



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

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No. 91

02<sup>nd</sup> July, 2014

Nauru

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G. N. No. 426 / 2014

**PUBLIC SERVICE ACT 1998**  
**SECTION 10**

**CREATION OF A 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 position:-

**DEPARTMENT OF HOME AFFAIRS**  
*(Women's Affairs)*

<b><u>DESIGNATION OF OFFICE</u></b>	<b><u>SALARY SCALE</u></b>	<b><u>NO. OF POSITION</u></b>
Project SHED Coordinator	\$8,474pa (L5.3)	1

DATED this Thirtieth day of June, Two Thousand and Fourteen.

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

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G. N. No. 427 / 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 position:-

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

<b><u>DESIGNATION</u></b>	<b><u>SALARY SCALE</u></b>	<b><u>NO. OF POSITION</u></b>
Refugee Status Determination (RSD) Assistant Registrar	\$8, 474pa (L5.3)	1

DATED this Thirtieth day of June, Two Thousand and Fourteen

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

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G. N. No. 428 / 2014

**PUBLIC SERVICE ACT 1998**  
**SECTION 102**

**TRANSFER OF OFFICE**

PURSUANT TO the powers in that behalf vested in me, under Section 102 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 transfer the following position:-

FROM:  
DEPARTMENT CHIEF SECRETARY  
*HUMAN RESOURCE & LABOUR SECTION*

TO:  
DEPARTMENT CHIEF SECRETARY  
*ADMINISTRATION SECTION*

Higher Clerical Officer  
\$5,928pa – L2.2

Higher Clerical Officer  
\$5,928 – L2.2

DATED this Twenty-Fourth day of June, Two Thousand and Fourteen

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

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

**RECLASSIFICATION OF CREATION, ABOLITION**  
**AND ALTERATION OF DESIGNATION**

PURSUANT TO the powers in that behalf vested in me, under Section 10 subsection 1 clause a, b, d 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 alter the designation of the following positions:-

**DEPARTMENT OF CHIEF SECRETARY**  
*(Administration)*

<b>Current Designation</b>	<b>Reclassified Designation</b>
Higher Clerical Officer (HRL) \$5,928pa - L2.2	Assistant Expatriate Welfare Officer \$6,247pa - L3.1
Higher Clerical Officer (Fuel) \$5,928pa - L2.2	Assistant Support Service Officer \$6,247pa – L3.1

DATED this Twenty-Fourth day of June, Two Thousand and Fourteen

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

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G. N. No. 430 / 2014

**PUBLIC SERVICE ACT 1998**  
**SECTION 12**  
**NOTICE OF APPOINTMENT**

The following appointment is hereby notified for general information with immediate effect;

**DEPARTMENT OF EDUCATION**  
*(Secretariat)*

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Brundelia Hiram	Executive Secretary (Level 1) - UNESCO	\$6,247pa – L3.1

DATED this 24<sup>th</sup> day of June, 2014.

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

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G. N. No. 431 / 2014

**PUBLIC SERVICE ACT 1998**  
**NOTICE OF TRANSFER**

The transfer of the following officer is hereby notified with effect from 19<sup>th</sup> June, 2014;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>NAME</u>	<u>FROM JUSTICE:</u>	<u>TO HEALTH:</u>
Flori Daniel	Immigration Officer \$6, 884pa (L4.1)	Executive Secretary \$6, 565pa (L3.2)

DATED this 30<sup>th</sup> day of June, 2014

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

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G. N. No. 432 / 2014

**PUBLIC SERVICE ACT 1998**  
**NOTICE OF PROMOTION**

The provisional promotion of the following officers is hereby notified for public notification with effect from 4<sup>th</sup> April, 2014:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>PROMOTED FROM</u></b>	<b><u>PROMOTED TO</u></b>
Elna Detabene	Caretaker/Cleaner \$4,974pa – L1.1	Clerical Assistant \$5,292pa – L1.2

DATED this 25<sup>th</sup> day of June, 2014

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

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G. N. No. 433 / 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**  
(Prison & Correctional)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Roxanny Amwano	Correctional Woman Officer \$6, 884pa (L4.1)	05 <sup>th</sup> June, 2014

DATED this 25<sup>th</sup> day of June, 2014

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

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G. N. No. 434 / 2014

**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

Applications are invited from Nauruans 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 9<sup>th</sup> July,**

DATED this 25<sup>th</sup> day of June, 2014

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

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G. N. No. 435 / 2014

**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

**DEPARTMENT OF HOME AFFAIRS**  
*(Women's Affairs)*

**POSITION** : Project SHED Coordinator

**SALARY** : \$8,474pa (L5.3)

**PURPOSE:**

The purpose for this request is due to the escalating cases of violence in the communities and around the island. The new position of Project SHED Coordinator will be a Transfer and a Promotion from the Chief Secretary's Department to the Women's Affairs Department (WAD) under the Ministry of Home Affairs.

**RESPONSIBILITIES:** main activities;

- Coordinate and hold workshops and offer counselling services;
- Do community awareness programs on Domestic and Gender Based Violence;
- Support outreach and engagement of service for resistant clients through creative, resourceful strategies that build trust and confident (negotiator);
- Respond to emergencies and initiate actions as required, including contact with the emergency response system;
- Respond to client's complaints;
- Participate in staff meetings/trainings and workshops;
- Create a log book for monitoring purposes and clearer data collection;
- Liaise and share counselling skills with Eoag'n Ratequo Counsellors as part of the de-briefing process;
- Prepare monthly/quarterly reports and other duties assigned by the Director.

**QUALIFICATIONS & EXPERIENCE:** Prefer a Diploma or Certificate in Counselling and some knowledge on Human Rights and a minimum of two (2) years relevant working experience;

- Computer skills and ability to use the Internal facilities;
- Strong organizational and administrative skills;
- Good oral and communication skills;
- Ability to understand the different characters and moods of people;
- Time Management skills.
- Knowledge, ability and experience in working with Community and Church Leaders, Departments and effective negotiations with people and departments that deal with Human Rights;

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- Ability to organize and facilitate workshops on Domestic and Gender Based Violence (GBV);
- Understanding of the different needs of people with disabilities;
- Empathy, resourcefulness, ability to be calm (in control) patient and understanding in time of crisis.

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, Friday 11<sup>th</sup> July, 2014.**

DATED this 30<sup>th</sup> day of June, 2014

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

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G. N. No. 436 / 2014

**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

POSITION : RSD Assistant Registrar

SALARY/SCALE : \$8, 474pa (L5.3)

**PRIMARY PURPOSE OF POSITION:**

The position of RSD Assistant Registrar is to assist in managing the Registry of Refugee Status Determination (RSD) files, both paper and electronic. The assistant Registrar will also provide assistance to the Registrar who will also perform the duties of the Registrar of the Refugee of the Refugee Status Review Tribunal of the Republic of Nauru, which is a statutory position created under the *Refugees Convention Act 2012*.

**DUTIES:**

- Assist to create, store and update paper files for each asylum seeker on Nauru;
- Assist in maintaining and updating electronic files for each asylum seeker on Nauru;
- Assist in creating and/or updating spreadsheets;
- Assist to ensure that files are complete, and follow up missing information;
- Assist to manage the workflow of the Registry;
- Assist to monitor the RSD Administrative Mailbox;

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- Assist in following the Administrative Team Procedures;
- Assist to ensure the security of contents of the Registry;
- Assist in maintaining strict confidentiality standards;
- Assist in liaising with DIAC on registry/administrative matters;
- Undertake any other duties as requested by the Secretary, the RSD Senior staff of the Registrar.

When performing registry functions for the Tribunal, the Assistant Registrar is expected to assist the Registrar who will;

- Receive applications for review and provide written notice to the Secretary;
- Receive copies of the decision record;
- Prepare files prior to sittings;
- Ensure that timelines are met;
- Notify Applicants of hearing dates;
- Ensure that Tribunal Members access files;
- Create and maintain a database of Tribunal decisions;
- Maintain strict confidentiality standards;
- Undertake any other duties as requested by the Principal Member.

**QUALIFICATION & EXPERIENCE:**

- Excellent organisation skills;
- Attention to detail;
- Excellent IT knowledge and capabilities, including Excel;
- Strong written and spoken English;
- Ability to liaise/communicate with service providers, legal representatives, DIAC officials, Tribunal Members and asylum seekers on behalf of the Department of Justice;
- Proven interpersonal, communication and cross-cultural skills;
- Capacity to work as part of a small team;
- Ability to work with minimal supervision;
- Punctual, reliable, honest and shows respect for confidentiality;
- Has achieved Year 12 level and has prior work experience.

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, Friday 11<sup>th</sup> July, 2014.

DATED this 25<sup>th</sup> day of June, 2014

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

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G. N. No. 437 / 2014

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Mark Aremwa of Uaboe District and  
Minako-Rose Dowiyogo of Baiti District.

Dean Whippy of Nibok District and  
Lisa Taleka of Anetan District.

DATE OF ENGAGEMENT: 27<sup>th</sup> June, 2014  
30<sup>th</sup> June, 2014

**HON. BARON DIVAVESI WAQA M.P**  
**MINISTER IN CHARGE**

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