



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

No. 33

05th March, 2014

Nauru

G.N.No. 163 / 2014

**PUBLIC SERVICE ACT -1998
SECTION 37, SUBSECTION 4**

PUBLIC HOLIDAY

PURSUANT TO the powers in that behalf vested in me under Section 37, subsection (4) of the Public Service Act 1998, I, HON. VALDON KAPE DOWIYOGO, MP, ACTING PRESIDENT of the Republic of Nauru DO HEREBY declare MONDAY 10th MARCH, 2014 to be a SPECIAL HOLIDAY to be observed by officers and employees of the Public Service and other instrumentalities of the Republic, in commemoration of INTERNATIONAL WOMEN'S DAY.

Dated this Fourth day of March, Two Thousand and Fourteen

**HON. VALDON KAPE DOWIYOGO MP
ACTING PRESIDENT**

G.N.No. 164 / 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
(Human Resource & Labour)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Labionda Bop	Higher Clerical Officer \$5, 928pa (L2.2)	21 st March, 2014

DATED this 04th day of March, 2014

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 165 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF TRANSPORT
(DCA - Fire & Rescue Services)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Rutherford Jeremiah	Office Manager \$7, 201pa (L4.2)	13 th March, 2014

DATED this 04th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 166 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Prisons & Correctional Services)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Cornelia Buraman	Supervisor \$7, 521pa (L4.3)	16 th February, 2014

DATED this 04th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 167 / 2014

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

It is notified for general information that the following officer's dismissal has been accepted effective from 16th December, 2013;

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Timothy Dageago	Maintenance Officer	\$5,611pa – 2.1

DATED this 07th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 168 / 2014

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 15th January, 2014:

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Prisons & Correctional Services)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Zachaeus Canon	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1
Ronrico Togogae	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1
Jasper Uepa	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1
Jesse Uepa	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1

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Ryner Aubiat	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1
Mutima Dake	Correctional Officer \$6,565pa L3.2	Supervisor \$6,884pa L4.1
Lydia Tagamoun	Correctional Officer \$6,565pa L3.2	Supervisor Women \$6,884pa L4.1
Jerusha Mau	Correctional Officer \$6,565pa L3.2	Supervisor Women \$6,884pa L4.1

DATED this 05th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 169 / 2014

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 PARLIAMENTARY

Position : Secretary – PAC Intern

Salary Scale : \$6, 884pa (L4.1) - \$264.77 per fortnight

DUTIES AND RESPONSIBILITIES; the duties and responsibilities of the Secretary-Intern will include but not limited to:

- Providing Administrative support to the Secretariat/Advisor Public Accounts Committee Relation to Public Accounts and the Statutory duties of the Committee.
- Assisting the Secretary/Advisor in Preparing Reports for the Committee.
- Assisting with the daily administration and correspondence of the office.
- Working closely with the Secretary/Advisor to ensure that all Public Accounts are properly scrutinised.
- Working closely with the other Parliamentary staff to ensure that all Secretariat services required by the Public Accounts Committee are effectively and efficiently provided.
- Performing any other administrative and accounts duties that the Secretary/Advisor may reasonable request from time to time.

G.N.No. 169 / 2014 (cont'd)

QUALIFICATIONS AND EXPERIENCE; applicants should have the following qualifications and experiences:

- Completed Year 12 with good academic results and shown some aptitude for mathematics/accounting.
- Excellent computer skills in Microsoft Office Word and Excel.
- Fluency in English and excellent written and verbal communication skills.
- General knowledge in accounting and Clerical duties.
- Be a team player with a positive attitude who is able to work with minimum supervision.
- Sober habits and be of congenial character.
- Punctual, Proactive and Efficient.

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 p.m., Tuesday 18th March, 2014.

DATED this 05th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 170 / 2014

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

NAURU POLICE FORCE

POSITION : MECHANIC
SALARY : \$5,928pa (2.2) - \$228.00

RESPONSIBLE TO: Inspector Operations Support;

- Fix and repair all vehicles, including buses and motorcycles, when required
- Fix and repair and change flat tyres of all vehicles and motorcycles when required
- Prepare and submit to the Inspector, daily, weekly and monthly reports of activities on a timely basis
- Report any damages, malfunctions of all Police fleet to the respective Inspector
- Detect and diagnose faults in engines and parts
- Repairing and replacing worn and defective parts and reassembling mechanical components and referring to service manuals as needed
- Performing scheduled maintenance service such as oil changes, lubrications and engine tune-ups to achieve smoother running of vehicles and ensure compliance with Roadworthiness Regulations

G.N.No. 170 / 2014 (cont'd)

- Re-assembling engines and parts after being repaired
- Testing and adjusting mechanical parts after being repaired for poor performance
- Schedule regular inspections of all fleet vehicles (including motorcycles) for damages or defections.

KNOWLEDGE, SKILLS & EXPERIENCE:

- ✓ Certified Auto Mechanic
- ✓ Minimum three years work experience as a Motor Mechanic
- ✓ Preferred Type Mechanic – Diesel Type Mechanic – Police fleet are mostly diesel type
- ✓ Willing to work after hours
- ✓ Valid Driver's License
- ✓ Police Clearance will be required during selection process

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 Director of Human Resources & Labour or the Chief Secretary's Officer no later than 5 p.m., Wednesday 19th March, 2014.

DATED this 05th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 171 / 2014

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

NAURU POLICE FORCE

POSITION : ANIMAL CONTROL OFFICER
SALARY : \$5,611pa (2.1) - \$215.81

PRIMARY PURPOSE OF ROLE

To commit to a program of dog reduction and control in the interest of public health and safety in accordance with Dog Control Act and Animals Act.

JOB DIMENSIONS

Reporting Relationships

Reports directly to the Supervisor, Dog Control Officer

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Accountabilities and Responsibilities

1. Assist the supervisor to maintain record of daily activities and provide weekly and monthly reporting in a timely manner.
2. Assist the supervisor to respond to requests from the community for all dog attacks.
3. Assist the supervisor to respond to community request for removal of dogs.
4. Assist the supervisor in the reductions of the number of stray and unlicensed dogs and eradicate dangerous and diseased dogs.
5. Ensure cleanliness, maintenance, healthy, sanitary and safe operations of facilities.
6. Respond to request for assistance from other agencies in accordance with established service priorities
7. Follow established procedures governing safe work practices including, but not limited to, wearing protective equipment when necessary, perform duties in a manner which assures the safety of oneself and others.
8. Maintain equipment in compliance with occupational health and safety standards.

SELECTION CRITERIA: Minimum Qualification Requirements (MQR)

1. Successful completion of Year 11 or equivalent,
2. Experience in management skills.
3. Sound computer literacy skills.
4. Experience in the handling of animals, specifically canines

Specialist Dimensions: Essential

1. High level of oral and written communication skills
2. High level of integrity and respect within the community.
3. Commitment to achieving organizational outcomes
4. Sound knowledge of the Dog Control legislation
5. Demonstrated animals welfare attributes

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

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 Director of Human Resources & Labour or the Chief Secretary's Officer no later than 5 p.m, Wednesday 19th March, 2014.

DATED this 05th day of March, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

No. 33

05th March, 2014

Nauru

G.N.No. 172 / 2014

ENGAGEMENT TO MARRY

NAME OF PARTIES: Game Olsson of Nibok District and
Teree Iute of Kiribati Island.

DATE OF ENGAGEMENT: 25th February, 2014

HON. DAVID ADEANG M.P
MINISTER IN CHARGE

NAME OF PARTIES: Tabaia Bitau of Rabi Island and
Sareima Aremwa of Boe District

Ronroy Eobob of Nibok District and
Yuri Buraman of Anetan District.

DATE OF ENGAGEMENT: 03rd March, 2014
07th March, 2014

HON. VALDON KAPE DOWIYOGO M.P
MINISTER IN CHARGE
