subjects related to individual and community health and warfare;
- Attend Public Health meetings;
- Provide reports on activities and other matters on a monthly basis.

**QUALIFICATION & EXPERIENCE:**

- Knowledge and experience in healthcare and community work;
- Strong written and oral communication skills (English and Nauruan);
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae with supporting references and provided to the Director of Human Resources & Labour or the Chief Secretary no later than 5:00pm, Monday, 04<sup>th</sup> February 2013.

Dated this 24<sup>th</sup> day of January, 2013.

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

G.N. No. 68 / 2013

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

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

**DEPARTMENT OF CHIEF SECRETARY**  
*(Government Information Unit)*

POSITION : Assistant Government Information Officer

SALARY/SCALE : \$5,101pa (L2.1)

**PRIMARY PURPOSE :**

The Assistant Government Information Officer will be required, under supervision, to perform the less difficult professional and technical activities associated with the conduct of a comprehensive program to inform the public of the activities and objectives of Government business.

**DUTIES:**

- Sorting and routing mail, answering phones, operating basic office equipment such as photocopiers and scanning
- Filing documents and records
- Typing letters and memos
- Collecting and entering material for the database
- Preparing, producing and disseminating information, utilising all major media of communication
- Write and prepare Media Releases for publication
- Assist with research in the preparation of Media Releases, articles and speeches
- Perform any other duties as required by the Government Information management including the coverage of parliamentary sittings and press conferences and/or media interviews
- To assist in the development and maintenance of the official Government website as a vehicle for delivering information to the public and staff capacity programs
- Must be able to work outside of normal working hours if and when required. E.g. parliamentary sittings, elections and meeting deadlines for the Nauru Bulletin
- Must be willing to undertake various levels of on-the-job training.

**QUALIFICATIONS:**

- Minimum of year 12 qualification;
- Must be able to read, write and speak English proficiently;
- Experience in media-related functions and systems will be an advantage;
- Must be computer literate and skilful in using MS Word, Excel, Access and email;
- Must have excellent interpersonal and a high level of communication skills;
- Must have initiative and the ability to work diligently, independently and ;
- Must be innovative, proactive and proficient.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae with supporting references and provided to the Director of Human Resources & Labour or the Chief Secretary no later than 5:00pm, Monday 11<sup>th</sup> February 2013.

Dated this 22<sup>nd</sup> day of January, 2013.

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

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

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

**DEPARTMENT OF FINANCE**  
*(Treasury)*

POSITION : Reconciliation Officer

SALARY : \$6,258pa (L4.1)

**DUTIES:**

- Maintain cashbook by doing data entry once transaction/payment vouchers received from the TT officers
- Complete bank reconciliations for all donor accounts
- Maintain up-to-date files of bank statements, cashbooks and bank reconciliations for designated donor accounts
- Reconcile FMIS transaction against cashbook and bank statement
- Follow up on monthly bank statement with the TT officer
- Assist in preparing and providing the monthly reconciliation reports
- Assist the Senior Reconciliation Officer in the reconciliation progress of government and donor funds as requested.
- Assist SRO in filing and batching all payment vouchers and bank statement
- Other duties as may be required from time to time

**EXPERIENCE & QUALIFICATIONS:**

- Minimum of 3 years experience preferably in finance/accounting or related fields.
- Should have completed up to Year 12 of education level or equivalent
- Able to communicate effectively both verbally and in writing (Nauru & English)
- Good level skills in Microsoft Office applications including Word and Excel.
- Able to work manage own time and work independently with minimal supervision.
- Good communication and customer relationship management skills.
- Ability to work with financial and accounting software programs

Applications should be submitted to the Acting Chief Secretary or Acting Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualification and attached with curriculum vitae and other relevant references no later than 5:00pm, Tuesday, 5<sup>th</sup> February, 2013.

Dated this 24<sup>th</sup> day of January, 2013.

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

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G.N. No. 70 / 2013

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

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

**DEPARTMENT OF FINANCE**  
*(Treasury)*

POSITION : Senior Reconciliation Officer

SALARY : \$6,837pa (L4.3)

**DUTIES:**

- Maintain a reconciliation record list as per department of audit request
- Provide regular oral and written communication on reconciliation progress of government and donor funds as requested
- Inform department for their monthly deposits
- Assist in preparing and providing the monthly reconciliation reports
- Provide regular oral and written communication on reconciliation progress of government and donor funds as requested
- Other duties as may be required from time to time

**EXPERIENCE & QUALIFICATIONS:**

- Minimum of 5 years experience preferably in finance/accounting or related fields.
- Good numeracy skills.
- Good communication and customer relationship management skills.
- Ability to work with financial and accounting software programs
- High level skills in Microsoft Office applications including Word and Excel.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than 5:00pm, Tuesday 5<sup>th</sup> February, 2013.

Dated this 22<sup>nd</sup> day of January, 2013.

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

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G.N. No. 71 / 2013

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

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

**DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY**

POSITION : Administrative Officer

SALARY : \$7,704pa (L5.3) - \$296.31 per fortnight

**DUTIES & RESPONSIBILITIES:**

The Administrative Officer will provide Administrative and clerical support to the Director of ICT within Ministry of Telecommunication

- To provide all manner of Administrative support to ICT Directorate
- To maintain a record management system for the ICT Directorate
- To assist the Director with budgetary preparation
- To maintain the Directorate's payroll and its relevant variation processes
- To maintain the Directorate's Inventory list
- To assist staff with their relevant travel arrangements
- To maintain ICT's administrative procedures

**QUALIFICATIONS & EXPERIENCE:**

- Must be computer literate and skilful in using Ms Word, Excel, Access and email
- Must be knowledge of relevant administrative procedures
- Must have an interest in Information & Communication Technology
- Must have the ability to work diligently without constant supervision
- Must be innovative, proactive and proficient

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, Wednesday 06<sup>th</sup> February, 2013.

Dated this 24<sup>th</sup> day of January, 2013.

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

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G.N. No. 72 / 2013

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

Applications are invited from Nauruans 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 : \$5,107pa (L2.1) - \$196.19

**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
  - b. Assist with monitoring and configuring networks to optimise performance and minimise 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, standardised, 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;
- ❖ Competes 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 5:00pm, Wednesday 06<sup>th</sup> February, 2013.

Dated this 24<sup>th</sup> day of January, 2013.

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

G.N. No. 73 / 2013

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

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

**DEPARTMENT OF FINANCE**

POSITION : Assistant (Sector Planner)  
SALARY/SCALE : L5.3 \$7,704pa – (\$296.31 per fortnight)

The Assistant Sector Planner position is a key position within the planning and Aid Division. The person filling this position will be diligent, self-motivated, very organized, and be willing to help across the whole Division.

The roles and responsibilities of the Assistant Sector Planner are:

**DUTIES & RESPONSIBILITIES:**

- Undertake administrative duties including filing, managing the ordering, receipt and distribution of office supplies, ensuring adequate stores are kept on hand and assist other PAD staff with stocktaking and inventories.
- Assist with the preparation of payment documentation, end of month processes, entering data into computerized accounting system (FMIS) and ensure correct filing of financial records.
- Assist with IT services and equipment.
- Assist with the sector planners in their day to day work
- Arrange logistics/meeting schedules for consultant and development partners visiting Nauru, including National Development Committee meetings
- Assist with the appraisal and comment on new policy initiative from line Ministries/Departments
- Assist with consolidation and communication progress on sectoral and national strategies/ plans to the Government of Nauru and donor agencies
- Work in concert with line agencies to prepare project proposals for the annual budget discussion
- Assist in the verification of the financial components of development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements.
- Any other duties specified by the Director (Sector Planning)

**REPORTING:**

The Assistant Sector Planner will be responsible to the Director, Sector Planning.

**SELECTION CRITERIA:**

- The Assistant Sector Planner should have the following qualifications and experience.

**ESSENTIAL:**

- Bachelor degree or progress towards a degree in a relevant field such as development planning, economic management, business or public sector policy and administration or three to five years' experience in a mid-level position in Government.
- Some knowledge of the planning cycle, design and management of programmes, projects and project management
- Good analytical skills and attention to detail
- Competent computer skills
- Good interpersonal and communication skills
- Very Good organisation skills and able to maintain accurate records
- A capacity to work independently and within a team environment

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G.N. No. 73 / 2013 (cont'd)

- Be self-motivated, have strong integrity and commitment
- An understanding of the Public Service Act and a commitment to the values and principles this Act.

DESIRABLE:

- Basic financial management skills and experiences in preparing budgets
- Some knowledge of the Nauru sustainable Development Strategy
- Some knowledge of donor activities in Nauru and the Pacific

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than 5.00pm, Tuesday 5<sup>th</sup> February, 2013.

Dated this 23<sup>rd</sup> day of January, 2013.

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

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G.N. No. 74 / 2013

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

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

**DEPARTMENT OF FINANCE**

POSITION : Economic Sector Planner

SALARY/SCALE : L7.1 \$8,571pa – (\$329.65 per fortnight)

The position will be responsible for managing the Economic Sector task including planning international assistance so that it supports Nauru's national goals and strategies; avoids duplication and overlapping efforts. The economic sector comprises macroeconomic management, agriculture, fisheries, mining, commerce, industry and business developing, tourism and financial services.

The position will also manage the issues relating to the Economic Sector that emerge during implementation of projects; monitoring and reporting of donor assistance to Government and donors; provision of sound advice to the Government on planning matters; and provide general support to Nauru's bilateral and multilateral aid planning.

DUTIES AND RESPONSIBILITIES:

- Implement and monitoring the social sector component of the National Sustainable Developing Strategy (NSDS) inclusive of on-going developing projects
- Provide advice and support in relating to economic sector planning and policy including appraising new policy initiatives from line Ministries/Departments
- Maintain close collaboration with international and regional organisations active in the economic sector and facilitate any partnership development programmes

G.N. No. 74 / 2013 (cont'd)

- Work with line agencies, keys stakeholders and donors partners in the economic sectors to maximise developing assistance, its implementation and impact and ensure that assistance and reporting processes are aligned with national priorities and systems
- Conduct physical inspection of economic sector projects being implemented to ensure they meet all necessary requirements
- Arrange logistics/meeting schedules for economic sector consultants and development partners visiting Nauru as required
- Consolidate and communicate progress on sectoral and national strategies/plans in the Government of Nauru and donor agencies
- Liaise with the Aid Management Unit to verify financial components of economic sector development projects to ensure compliance with donor agreement and requirements and verify financial Government reporting and monitoring requirements
- Effectively represent the Government at meetings and relevant national, and international forums and programs
- Any other duties specified by the Director (Sector Planning)

REPORTING:

- The Economic Sector Planning will be responsible to the Director (Sector Planning)

SELECTION CRITERIA:

- The Economic Sector Planner should have the following qualifications and experience.

QUALIFICATION AND EXPERIENCE:

- Bachelor degree in a relevant field such as development planning, economics, management, business or public sector policy and administration and five years' experience in a senior level position in Government
- Knowledge of the planning cycle, design and management of programmes, projects and project management
- Good organisation skills
- Good interpersonal and communication skills
- Good organisation skills and able to maintain accurate records
- A capacity to work with an interdisciplinary perspective, including working outside normal office hours to achieve key deadlines
- An understanding of the Public Service Act and a commitment to the values and principal this Act.

DESIRABLE:

- Basic financial management skills and experience in preparing budgets and operational plans
- Knowledge of the Social Sector in Nauru
- Knowing of donor activities in Nauru and the pacific.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than 5:00pm, Wednesday 6<sup>th</sup> February, 2013.

Dated this 23<sup>rd</sup> day of January, 2013.

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

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

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

**DEPARTMENT OF FINANCE**

POSITION : Social (Sector Planner)  
SALARY/SCALE : L7.1 \$8,571pa – (\$329.65 per fortnight)

The position will be responsible for managing the social sector tasks including planning international assistance so that it supports Nauru's national goals and strategies; avoid duplication and overlapping efforts. The social sector comprises education, health, sports, traditional leadership & culture, women & development, youth development and civil society.

The position will also manage the issue relating to the Social Sector that emerge during implementation of projects; monitoring and reporting of donor assistance to Government and donors; provision of sound advise to the Government of planning matters; and provide general support to Nauru's bilateral and multilateral aid planning.

**DUTIES & RESPONSIBILITIES:**

- Implement and monitor the social sector component of the National Sustainable Development Strategy (NSDS) inclusive of on-going development projects.
- Provide advice and support in relation to social sector planning and policy including appraising new policy initiatives from line ministries/Departments.
- Maintain close collaboration with international and regional organizations active in the social sector and facilitate any partnership development programmes
- Work with line agencies, key stakeholders and donor partners in the social sectors to maximise development assistance, its implementation and impact and ensure that assistance and reporting processes are aligned with national priorities and systems.
- Conduct physical inspection of social sector projects being implemented to ensure they meet all necessary requirements.
- Arrange logistics/meeting schedules for social sector consultant and development partners visiting Nauru as required.
- Consolidates and communicate progress on sectoral and national strategies/plans in the social sector to the Government of Nauru and donors agencies.
- Liaise with the Aid management Unit to verify financial component of social sector development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
- Effectively represent the Government at meetings and relevant national and international forums and programs.

**REPORTING:**

The Social Sector Planner will be responsible to the Director ( Sector Planning)

**SELECTION CRITERIA:**

- The Social Planner should have the following qualifications and experience.

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G.N. No. 75 / 2013 (cont'd)

**QUALIFICATION & EXPERIENCE:**

- Bachelor degree in a relevant field such as development planning, economic management, business or public sector policy and administration and five years' experience in a senior level position in Government.
- Knowledge of the planning cycle, design and management of programmes, projects and project management
- Well developed analytical skills and attention to detail
- Good organisational skills
- Good interpersonal and communication skills
- Good organisation skills and able to maintain accurate records
- A capacity to work with an interdisciplinary perspective, including working outside normal office hours to achieve key deadlines
- An understanding of the public service Act and a commitment to the values and principles this Act.

**DESIRABLE:**

- Basic financial management skills and experiences in preparing budgets and operational plans
- Knowledge of the Social Sector in Nauru.
- Knowledge of donor activities in Nauru and the Pacific

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than 5.00pm, Tuesday 5<sup>th</sup> February, 2013.

Dated this 23<sup>rd</sup> day of January, 2013.

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

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G.N. No. 76 / 2013

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

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

**DEPARTMENT OF FINANCE**

POSITION : Director (Sector Planning)

SALARY/SCALE : L7.2 \$8,862pa – (\$340.85 per fortnight)

The position will be responsible for managing a team of professionals whose tasks include planning international assistance so that it supports Nauru's national goals and strategies as outlined in the National Sustainable Development Strategy (NSDS) and avoid duplication and overlapping of development efforts. The position will also manage the issues that emerge during implementation of projects; monitoring and reporting of donor assistance to Government and donors; provision of sound advice to the Government on planning matters; and provide general support to Nauru's bilateral and multilateral aid planning.

**DUTIES & RESPONSIBILITIES:**

- Lead a team of professional in the Sector Planning Unit.
- Plan, coordinate and direct Unit's work.

G.N. No. 76 / 2013 (cont'd)

- Facilitate the implementation and monitoring and reporting of the progress of the NSDS priorities inclusive of on-going development projects and regional and international partnership development programs.
- Develop systems that will assist Nauru maximize development assistance, implementation and impact by ensuring such assistance aligns with national priorities.
- Manage the logistics/meeting schedules for consultants and development partners visiting Nauru.
- Organize and appraise and comment on new policy initiative from line Ministries/Departments
- Consolidate and communicate progress on sectoral and national strategies/plans to the Government of Nauru and donor agencies.
- Manage the sectoral project proposals for the annual budget discussion
- Liaise with key stakeholders as required to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
- Liaise with international and regional organization and effectively represent the Government at meetings, relevant national and international forum and programs as required
- Any other duties specified by the Deputy Secretary (Planning and Aid)

**REPORTING:**

The Director (Sector Planning) will report to the deputy secretary (Planning and Aid). In addition, this position will liaise with the Director (Sector Planning), the Secretary for Finance and other HoDs, AusAID and other donors as required.

**SELECTION CRITERIA:**

- The Director (Sector Planning) should have the following qualifications and experience.

**QUALIFICATION & EXPERIENCE:**

- Bachelor degree or substantial progress towards a degree in a relevant field such as development planning, economic management, business or public sector policy and administration and five years' experience in a senior level position in Government.
- Good leadership capability
- Knowledge of the planning cycle, design and management of programmes, projects and project management
- Well developed analytical skills and attention to detail
- Competent computer skills
- Good interpersonal and communication skills
- Good organisation skills and able to maintain accurate records
- A capacity to work with an interdisciplinary perspective, including working outside normal office hours to achieve key deadlines
- An understanding of the public service Act and a commitment to the values and principles this Act.

**DESIRABLE:**

- Financial management skills and experience in preparing budgets
- Knowledge of donor activities in Nauru and the Pacific.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than 5.00pm, Tuesday 5<sup>th</sup> February, 2013.

Dated this 23<sup>rd</sup> day of January, 2013.

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

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

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)*

POSTION : 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, and 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. 77 / 2013 (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, Wednesday 13<sup>th</sup> February, 2013.

Dated this 30<sup>th</sup> day of January, 2013.

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

G.N. No. 78 / 2013

**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)*

POSTION : 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.

G.N. No. 78 / 2013 (cont'd)

- 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.
- 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, Wednesday 13<sup>th</sup> February, 2013.

Dated this 30<sup>th</sup> day of January, 2013.

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

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