



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

No. 185

11th December, 2013

Nauru

G.N. No. 877 / 2013

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
NAURU UTILITIES CORPORATION**

It is notified for general information that Cabinet at its meeting held on 04th December, 2013 and in pursuant to section 6 of the Nauru Utilities Corporation Act 2011 approved the appointment of Mrs. Sinderina Adeang, HR officer to act as Chief Executive Officer for the period 04th – 15th December, 2013.

Dated this 04th day of December, 2013.

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N. No. 878 / 2013

APPOINTMENT OF ACTING SECRETARY FOR HEALTH & MEDICAL SERVICES

It is notified for general information that Cabinet at its meeting held on 04th December, 2013 and in pursuant to Article 68 Clause (3) of the Constitution of Nauru approved the appointment of Dr. Godfrey Waidabu to act as Secretary for Health and Medical Services, effective from 01st December, 2013 until the return of Dr. Setareki Vatucawaqa.

Dated this 05th day of December, 2013.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 879 / 2013

APPOINTMENT OF DIRECTOR OF AUDIT

It is notified for general information that Cabinet at its meeting held on 04th December, 2013 and in pursuant to Article 68 Clause (3) of the Constitution of Nauru and Audit Act 1973 approved the appointment of Mr. Manoharan Nair Madhavan Pillai as Director of Audit with effect from 04th December, 2013.

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 880 / 2013

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer effective from 26th November, 2013 is hereby notified for general information.

DEPARTMENT OF TELECOMMUNICATION
(Information Communication & Technology)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Elijah Temaki	Technician \$5,928pa L2.2	Network Officer \$8,474pa L5.3

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 881 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officers resignation has been accepted and approved:

DEPARTMENT OF FINANCE
(Treasury Section)

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Elda Harris	Senior Budget Officer \$9,111pa (L6.2)	30 th November, 2013

Dated this 02nd day of December, 2013.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Nemesia Capelle	Unit Manager – Dialysis \$8, 474pa (L5.3)	13 th November, 2013

DEPARTMENT OF EDUCATION
(Anetan Infant School)

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Synthyche Ratabwi	Caretaker/Cleaner \$4, 974pa (L1.1)	29 th November, 2013

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 882 / 2013

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 CHIEF SECRETARY
(Human Resources & Labour Section)

Position : Manager – Employee Relations
Salary : \$9,428pa (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 programs for employees and their families

G.N. No. 882 / 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 5:00pm, Friday 20th December, 2013.

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 883 / 2013

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 CHIEF SECRETARY
(Human Resources & Labour Section)

Position : Manager – Training & Development
Salary : \$9,428pa (L7.1)

PRIMARY PURPOSE OF THE POSITION

The Training & Development Manager is responsible for planning, developing, implementing and coordinating training and professional development activities, for the Nauru Public Service as deemed necessary.

PRINCIPAL RESPONSIBILITIES

The Training & Development Manager is responsible to Director Human Resources & Labour. Role and responsibilities of the Training & Development Manager include;

- Consultation with the heads of department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Liaise with departmental heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.
- Liaise with various donor agencies such as AusAID, NZAID, and various educational institutional like UPS on scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information public service wide.
- Assist various government agencies with processes for transparent selection of most appropriate participants for all training opportunities.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations training outcomes report.

G.N. No. 883 / 2013 (cont'd)

- Ensure the content of all training delivered is in line with the Nauru human resources development strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.
- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training data base and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Academic qualification in, adult learning /training, human resource management, organisational development, or other relevant discipline.
- At least (5) five years experience working in a training role (Train –the- Trainer) in the public sector with an up-to-date knowledge of training concepts and theories.
- High level presentation, facilitation, communication and capacity building skills including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education
- Excellent written and MS skills
- Excellent interpersonal, written and oral communication skills.
- Fluency in English language required both written and spoken.
- Demonstrated ability to produce reports and other written deliverables to a high standard.

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 5:00pm, Friday 20th December, 2013.

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 884 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from interested Nauruans for the positions of Health Trainees within the Republic of Nauru, Department of Health for 2014.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : HEALTH TRAINEES
NO. OF POSITIONS : ELEVEN (11)
SALARY/SCALE : \$5, 292pa (L1.2) - \$203.54 per fortnight

Nursing Field:

- Minimum requirement – must have completed year 12 SCIENCE Program

Other health related fields:

Minimum requirement – must have completed year 12 (form 6) in the following:

- SOCIAL SCIENCE for health Administration and
- SCIENCE program for other health related fields e.g. medicine, physiotherapy, dentistry etc.

Applications must include all of the following

- A Curriculum Vitae (CV)
- Copies of school reports, school certificates and any other relevant academic attachments
- A cover letter stating the health field you are applying for and the reason for applying (one page maximum).

Applicants must meet the following criteria

- Between the age of 18-25 years
- Preferably single status
- Interested in pursuing further studies either in Nauru or overseas
- Must meet the minimum academic qualification as followed;

Please Note: Applications will not be considered unless all of the following are completed on submission.

- Must meet the minimum criteria
- Must submit a CV with referees, school reports, school certificates, and other relevant academic attachments.
- Must include a cover letter stating the health field you are applying for.

Applications, including cover letter, CV, High School or USP Results Transcripts and Certificates attained should be forwarded to the Chief Secretary's office or to the Director of Human Resource & Labour no later than 4pm Friday 27th December, 2013.

Dated this 05th day of December, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 185

11th December, 2013

Nauru

G.N. No. 885 / 2013

ENGAGEMENT TO MARRY

NAME OF PARTIES: Mark Fraser of Australia and
Illana Cain of Anetan District

DATE OF ENGAGEMENT: 28th November, 2013

HON. BARON WAQA M.P
MINISTER IN CHARGE

NAME OF PARTIES: Victor Edward of Meneñ District and
Florina Kakiouea also from Meneñ District

Dougal Aliklik of Anetan District and
Reonna Hubert of Aiwo District

DATE OF ENGAGEMENT: 06th December, 2013
18th December, 2013

HON. AARON COOK M.P
MINISTER IN CHARGE
