



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

No. 162

19th November, 2014

Nauru

G. N. No. 750 / 2014

**PUBLIC SERVICE ACT 1998
SECTION 10**

CREATION OF NEW POSITION

PURSUANT TO the powers in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, HON. BARON DIVAVESI WAQA, M.P., President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

<u>DESIGNATION OF OFFICE</u>	<u>SALARY LEVEL</u>	<u>NO. OF POSITION</u>
Senior Taxation Services Officer	\$9,111pa - 6.2	1
Taxation Services Officer	\$6,884pa – 4.1	1

DATED this Thirteenth day of November, Two Thousand and Fourteen.

HON. BARON DIVAVESI WAQA M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

No. 162

19th November, 2014

Nauru

G. N. No. 751 / 2014

APPOINTMENT OF ACTING SECRETARY FOR CABINET

It is notified for general information that Friday 14th November 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms. Ophelia Caleb to act as Secretary for Cabinet effective from Monday 17th November 2014 until the return of substantive Secretary for Cabinet, Mr Sasikumar Paravanoor.

Dated this 17th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 752 / 2014

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL

It is notified for general information that Friday 14th November 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr. Graham Leung to act as Secretary for Justice & Border Control effective from Sunday 16th November 2014 until the return of substantive Secretary for Justice & Border Control, Mr. Lionel Aingimea.

Dated this 17th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

No. 162

19th November, 2014

Nauru

G. N. No. 753 / 2014

PUBLIC SERVICE ACT 1998
SECTION 12

NOTICE OF APPOINTMENT

It is notified for general information that the following officer appointment is hereby confirmed with immediate effect;

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Secretariat)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Lyris Kam	Cook	\$5,928pa – L2.2

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 754 / 2014

PUBLIC SERVICE ACT 1998
SECTION 103

NOTICE OF TRANSFER

The following transfer is hereby notified for general information effective from 17th November, 2014.

<u>NAME</u>	<u>TRANSFERRED FROM</u> <u>EDUCATION DEPARTMENT</u>	<u>TRANSFERRED TO</u> <u>HOME AFFAIRS DEPARTMENT</u>
Lavina Akken	Teacher Degree (Primary) \$8,155pa – L5.2	Director of Youth Affairs \$9,748pa – L7.2

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

No. 162

19th November, 2014

Nauru

G. N. No. 755 / 2014

PUBLIC SERVICE ACT 1998
DISMISSAL – SECTION 69 (1) (f)

It is notified for general information that the following officer dismissal has been accepted effective from 16th October, 2014;

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Secretariat)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Shye Ribauw	RSD Officer	\$9,111pa – 6.2

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 756 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignations have been accepted:

DEPARTMENT OF TRANSPORT
(Civil Aviation)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Abraham Itsimaera	Assistant Flight Service Officer \$6, 565pa (L3.2)	06 th November, 2014

DEPARTMENT OF HOME AFFAIRS
(Youth Affairs)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Jocelyn Adam	Director of Youth Affairs \$9, 748pa (L7.2)	29 th October, 2014

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G. N. No. 756 / 2014 (Cont'd)

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Emmaline Caleb	Director of Schools \$9, 428pa (L7.1)	24 th October, 2014

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Nyoka Bill	Caretaker/Cleaner \$4, 974pa (L1.1)	19 th September, 2014

DEPARTMENT OF CHIEF SECRETARY

(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Timson Star	Maintenance Officer \$5, 611pa (L2.1)	06 th November, 2014

DEPARTMENT OF CHIEF SECRETARY

(Birth, Death & Marriages)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Kara Halstead	Gazette Officer \$6, 247pa (L3.1)	12 th September, 2014

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

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 THE CHIEF SECRETARY
(Human Resources & Labour Section)

POSITION : EMPLOYEE RELATIONS OFFICER
SALARY LEVEL : 5.3 - \$8,474pa
RESPONSIBLE TO : MANAGER EMPLOYEE RELATIONS

PRIMARY PURPOSE OF THE POSITION:

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

DUTIES AND RESPONSIBILITIES:

The Employee Relation Officer is responsible to the Manager - Employee Relations. Role and responsibilities of the Employee Relation Officer is to assist Employee Relations Manager in providing the following HR services for the NPS:

- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint against any officer(s) of the public service;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to possible breach(s) of the Public Service Act, 1998;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint made by the Head of Departments, (HODs), against any officer of the public services;
- Investigate any complaints arising from officers within the public service against any other officers;
- Investigate and ensure that all matters or finding(s) must be made in aligned with the Public Service Act, 1998;
- Maintain and update history of offenders;
- Investigate any decision(s) or recommendation(s) made or any act done or omitted to be done on any matters raised in liaison with the Justice Department;
- Compile and furnish monthly, quarterly and yearly reports;
- Interview the witnesses and offenders so as to ascertain the truth of the matter.
- Ensure that all matters are brought to the attention of the Chief Secretary Director Human Resources & Labour;
- Treat all matters arising with due process and diligence, and utmost confidentiality and not to disclose any information to a third party.

G. N. No. 757 / 2014 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE:

- ✓ Candidate should have completed a High School Leaving Certificate or should be qualified as a paralegal, or in the absence of such qualification, should have at least undergone some legal training(s) in a recognized and Accredited Institution of Learning or work with at least three years experience in the field of legal profession.
- ✓ Must be knowledgeable with the Public Service Act, 1998 and the Constitution of Nauru and must be acquainted and familiar with the criminal laws of Nauru;
- ✓ Must be fair and impartial;
- ✓ 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 provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than 5.00pm Friday 21st November, 2014.

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 758 / 2014

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:

MINISTRY OF TELECOMMUNICATIONS
(Secretariat)

POSITION : Administrative Officer

SALARY LEVEL : 5.3 - \$8,474pa

DUTIES: The Administration Officer will provide administration and clerical support to the Secretary for Telecommunications within the Ministry of Telecommunications

- To provide all manner of administrative support to Telecoms Secretariat
- To maintain a records management system for the Telecoms Secretariat
- To assist the Director with budgetary preparation
- To manage and maintain payment voucher processes
- To maintain the Secretariat's payroll and its relevant variation processes
- To maintain the Secretariat's inventory list
- To assist staff with their relevant travel arrangements
- To maintain Secretariat's administrative procedures

QUALIFICATION:

- ✓ Must be computer literate and skilful in using Ms Word, Excel, Access and email
- ✓ Must have 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, punctual, proactive and proficient

Applications 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 Secretary for Corporate Services (HRL) no later than Wednesday, 26th November, 2014.

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

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 PARLIAMENT

POSITION : Hansard Reporter
SALARY LEVEL : 3.2 - \$6,565pa
RESPONSIBLE TO : Director of Hansard

PURPOSE OF THE POSITION: The Hansard Reporter is responsible for undertaking a range of activities associated with the recording, editing and production of transcripts of Parliamentary proceedings. This position emphasises reporting expertise resulting in accurate and efficient transcription and production of transcripts.

Responsibilities:

1. Prepare and edit reports of the proceedings of the Parliament by:
 - recording and capturing data with the use of FTR technology (or other technology used by the Division),
 - transcribing recorded data exercising keyboard and computer skills,
 - following grammar, syntax and Hansard editorial guidelines,
 - using the research skills necessary to quickly obtain information to clarify meaning and confirm reports,
 - proofreading reports;
 - acquiring knowledge of legislative procedures, standing and sessional orders and parliamentary procedures, and
 - maintaining up-to-date information resources.
2. Contribute to the effective and efficient operations of the Hansard Division by:
 - undertaking training in new technologies,
 - contributing to an effective team by the application of high levels of interpersonal skills,
 - providing input to the division's management and decision-making processes as requested,
 - fostering trust and cooperation.
 - maintaining a routine of self-development in skills and knowledge,
 - assisting senior staff in the training of new reporting staff.

G. N. No. 759 / 2014 (Cont'd)

Selection Criteria:

- High level of keyboarding/word processing competency.
- Demonstrated ability to transcribe and edit to a specified standard in an efficient manner using relevant technology.
- Good knowledge of English grammar, syntax and usage.
- Good translation skills from Nauruan to English.
- Demonstrated capacity to work as a member of a diverse team, to communicate clearly and professionally and contribute positively to a spirit of team cooperation.
- Proven ability to communicate clearly and effectively, both orally and in writing.
- Capacity to work long and irregular hours during parliamentary sessions.
- Demonstrated ability to adapt quickly to changing circumstances and to schedule work, whilst maintaining work performance and output.
- An understanding of the practices and procedures of the Westminster system of parliamentary democracy as practised by the Parliament of Nauru.
- Update with current affairs.
- Willing to undertake multi tasking duties

Applications 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 Secretary for Corporate Services (HRL) no later than 5.00pm Friday 21st November, 2014.

Dated this 13th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

No. 162

19th November, 2014

Nauru

G. N. No. 760 / 2014 (Cont'd)

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 FOREIGN AFFAIRS & TRADE

POSITION : FOREIGN SERVICE OFFICER
NO. OF POSITIONS : TWO (2)
SALARY LEVEL : 4.3 - \$7,521PA

GENERAL ROLE : To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions.

The Foreign Service Officer is responsible to the Director for:

- Conducting research on relevant issues;
- Implementation of Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Maintaining records of incoming and outgoing correspondences;
- receiving, sorting and distributing mail;
- Administrative duties not limited to photocopying, typing and scanning;
- Maintaining and updating file records;
- Providing reports/briefs as and when required;
- Performing any other duties as may be required by the Division or the Assistant Director.

QUALIFICATIONS:

The incumbent should possess:

- ✓ Preferably a formal qualification in Foreign Affairs & Trade or related field;
- ✓ Preferably some experience (2 years minimum) in Foreign Affairs and Trade or related field;
- ✓ Good written and oral communication skills in the English language; and
- ✓ Strong work ethics and good resource management skills.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae (CV) provided to the Chief Secretary's Office or the Secretary for Corporate Services (HRL) no later than Wednesday, 26th November, 2014.

Dated this 19th day of November, 2014

BERNARD GRUNDLER
CHIEF SECRETARY
