



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

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No. 54

23<sup>rd</sup> April, 2014

Nauru

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G. N. No. 272 / 2014

**APPOINTMENT OF ACTING SECRETARY FOR HEALTH**

It is notified for general information that Cabinet at its meeting held on Friday, 11<sup>th</sup> April, 2014 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Dr. Samuela Korovou to act as Secretary for Health and Medical Services from 14<sup>th</sup> April, 2014 to 16<sup>th</sup> April, 2014 and to be followed by Dr. Setareki Vatucawaqa.

DATED this 14<sup>th</sup> day of April, 2014

**PETA GADABU  
ACTING CHIEF SECRETARY**

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G. N. No. 273 / 2014

**PUBLIC SERVICE ACT 1998  
SECTION 103**

**NOTICE OF TRANSFER**

The following transfer is hereby notified for general information effective from 07<sup>th</sup> February, 2014.

<b><u>NAME</u></b>	<b><u>TRANSFERRED FROM</u></b>	<b><u>TRANSFERRED TO</u></b>
Lovinear Adam	Executive Secretary- Women's Affairs \$6,565pa- L3.2	Culture Officer- Culture and Language \$6,565pa- L3.2

DATED this 10<sup>th</sup> day of April, 2014

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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No. 54

23<sup>rd</sup> April, 2014

Nauru

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G. N. No. 274 / 2014

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION- SECTION 53(1)**

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

**DEPARTMENT OF JUDICIARY**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
John Daigon Julius	Deputy Registrar \$9,748pa (L7.2)	08 <sup>th</sup> April, 2014

DATED this 15<sup>th</sup> day of April, 2014

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 275/ 2014

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION- SECTION 53(1)**

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

**DEPARTMENT OF EDUCATION**  
*(Nibok Infant School)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Genevieve Namaduk	Teacher Certificate \$7,521pa- (L4.3)	21 <sup>st</sup> March, 2014

DATED this 08<sup>th</sup> day of April, 2014

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

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G. N. No. 276/ 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**  
(Human Resources & Labour Section)

**POSITION** : Manager – Training & Development

**SALARY** : \$9,428pa (L7.1) - \$362.62

**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.
- 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.

G. N. No. 276/ 2014(cont'd)

- 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, Wednesday 30<sup>th</sup> April, 2014.**

Dated this 23<sup>rd</sup> day of April, 2014

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

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**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**  
*(Human Resources & Labour Section)*

**POSITION** : Manager – Employee Relations

**SALARY** : \$9,428pa (L7.1) - \$362.62

**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 programmes for employees and their families

G. N. No. 277/ 2014(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, Wednesday 30<sup>th</sup> April, 2014.**

Dated this 23<sup>rd</sup> day of April, 2014

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

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G. N. No. 278/ 2014

**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 TRANSPORT**  
***(DCA – Fire & Rescue Services)***

**POSITION** : **Office Manager**  
**SALARY** : **\$7, 201pa (L4.2) - \$276.96**

**PRINCIPAL RESPONSIBILITIES:** the Office Manager responsible to the Fire Chief.

- Direct responsibility to the Fire Chief.
- Management of all personnel matters.
- Maintain and prepared variations in a timely manner for salaries.
- Assist in travel arrangements of the Fire Chief and other officers.
- Process payment voucher.
- Keep accounts of Fire store items.
- Control of office equipment and stationary.
- Perform other duties as assigned by the Fire Chief.
- General filings of correspondence etc.

**QUALIFICATIONS & EXPERIENCE:**

- Have experience in general administration or office practice.
- Knowledgeable in general accounting.
- Be responsible in managing staff.
- Be of sober habits and punctual.
- Be capable in public relations.
- Be computer literate.
- Have excellent customer relation and communications skills.
- Have a good command of English.
- Have valid driver's license, and
- Be honest, proactive, innovative and efficient.

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 Director of Human Resource & Labour no later than **5:00pm, Wednesday 7<sup>th</sup> May, 2014.**

Dated this 23rd day of April, 2014

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

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No. 54

23<sup>rd</sup> April, 2014

Nauru

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G. N. No. 279/ 2014

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Sipolo Amasia of Solomon Islands and  
Prisha Raidinen of Baitsi District.

DATE OF ENGAGEMENT: 26<sup>th</sup> April, 2014

**HON. BARON DIVAVESI WAQA, MP**  
**MINISTER IN CHARGE**

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