



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

No. 109

05th August, 2015

Nauru

G. N. No. 426 / 2015

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE INDUSTRY AND ENVIRONMENT

It is notified for general information that Cabinet at its meeting held on 21st July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mr. Bernard Grundler, to act as Secretary for Commerce, Industry and Environment effective from 24th - 21st July, 2015 and until the return of substantive Secretary, Mr Elkoga Gadabu.

Dated this 24th day of July, 2015

**BERNARD GRUNDLER
CHIEF SECRETARY**

G. N. No. 427 / 2015

APPOINTMENT OF ACTING SECRETARY FOR CORPORATE SERVICES

It is notified for general information that Cabinet at its meeting held on 21st July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mr. Marcus Aremwa, Manager Salary and Benefits to act as Secretary for Corporate Services effective from 19th July, 2015 and until the return of substantive Secretary, Ms Peta Gadabu.

Dated this 24th day of July, 2015

**BERNARD GRUNDLER
CHIEF SECRETARY**

No. 109

05th August, 2015

Nauru

G. N. No. 428 / 2015

APPOINTMENT OF ACTING SECRETARY FOR EDUCATION

It is notified for general information that Cabinet at its meeting held on 21st July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mrs. Lyn Teleni, UNESCO Secretary-General to act as Secretary for Education effective from 16th July, 2015 and until the return of substantive Secretary, Dr. Maria Gaiyabu.

Dated this 24th day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 429 / 2015

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that Cabinet at its meeting held on 21st July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mr. Peter Jacob, to act as Secretary for Foreign Affairs and Trade effective from 26th -31st July, 2015 and until the return of Substantive Secretary, Mr. Michael Aroi.

Dated this 24th day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 430 / 2015

PUBLIC SERVICE ACT 1998
SECTION 11(1)

TEMPORARY POSITION

It is notified for general information that in accordance to Section 11(1) of the Public Service Act 1998, I, Bernard Grundler Chief Secretary hereby with immediate effect provide a Temporary Drafting Assistance within the Department of Justice and Boarder Control.

Dated this 31st day of July, 2015.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 109

05th August, 2015

Nauru

G. N. No. 431 / 2015

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer probationary appointment is hereby confirmed effective from 24th April, 2015;

DEPARTMENT OF HEALTH AND MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
Dartagneu Bop	Handyman	Band 3-\$6.600 pa

Dated this 31st day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 432 / 2015

PUBLIC SERVICE ACT 1998
RESIGNATION-SECTION 53 (1)

It is notified for general information that the following resignation has been accepted effective from 02nd April, 2015

DEPARTMENT OF EDUCATION
(Able, Disable Centre)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Margareth Agigo	Teacher \$11.961 pa - Band 10	24 th June, 2015

Dated this 31st day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

No. 109

05th August, 2015

Nauru

G. N. No. 433 / 2015

PUBLIC SERVICE ACT 1998
RESIGNATION-SECTION 53 (1)

It is notified for general information that the following resignation has been accepted effective from 02nd April, 2015

DEPARTMENT OF HEALTH AND MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Kara Waibeiya	Caretaker/Cleaner \$5,568 pa - Band 1	17 th July, 2015

Dated this 31st day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 434 / 2015

PUBLIC SERVICE ACT 1998
RESIGNATION-SECTION 53 (1)

It is notified for general information that the following resignation has been accepted effective from 02nd April, 2015

DEPARTMENT OF CHIEF SECRETARY

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Sharena Adun	Caretaker/Cleaner \$5,568 pa - Band 1	20 th July, 2015

Dated this 31st day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

No. 109

05th August, 2015

Nauru

G. N. No. 435 / 2015

RECONSTITUTION OF MEMBERS OF THE NAURU AIR CORPORATION

It is notified for general information that Cabinet at its meeting held on 31st July 2015, has approved the following appointments:

1. The appointment of Mrs. Melba Akua as Vice Chairman; and
2. The appointment of Mr. Joske as Director.

Dated this 31st day of July, 2015.

SASIKUMAR PARVANOOR
SECRETARY TO CABINET

G. N. No. 436 / 2015

RECONSTITUTION OF THE BOARD OF NAURU PORT AUTHORITY

It is notified for general information that Cabinet at its meeting held on 31st July 2015, has approved the reconstitution of the Nauru Port Authority Board as follows:

- | | | |
|---|---|-----------------------|
| 1. Chairman | - | Mr. Isaac Aremwa |
| 2. Vice Chairman | - | Mrs. Christina Olsson |
| 3. Director | - | Ms. Masie Adeang |
| 4. Director (with experience in shipping) | - | Mr. Ernest Stephn |
| 5. Director (ex-officio) | - | Mr. Kemp Detenamo |

Dated this 31st day of July, 2015

SASIKUMAR PARVANOOR
SECRETARY TO CABINET

No. 109

05th August, 2015

Nauru

G. N. No. 437 / 2015

NAURU LOTTERY INC. BOARD

It is notified for general information that Cabinet at its meeting held on 31st July 2015 has approved the following appointments of the members of the Nauru Lottery Inc. Board:

1. Chairman : Mr. Rayong Itsimaera – Secretary for Sports
2. Director : Mr. Marting Hunt – Secretary for Finance
3. Director : Mr. Jason Wharton
4. Director : Mr. Dominic Cain (NOC)
5. Director : Mr. Alvin Harris (NOC)

Dated this 31st day of July, 2015

**SASIKUMAR PARAVANOOR,
SECRETARY TO CABINET**

G. N. No. 438 / 2015

LEGAL PRACTITIONERS ACT 1973

LEGAL PRACTITIONERS (ADMISSION) RULES 1973

NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE

Notice is hereby given that the following legal practitioner from Australia has lodged a Petition seeking admission to practice as a barrister and solicitor in relation to Miscellaneous Cause 72/2015 on behalf of Hon Roland Kun MP.

- *Georgina Elizabeth Coleman*

Any person knowing any reason why the petition should not be granted may within 14 days of the date of this notice lodge with the Registrar of the Supreme Court at Yaren a written statement of the grounds of his objection.

Dated this 3rd of August 2015

**IRENE WAIDABU
ACTING REGISTRAR
SUPREME COURT OF NAURU**

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:

PARLIAMENTARY

Position : Secretary – PAC Intern

Salary Scale : \$7,920pa – Band 3

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.

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.

No. 109

05th August, 2015

Nauru

G. N. No. 439 / 2015 (Cont'd)

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 5pm, 12th August, 2015.

Dated this 31st day of July, 2015.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 440 / 2015

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 HEALTH & MEDICAL SERVICES

POSITION : Kitchen Aide

SALARY LEVEL : Band 1 - \$5, 567pa

PRIMARY PURPOSE OF POSITION: The primary purpose of role is to ensure that the Hospital Kitchen is clean and operational and; to assist the Hospital Cook for the food preparation and; to work on a rotation to serve patients meals in the hospital.

DUTIES & RESPONSIBILITIES:

1. Hospital Kitchen
 - Ensure that the Kitchen is clean and operational.
 - Ensuring the food preparation areas are clean and hygienic.
 - Sorting, storing and distributing ingredients.
 - Washing, peeling, chopping cutting and cooking foodstuffs and helping to prepare salads and desserts.
 - Cleaning the food preparation equipment, floors and other kitchen tools or areas.
 - Assist to load hot box in vehicle for delivery.
2. Hospital Pantry
 - Ensure that the Hospital Pantry is clean and operational.
 - Ensuring the food preparation areas are clean and hygienic.
 - Serving patient meals.
 - Collecting patient trays.

G. N. No. 440 / 2015 (Cont'd)

- Washing trays and making sure they are stored appropriately.
- Cleaning the food preparation table, floors and other kitchen tools or areas.
- Disposing of trash and rubbish.
- Assist to off load hot box from vehicle.
- Maintain a clean, safe and healthy environment for Hospital Kitchen and Hospital Pantry.
- Perform related duties as assigned.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES:

- Desire to learn to cook.
- Common sense and commitment.
- Understanding the importance of health and hygienic.
- Plenty of stamina.
- A great team player.
- The ability to listen and learn – fast.
- Be respectable and honest.
- Willing to learn.
- Communication – speak and listen.
- Reliable, conscientious and to accept responsibilities.
- Sound knowledge of the PSA, Policy and Procedures.

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 no later than 5:00pm, 12th August, 2015.

Dated this 28th day of July, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 441 / 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 TELECOMMUNICATION & MEDIA
(Information, Communication & Technology)

Position : Clerical Officer

Salary Scale : \$6, 540pa – Band 5

DUTIES AND RESPONSIBILITIES;

- Assist the Administrative Officer and Executive Secretary on all matter of the ICT.
- Assist in recording and registering file movements for further processing.
- Assist in updating, registering and distribution of all incoming, outgoing, internal and external mails.
- Attend and process all incoming telephone enquiries.
- Maintain confidentiality of any information received in the workplace at all times.
- Maintain a clean and tidy work environment.
- Undertake quality assurance activities.
- Other duties as directed by the management.
- Responsible to Log all ICT Tools, Equipment and collection of assigned and replaced sim cards.
- Responsible to replace and collect sim cards.

QUALIFICATIONS AND EXPERIENCE;

- Minimum qualification of Year 12.
- At least 2 years of relevant experience.
- Ability to read and write in English.
- Computer literate (Excel and Word)
- Have a good customer relations and organisational skills.
- Willingness to work after office hours.
- Good public relation.

No. 109

05th August, 2015

Nauru

G. N. No. 441 / 2015 (Cont'd)

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 5pm, 19th August, 2015

Dated this 05th day of August, 2015.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 442 / 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 TELECOMMUNICATION & MEDIA
(Information, Communication & Technology)

Position : Helpdesk Officer

Salary Scale : Band 5 - \$6,540pa

Responsible to Administrative Officer/Network Officer/Director of ICT

DUTIES AND RESPONSIBILITIES:

- Should have knowledge of Microsoft Office tools.
- Should be very good in handling English language.
- Should be able to handle Customer requests without disruptions and within the SLA (Service Level Agreement)
- Should be keeping the helpdesk ticketing tool updated at all times.
- Should have technical knowledge in the related field to handle requests/tickets in time.
- Overall responsible for the Request/Ticket management.
- Should be able to handle the basic network and application functions.
- Should be able to self train and up skill the staff and build the capacity.
- Should be able to suggest improvements.
- Should be able to motivate the team.
- Should be able to innovate.
- Keep Asset of Government Computers, Laptops and Photocopiers.

No. 109

05th August, 2015

Nauru

G. N. No. 442 / 2015 (Cont'd)

QUALIFICATIONS AND EXPERIENCE;

- Minimum qualification of Year 12.
- Computer Technology.
- Minimum of 1 year to a maximum of 3 years of experience in the ICT Information Communication, Technology Field, Technical Support and Helpdesk Management.
- Ability to read and write in English.
- Computer literate (Excel and Word)
- Have a good customer relations and organisational skills.
- Willingness to work after office hours.
- Good public relation.

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 5pm, Wednesday 19th August, 2015.

Dated this 05th day of August, 2015.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 443 / 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 TELECOMMUNICATION & MEDIA
(Information, Communication & Technology)

Position : ICT Technician
No. of Position : Three (3)
Salary Scale : Band 8 - \$9, 802pa

Responsible to Director of ICT

DUTIES AND RESPONSIBILITIES;

- Provide operational support and management assistance for ICT services.
- Install, configure and maintain LAN and WAN solutions including connectivity equipment and peripherals.

G. N. No. 443 / 2015 (Cont'd)

- Assist with pro-active monitoring and configuration of client connectivity solutions to optimise performance and minimise faults.
- Assist with recovery actions in the event of a system failure.
- Assist with the implementation and pro-active co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring the access.
- Assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities.
- Provide for network critical data capture and reporting.
- Assist with monitoring all ICT activities, such as email and internet usage and network resource utilization to ensure ICT facilities and services are used for work related purpose only in an efficient manner.
- Attend International workshop to enhance own knowledge as well contribute to wider pacific interests.
- Provide user support in relation to IOS and hardware issues.
- Assist with the supervision and training of junior ICT Officers.
- Provide input into the development and enhancement of relevant standards, procedures and guidelines.
- Provide reports on work undertaken and issues identified as being in need of resolution.
- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT Strategy.
- Continually demonstrate a pro-active approach to maintaining and improving the customer level of productivity through the effective use of ICT.
- Continually demonstrate inter-team assistance in other specialities outside of core skill-sets.
- Maintain clear and frequent communication with Helpdesk.
- Assist with the implementation of e-Government Strategic Plans.
- Work within the ICT and Telecommunications policies of the Republic of Nauru.

QUALIFICATIONS AND EXPERIENCE:

- Candidates must be Nauruan.
- Completes Year 11 of school.
- Must be keen to work and learn.
- Must be available full time.
- Must have good level of literacy and numeracy.
- Must be computer literate to at least a basic user level.
- Ideally it would be good to have a basic knowledge of computer networks.
- Must have a well developed sense of ownership.

No. 109

05th August, 2015

Nauru

G. N. No. 443 / 2015 (Cont'd)

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 5pm, 19th August, 2015.

Dated this 05th day of August, 2015.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 444 / 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 TELECOMMUNICATION & MEDIA
(Information, Communication & Technology)

Position : ICT Trainee
No. of Position : Three (3)
Salary Scale : \$5, 746pa – Band 2

DUTIES AND RESPONSIBILITIES;

- Through on the job, supervised practical issue resolution, gain the knowledge required to provide operational support and management assistance for ICT services.
- Install, configure and maintain PC's, networking equipment, network operating systems and ICT peripherals.
- Assist with monitoring and configuring networks to optimise performance and minimise faults.
- Assist with recovery actions in the event of a system failure.
- Assist with the implementation and co-ordinate of housekeeping procedures, including system back ups, setting up user accounts, monitoring file access.
- Undertake, as required, structured formal courses, both self-paced and workshop/classroom based.
- Under supervision, assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities.
- Assist with monitoring all ICT activities, such as email and internet usage and network resource utilisation to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors.
- With supervision, provide user support in relation to software and hardware issues.

No. 109

05th August, 2015

Nauru

G. N. No. 444 / 2015 (Cont'd)

- Provide reports on work undertaken and issues identified as being in need of resolution.
- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) Strategy.
- Assist with the implementation of the e-Government Strategic Plan.
- Work within the ICT and Telecommunications policies of the Republic of Nauru.

QUALIFICATIONS AND EXPERIENCE;

- Candidates must be Nauruan.
- Competes Year 11 schooling.
- Must be keen to work and learn.
- Must be available full time.
- Must have good level of literacy and numeracy.
- Must be computer literate to at least a basic user level.
- Ideally it would be good to have a basic knowledge of computer networks.
- Must have a well developed sense of ownership.

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 5pm, 19th August, 2015.

Dated this 05th day of August, 2015.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 445 / 2015

CORRIGENDUM

It is notified for general information that in Government Gazette No. 105 G.N.No 412 pages 12.

DELETE: Marley Thoma

INSERT: Morley Thoma

DELETE: Cana-Candida Dabwido

INSERT: Cara-Candida Dabwido

GAZETTE OFFICER
