



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

No. 171

10th December, 2014

Nauru

G. N. No. 792 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10 (1a,b,c,d)

RECLASSIFICATION, CREATION, ABOLISH
AND ALTERATION OF DESIGNATION

PURSUANT TO the powers in that behalf vested in me, under section 10 subsection 1 clause a,b,c,d of the Public Service Act 1998, I, HON. DAVID ADEANG, M.P, Acting President and Minister responsible for the Public Service, DO HEREBY, create the following position with immediate effect:

DEPARTMENT OF CHIEF SECRETARY
Ministerial - (Cabinet Secretariat)

<u>DESIGNATION OF OFFICE</u>	<u>NO. OF POSITION</u>	<u>SALARY SCALE</u>
SENIOR PERSONAL ASSISTANT (FOR MINISTER ASSISTING THE PRESIDENT)	1	\$11,230 p.a (Band 9)

Dated this Fourth day of December, Two Thousand and Fourteen.

HON. DAVID ADEANG, M.P
ACTING PRESIDENT
ACTING MINISTER RESPONSIBLE FOR PUBLIC SERVICE

LEGAL PRACTITIONERS ACT 1973
PLEADERS (TRAINING AND EXAMINATIONS) RULES 2004
SL No. 17

In exercise of the powers conferred on me by section 57 of the Legal Practitioners Act 1973, I hereby make the following Rules:

1 Title

These Rules may be cited as the *Pleaders (Training and Examinations) Rules 2014*.

2 Commencement

These Rules commence on the day on which they are published in the Gazette.

3 Qualification of Pleader

To qualify to make an application to be admitted as a Pleader before the Courts of Nauru a person shall have completed a course of study provided by the Department of Justice and Border Control as approved by the Chief Justice.

4 Appearance in the Supreme Court

A Pleader who has qualified under section 3 of these Rules shall not be admitted to appear in the Supreme Court of Nauru unless they have appeared in the District Court for at least twelve months after admittance to practice.

5 Repeal

The *Pleaders (Training and Examinations) Rules 2004* is hereby repealed.

Made this 9th day of December, 2014.

JONI MADRAIWIWI
CHIEF JUSTICE

No. 171

10th December, 2014

Nauru

G. N. No. 794 / 2014

APPOINTMENT OF ACTING SECRETARY FOR SPORTS

It is notified for general information that on Thursday 4th December 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms. Peta Gadabu, to act as Secretary for Sports effective from Tuesday 4th December 2014 until the return of substantive Secretary for Sports, Mr. Rayong Itsimaera.

DATED this 04th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 795 / 2014

APPOINTMENT OF ACTING DIRECTOR OF AUDIT

It is notified for general information that on Thursday 4th December 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Gillian Itsimaera, Senior Examiner of Accounts to act as Director of Audit, effective from Sunday 7th December 2014 until the return of Director of Audit, Mr Manoharan Nair.

DATED this 04th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 796 / 2014

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on Thursday 4th December 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Dr. Maria Gaiyabu, Secretary for Education to act as Secretary for Foreign Affairs & Trade from 7th December 2014 until the return of Secretary for Foreign Affairs, Mr. Michael Aroi.

DATED this 04th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

No. 171

10th December, 2014

Nauru

G. N. No. 797 / 2014

APPOINTMENT OF ACTING DIRECTOR OF AUDIT

It is notified for general information that on Thursday 4th December 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Gillian Itsimaera, Senior Examiner of Accounts to act as Director of Audit, effective from Monday 22nd December 2014 until the return of Director of Audit, Mr Manoharan Nair.

DATED this 04th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 798 / 2014

APPOINTMENT OF ACTING SECRETARY FOR CABINET

It is notified for general information that Thursday 4th December 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 Saturday 6th December 2014 until the return of substantive Secretary for Cabinet, Mr. Sasikumar Paravanoor.

DATE this 04th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

No. 171

10th December, 2014

Nauru

G. N. No. 799 / 2014

PUBLIC SERVICE ACT 1998
SECTION: 52 (3)
RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE

IT IS NOTIFIED for general information that the following officers be retired from the Public Service of Nauru with effect from 1st January, 2015.

DEPARTMENT OF CHIEF SECRETARY
(Birth, Death & Marriages)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
Michael B. Cain	Registrar of Births, Deaths & Marriages	\$10, 383 p.a (L8.1)

DATED this 02nd day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 800 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION-SECTION 53 (1)

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

DEPARTMENT OF CHIEF SECRETARY
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Dravien Grundler	Maintenance Officer \$5, 611 p.a (L2.1)	14 th November, 2014

DATED this 04th December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

No. 171

10th December, 2014

Nauru

G. N. No. 801 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF CHIEF SECRETARY
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Monique Deidenang	Caretaker/Cleaner \$4, 974 p.a (L1.1)	17 th November, 2014

DATED this 08th day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 802 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF CHIEF SECRETARY
(Secretariat)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Annette Iga	Administrative Officer \$8, 474 p.a (L5.3)	12 th December, 2014

DATED this 08th day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

No. 171

10th December, 2014

Nauru

G. N. No. 803 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Jolina Adeang	District Primary Health Care Worker (Anetan) \$5, 611 p.a (L2.1)	21 st November, 2014

DATED this 08th day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 804 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF CHIEF SECRETARY
(Government Information Office)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
George Joram	Government Information Officer \$8, 474 p.a (L5.3)	21 st November, 2014

DATED this 08th day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

No. 171

10th December, 2014

Nauru

G. N. No. 805 / 2014

ENGAGEMENT TO MARRY

NAME OF PARTIES: Jovick Adeang of Uaboe District
and Odelliah Amon of Yaren District.

DATE OF ENGAGEMENT: 03rd December, 2014

HON. DAVID ADEANG M.P
MINISTER IN CHARGE

G. N. No. 806 / 2014

BIRTHS, DEATHS, AND MARRIAGES ACT 1957

Births, Deaths and Marriages registered the months ended October and November, 2014 are as follows:-

BIRTHS

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Bibiton	03/10/14	M	Iruwa	Denig	Ekauweiya Motua
Kylia Opal Hermonita	06/10/14	F	Eamwitmwit	Buada	Christal Rosa-Villa Teabuge
Alekka Alezia Ash	17/10/14	F	Eamwitmwit	Uaboe	Mel-June Detenamou
Asarja Andenus Dennis Da Mennis	23/10/14	M	Iruwa	Uaboe	Anazale Samson
Pol-Daniel	24/10/14	M	Iruwa	Uaboe	Rachel Dolly Notte
Carliel Kenry Jonah	01/11/14	M	Eoaru	Uaboe	Jariska Duburiya
Jalaj Fortis Uli	03/11/14	M	Eamwit	Meneng	June Star
Robert Leviticus <u>NOTTE</u>	04/11/14	M	Iruwa	Denig	Mousu Haulangi
Alfredon Wanson Hummer <u>TSIODE</u>	06/11/14	M	Iruwa	Ewa	Remember Grundler
Deinauwea Ezzy Chezra <u>IKA</u>	07/11/14	M	Iruwa	Meneng	Madira Bop
Kikita Mariana	07/11/14	F	Eamwit	Denig	Emogina Mwareow
Jionah Uomee-Gale	12/11/14	F	Deiboe	Nibok	Iome Aliklik
Ankeiwun-Prema Habakkuk Tribute	13/11/14	M	Emea	Aiwo	Fantasy Edward
Zuko Timothy-Demode Shakir	18/11/14	M	Iruwa	Aiwo	Eiradeno Brechtefeld
Marson	19/11/14	M	Emea	Uaboe	Malila Samson
Kiara <u>BILL</u>	23/11/14	F	Iruwa	Anetan	Tina Tatum
Adelita Ashanti	23/11/14	F	Iruwa	Anabar	Lima Addi
Omer Paul	24/11/14	M	Iruwa	Anetan	Merileen Aiy
Anita Emily K-Star <u>AGADIO</u>	25/11/14	F	Iruwa	Meneng	Beatrice Chikita Menke
Jaywila IJ Wada Ekakauwe	28/11/14	F	Eamwitmwit	Yaren	Jemalina Garabwan
Magabi Sonior	30/11/14	M	Eamwit	Boe	Sandi Hubert

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G. N. No. 806 / 2014 (Cont'd)

DEATHS

1. NAURUAN :-

NAME	DATE OF DEATH	SEX	TRIBE	AGE	REG'D DISTRICT
Precious Bop	08 th November, 2014	Female	Eamwitmwit	17 yrs	Boe
Amataline Edward	08 th November, 2014	Female	Emea	22 yrs	Boe
Jesse Kakiouea	13 th November, 2014	Male	Eamwitmwit	19 yrs	Meneng
Margaret Hiram	29 th November, 2014	Female	Eamwit	55 yrs	Baitsi

MARRIAGES

Steven Timothy of Meneng District and Tania Diau of Solomon Islands on the 06th November 2014, by Reverend Evi Agir at the Assemblies of God - Nauru.

Johnson Olsson of Meneng District and Julie Scotty of Anabar District on the 08th November 2014, by Registrar Births, Deaths and Marriages Mr. Michael B. Cain at Government Office.

Esthamoa Haulangi of Buada District and Angela Gairoe of Yaren District on the 14th November 2014, by Father Saimon Kokoria MSC at the Christ The King Church, Nauru.

Deniro Timothy of Meneng District and Jymika Cain of Yaren District on the 15th November 2014, by Pastor Palik Agir at the Meneng Congregational Church, Nauru.

Basil Buraman of Anetan District and Siobhan Wharton of Meneng District on the 21st November 2014, by Father Martin Everi MSC at the Christ The King Church, Nauru.

Oden Garabwan of Yaren District and Jemalina Menke of Denig District on the 22nd November 2014, by Father Martin Everi MSC at the Christ The King Church, Nauru.

Gwein Jose of Meneng District and Della Dediya of Yaren District on the 29th November 2014, by Pastor Palik Agir at the Meneng Congregational Church, Nauru.

Kinton Deigaruk of Meneng District and Trsitar Bam of Uaboe District on the 29th November 2014, by Registrar Births, Deaths and Marriages Mr. Michael B. Cain at the Government Office Nauru.

ANTONIUS A. MAYBIR
DEPUTY REGISTRAR
BIRTHS, DEATHS & MARRIAGES

G. N. No. 807 / 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:

DEPARTMENT OF CHIEF SECRETARY
(Government Information Office)

POSITION : Government Information Officer
SALARY LEVEL : \$8, 474pa (L5.3)

PRIMARY PURPOSE OF POSITION:

The Government Information Officer will assist and reports directly to the Director of Government Information Office (GIO) in the functions pertaining to the compilation and dissemination of information consistent with the principles of good governance and overall transparency.

PRINCIPAL RESPONSIBILITIES: the Government Information Officer will actively;

1. Maintain close relations and liaise with senior officers of all government departments, government instrumentalities and any external consultancy organisation engaged by the Government of Nauru including receiving and responding to enquiries for information from non-government, public media and international stakeholders as required.
2. Source and package all government information, activities, events, parliamentary sitting including State Owned Enterprises and other Government agencies on a daily basis.
3. Required to identify relevant avenues for the dissemination of the information, including available domestic and international media outlets and to present the information in a manner easily understood by the target audiences.
4. 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.
5. Co-ordinate interviews between Minister and other official government spokespeople and local and international media outlets, in both responsive and proactive modes.
6. Perform any other duties as required by the Government Information management including parliamentary sittings and television presentations.

QUALIFICATION & EXPERIENCE:

1. Minimum of Year 12 qualifications. Tertiary qualification is preferably in the fields of public relations, media or governance.
2. Experience in media related functions and system is an advantage.
3. Must be computer literate and skilful in Microsoft Word, Excel, Access and Email.
4. Must have excellent interpersonal and a high level of communication skills.
5. Must have the ability to work diligently, diligently and,
6. Must be innovative, proactive and proficient.

Applications should be submitted to Chief Secretary or Director of Human Resources through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Wednesday 24th December, 2014.

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G. N. No. 807 / 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 CHIEF SECRETARY
(Births, Deaths & Marriages)

POSITION : Gazette Officer

SALARY LEVEL : L3.1

DUTIES & RESPONSIBILITIES;

1. Prepare and update Government Gazette indices
2. Collate and compile Gazette Notices at the end of the week for typing, printing and ready for publication on Wednesday of each week
3. Electronically and manually send E-Gazette to local and overseas distribution list
4. Attend customer services
5. Scan all Gazette and file
6. Any other duties as required by the Registrar.

KNOWLEDGE, SKILLS AND EXPERIENCE;

1. Minimum education level of 12.
2. At least 2 years of relevant experience.
3. Ability to read and write in English.
4. Able to work accurately & neatly.
5. Sound Knowledge and understanding of computer systems, e.g. spreadsheets, Word processing & Database applications.
6. Proactive, punctual and displays professionalism and tact.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00 pm, Wednesday 24th December, 2014.

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Nauru

G. N. No. 807 / 2014 (Cont'd)

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY
(Births, Deaths & Marriages)

POSITION : Higher Clerical Officer

SALARY LEVEL : L2.2

DUTIES & RESPONSIBILITIES;

7. Customer Service
8. Registration of Births, Deaths & Marriages
9. Keeping Database on registrations
10. Filling of Registrations
11. Preparation of certificates of BDM for Deputy's signature
12. Typing of Draft Gazette of BDM for Gazette Officers
13. Preparing BDM Statistics
14. Preparing lists of BDM's
15. Receipt and records all payment of all certificates as required under the BDM Ordinance
16. May be assigned to other duties as required by the Registrar.

KNOWLEDGE, SKILLS AND EXPERIENCE;

17. Must be computer literate and skillful in using MS Word, Excel
18. Must have the ability to work diligently without constant supervision
19. Must be innovative, proactive and proficient
20. Must be able to assist customer inquiries

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services (HRL) no later than 5:00pm, Wednesday 24th December, 2014.

G. N. No. 807 / 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 JUSTICE & BORDER CONTROL
(Nauru Correctional Services)

POSITION : Correctional Officer

NO. OF POSITION : 3 (three male only)

SALARY LEVEL : L4.1

PRIMARY PURPOSE OF POSITION:

The Correctional Officer is responsible for providing security, care and welfare, conduct correctional behaviour trainings and re-integration programs of prison inmates in the Correctional Services.

PRINCIPAL RESPONSIBILITIES:

The Correctional Officer is responsible to the Chief Correctional Officer. Role and responsibilities of the Correctional Officer is to assist the Chief Correctional Service Officer and the Superintendent Correctional Officer in providing the following-

1. Management and operation of the Correctional Service on a daily basis;
2. Observe the conduct and behaviour of inmates;
3. Maintain control, disciplinary and security within the Correctional Service;
4. Prepare reports including admission and incident reports;
5. To assist in providing special reports as and when they are required;
6. Conduct correctional behaviour trainings to prison inmates
7. Conduct re-integration program for prison inmates.
8. To perform any other duties required by the Chief Correctional Officer or the Unit;

QUALIFICATION & EXPERIENCE:

1. Minimum of year 12 education;
2. General knowledge and experience in administration and security work;
3. Possess good discipline and able to teach prison inmates on good behaviours
4. Ability to carry out re-integration programs of prisoners back to societies.
5. Computer literate;
6. Must have a driver's licence;
7. Excellent communication skills both oral and written;
8. Sober habits and be of congenial character;
9. Punctual, proactive, and efficient.

Applications should be submitted to Chief Secretary or Director of Human Resources through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, Wednesday 24th December, 2014.

G. N. No. 807 / 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 FINANCE
(Warehouse Section)

POSITION : Warehouse Manager

SALARY LEVEL : \$9, 748 p.a (L7.2)

PURPOSE OF POSITION: is totally responsible for operation of the Logistic function on behalf of the Government of Nauru Warehouse. The position also requires an advanced knowledge of Warehouse principals and the requirements that are delivered by the Government through the Minister and Secretary of the Finance Department.

RESPONSIBILITIES: reporting to the Secretary for Finance, the Warehouse Manager carries out the following duties;

1. Manages and direct all Warehouse staff in the performance of their duties.
2. Ensures that the Warehouse workplace is safe.
3. Ensures that the equipment utilized in a safe and good mechanical conditions.
4. The Warehouse Manager is responsible for all personal Administration including attendance, performance appraisal and accuracy of tasks performed by the staff.
5. Training of the staff.
6. Liaise closely with the Distribution Manager regarding his requirements of manpower and equipment.
7. Ensuring that the Warehouse training includes the requirements of the Distribution function.
8. Any other duties and tasks as directed by the Secretary for Finance.

G. N. No. 807 / 2014 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE:

1. Minimum qualification of year 12
2. At least 5 years relevant experience
3. Ability to read and Write in English
4. Excellent organizational & communications skills
5. Able to work under pressure, accurately & neatly
6. To be computer literate
7. Able to prepare reports in the timely manner and of high standard.
8. Ability to display professionalism, tact, courtesy, discretion and respects confidentiality
9. Has positive attitude and honest towards work and fellow employees
10. Ability to operate heavy duty vehicles, e.g forklifts and flatbed truck, driving license is an advantage
11. Require minimum supervision
12. Able to work long hours, even weekends if required.

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 7th January, 2015..

G. N. No. 807 / 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 FINANCE
(Warehouse Section)

POSITION : Distribution Manager

SALARY LEVEL : \$9, 748 p.a (L7.2)

PURPOSE OF POSITION: is totally responsible for operation of the Logistic function on behalf of the Government of Nauru Warehouse. The position also requires an advanced knowledge of Warehouse principals and the requirements that are delivered by the Government through the Minister and Secretary of the Finance Department.

RESPONSIBILITIES: reporting to the Secretary for Finance, the Distribution Manager carries out the following duties;

1. Manages and directs all staff in the performance of their duties relating to the Distribution needs.
2. Ensures that the workplace is safe.
3. Ensures that the equipment utilized in a safe and good mechanical conditions.

G. N. No. 807 / 2014 (Cont'd)

4. Training of the staff in all matters relating to the Distribution and the related documents and procedures.
5. Liaise closely with the Warehouse Manager regarding his requirements of manpower and equipment.
6. Ensuring that the Warehouse training includes the requirements of Distribution function.
7. Any other duties and tasks as directed by the Secretary for Finance.

QUALIFICATION AND EXPERIENCE:

1. Demonstrated ability in written and oral communication skills (English and Nauruan)
2. Demonstrated ability in analytical and numeracy skills
3. Demonstrated ability to operate heavy duty vehicles, eg forklift and flatbed truck driving license is and an advantage
4. Demonstrated ability in organisational skills, problem solving and decision making
5. Demonstrated ability to display professionalism, tact, courtesy, discretion and respects confidentiality
6. Demonstrated high level in computer literacy especially in Microsoft Excel or other database programs
7. Good interpersonal and management skills
8. Must be accurate, reliable, precise, co-operative, self-motivated and able to demonstrate effective service attitude
9. Must be able to work independently and cooperatively in a team environment
10. Must have at least a minimum Year 12 education or qualification in warehouse management and stocktaking purposes
11. Must have at least five (5) years working experience in Warehouse Management or relevant fields
12. Must be of sober habits and able to work longer hours whenever required, eg new stock arrivals by shipment

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 7th January, 2015.

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 FINANCE
(Warehouse Section)

POSITION : Warehouse Storeman Team Leader
NO. OF POSITION : Two (2)
SALARY LEVEL : 4.3 - \$7,521 pa

PURPOSE OF THE POSITION: There are two positions for this level in the GoN Warehouse. One is for the Warehousing role of stock maintenance and stock selection and the second position is for the Receiving and Distribution of stock against orders.

DUTIES AND RESPONSIBILITIES: Reporting to the Warehouse or Distribution Manager, the Warehouse Storeman Team Leader is to carry out the following duties;

1. Allocate tasks to the Storeman as allocated or as needed within the Warehouse surroundings.
2. Supervise and assist with such tasks.
3. Maintain the allocated equipment allocated for the task.
4. Ensure that all tasks are carried out in a safe manner.
5. Utilise all safety equipment available or personally issued to carry out the Warehouse tasks as allocated.
6. Maintain a clean work place.

QUALIFICATION AND EXPERIENCE:

1. Demonstrate ability in written and oral communication skills (English and Nauruan)
2. Knowledge in numeracy and analytical skills
3. Ability to operate heavy duty vehicles, e.g forklifts and flatbed truck, driving license is an advantage
4. Ability to display professionalism, tact, courtesy, discretion and respects confidentiality
5. Computer literacy
6. Must be punctual, accurate, reliable and demonstrate effective service attitude
7. Able to work independently and cooperative in a team environment
8. Must have at least a minimum Year 12 or Year 11 education or knowledge and experience in warehouse management and stocktaking purposes.
9. Must be of sober habits and able to work after hours whenever required, e.g new stock arrival by air or shipping.

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 7th January, 2015.

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 FINANCE
(Warehouse Section)

POSITION : Inventory Clerk

SALARY LEVEL : \$7, 521 p.a (L4.3)

PURPOSE OF POSITION: reporting to the Office Supervisor, is to carry out the daily activities in the Warehouse Office. The role is to, action all transactions and maintain the inventory information as accurate as possible. The position is for a person with good mathematics skills and a realistic knowledge of written and oral English.

RESPONSIBILITIES:

1. Action all transactions for the receipt. Issue and adjustment of item quantities for items held in the Warehouse.
2. Maintain the files for completed voucher transactions.
3. Keep the office clean and tidy state.
4. Do not allow any documents to be left where people not authorized to gain access to such information.
5. Any other duties as directed.

QUALIFICATION AND EXPERIENCE:

6. Demonstrate ability in written and oral communication skills (English and Nauruan)
7. Knowledge in numeracy and analytical skills
8. Ability to operate heavy duty vehicles, e.g forklifts and flatbed truck, driving license is an advantage
9. Ability to display professionalism, tact, courtesy, discretion and respects confidentiality
10. Computer literacy
11. Must be punctual, accurate, reliable and demonstrate effective service attitude
12. Able to work independently and cooperative in a team environment
13. Must have at least a minimum Year 12 or Year 11 education or knowledge and experience in warehouse management and stocktaking purposes.
14. Must be of sober habits and able to work after hours whenever required, e.g new stock arrival by air or shipping.

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 7th January, 2015.

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 FINANCE
(Warehouse Section)

POSITION : Warehouse Storeman
NO. OF POSITION : Two (2)
SALARY LEVEL : \$5,611 p.a - (L2.1)

PRIMARY PURPOSE OF THIS POSITION

There are four positions for this level in the GoN Warehouse. Two are for the Warehousing role of stock maintenance and stock selection and there are two positions for the Receiving and Distribution of stock against orders.

RESPONSIBILITIES: reporting to the respective Storeman Team Leader and to the Warehouse or Distribution Manager, the Warehouse Storeman is to carry out the following duties;

1. Allocated tasks allocated or as needed within the Warehouse surroundings.
2. Carry out dedicated tasks.
3. Maintain the allocated equipment allocated for the task.
4. Ensure that all tasks are carried out in a safe manner.
5. Utilize all safety equipment available or personally issued to carry out the Warehouse tasks as allocated.
6. Maintain a clean work place.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Minimum qualification of year 10
2. At least 2 years of relevant experience
3. Ability to read and Write in English
4. Able to work accurately & neatly
5. Sound Knowledge and understanding of computer systems, e.g. spread sheet, Word processing & Database applications
6. Able to drive heavy duty manual vehicles

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 7th January, 2015.

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 FINANCE
(Warehouse Section)

POSITION : Office Supervisor

SALARY LEVEL : 5.3 - \$8,474 pa

PRIMARY PURPOSE OF POSITION:

Is responsible to the Warehouse Manager and Distribution Manager (in the absence or the Warehouse Manager), for all inventory control matters relating to the receipt, issue transactions and accuracy of accounts relating to stock held in the Warehouse.

RESPONSIBILITIES:

Reporting to the Warehouse Manager, the Office Supervisor carries out the following duties;

1. Maintains the Warehouse Office so as to enable easy tracking of orders from indent to order completion.
2. Maintains an accurate filing system of all vouchers and related documents.
3. Raises indents as appropriate for all stock orders and stock replenishment.
4. Liaises with the procurement sections in Finance Department to follow up with orders.
5. Maintains and manages the stock inventory levels.
6. Raises and maintains reports on stocktake results.
7. Raises issue slips for stock taken off the shelf from stock inventory.
8. Maintains a library of Catalogues on behalf of GoN Departments and SOE.
9. Any other duties as directed.

QUALIFICATIONS:

1. Minimum of 3 years experience preferable in Finance/Accounting or related fields.
2. Must have a minimum of education level of year 12.
3. Prefer post secondary studies in accounting, finance economics or related fields.
4. Excellent numeracy and English literacy skills.
5. Excellent Excel and Word skills.
6. Familiarity with accounting software.
7. Demonstrated ability and excellent customer relations and communication skills.
8. Demonstrated experience and ability in procurement, consultation and preparing budget.
9. Demonstrated ability on creatively and innovative approach to problem solving.
10. Willingness to work after office hours.
11. Possess of a valid driver's license.

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 7th January, 2015.

DATED this 10th day of December, 2014

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 808 / 2014

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

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

DEPARTMENT OF LAND MANAGEMENT
(Nauru Lands Committee)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Tryphena Melekiola	Project Officer (Archive)	\$10,699 pa
Marietta Namaduk	Senior Clerk (Records)	\$9,349 pa

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 promotion is published.

DATED this 09th day of December, 2014.

PETA GADABU
ACTING CHIEF SECRETARY
