



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

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No. 176

16<sup>th</sup> December, 2015

Nauru

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G. N. No. 798 / 2015

**PUBLIC SERVICE ACT 1998  
NOTICE OF PROMOTION**

The provisional promotion of the following officer is hereby confirmed with effect from 18<sup>th</sup> November, 2015;

**DEPARTMENT OF FINANCE  
(Secretariat)**

<u>NAME</u>	<u>PROMOTED FROM:</u>	<u>PROMOTED TO:</u>
Fiona Laeo	Administrative Officer Band 6.5 - \$9, 349pa	Personal Assistant Band 8 - \$10, 556pa

Any Officer of the Public Service may appeal to the above promotion 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 provisional promotion is notified in the Gazette.

Dated this 15<sup>th</sup> day of December, 2015

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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G. N. No. 799 / 2015

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

It is notified for general information that the following officers' appointment has been accepted with effect on 1<sup>st</sup> December, 2015;

**DEPARTMENT OF FINANCE  
(Nauru Revenue & Customs Office)**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
David Detudamo	Customs Audit Officer	Band 6 - \$8, 077pa
Ryllis Tabuna	Customs Audit Officer	Band 6 - \$8, 077pa

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G. N. No. 799 / 2015 (Cont'd)

Desiree Chantel Bill	Customs Audit Officer	Band 6 - \$8, 077pa
Jessen Cain	Customs Audit Officer	Band 6 - \$8, 077pa
Christine Abiya	Customs Audit Officer	Band 6 - \$8, 077pa
Aquilance Olsson	Customs Audit Officer	Band 6 - \$8, 077pa
Brennan Harris	Customs Audit Officer	Band 6 - \$8, 077pa
Kilo Giouba	Customs Audit Officer	Band 6 - \$8, 077pa
David Dagiario	Customs Audit Officer	Band 6 - \$8, 077pa
Decain Detenamo	Customs Audit Officer	Band 6 - \$8, 077pa
Bob Hanski Aiyunge	Customs Audit Officer	Band 6 - \$8, 077pa
Julover Itaia	Customs Audit Officer	Band 6 - \$8, 077pa
Ricco Bernicke	Customs Audit Officer	Band 6 - \$8, 077pa

Dated this 15<sup>th</sup> day of December, 2015

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

G. N. No. 800 / 2015

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

It is notified for general information that the following officers' appointment shall be on probation;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY</u></b>	<b><u>EFFECTIVE DATE</u></b>
Tekoba Kamoriki	Nurse Aide (level 2) Band 5 - \$7, 504pa	1 <sup>st</sup> December, 2015
Triska Dagagio	Nurse Aide (level 1) Band 5 - \$7, 063pa	1 <sup>st</sup> December, 2015

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G. N. No. 800 / 2015 (Cont'd)

Vera Ioera

Nurse Aide (level 1)  
Band 5 - \$7, 063pa

1<sup>st</sup> December, 2015

Dated this 15<sup>th</sup> day of December, 2015.

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

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G. N. No. 801 / 2015

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

It is notified for general information that the following officers' appointment shall be on probation;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY</u></b>	<b><u>EFFECTIVE DATE</u></b>
Joyce Starr	Executive Secretary Band 5 - \$8, 828pa	1 <sup>st</sup> December, 2015
Cora Dabana	Revenue Officer Band 5.4 - \$7, 766pa	1 <sup>st</sup> December, 2015
Zimbrina Demaunga	Clerical Officer Band 5 - \$7, 063pa	1 <sup>st</sup> December, 2015
Satchiko Detenamo	Clerical Officer Band 5 - \$7, 063pa	1 <sup>st</sup> December, 2015
Ronawi Notte	Clerical Officer Band 5 - \$7, 063pa	1 <sup>st</sup> December, 2015

Dated this 15<sup>th</sup> day of December, 2015.

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

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G. N. No. 802 / 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:

**NAURU POLICE FORCE**

POSITION : Senior Personal Assistant  
SALARY SCALE : Band 9  
No OF POSITION : One (1)  
REPORTS TO : Commissioner of Police

**KEY RESPONSIBILITIES:**

- Handling all the numerous phone calls that the COP gets.
- Replying to all the correspondence that comes for the COP and on time.
- Fixing all the appointments the COP has to attend throughout the day and making sure that COP attended them.
- Briefing the COP on the agenda before every meeting.
- Collecting all the reports on behalf of the COP.
- Coordinating for the COP with the other department.
- Having daily schedule prepared for the COP before COP arrive in office.
- Acting as a bridge between the COP and the employees.
- Assisting the COP during meetings in-country and overseas if required by COP.
- In consultation with COP, formulate and implement an annual plan for the PA office which outlines short and long term goals, objectives and required outcomes of the office.
- Ensure that all responsibilities are in accordance with the NPF strategic direction and meet the needs of the NPF and COP office.
- Manage the human and physical resources of the PA office in accordance with operational priorities and objectives. Ensuring all resources are utilised efficiently, effectively and ethically.
- Build and sustain internal and external professional networks and collaborative working relationships with key clients, stakeholders and partners.
- Ensure that all tasks undertaken PA office are undertaken in accordance with relevant legislation and guidelines to assist COP office.
- Ensure all tasks submitted to COP within appropriate time frames and in accordance with COP requirements.
- Provide professional advice and experience to guide, mentor Clerical Officers to increase the skills and knowledge within the NPF.
- At all times act professionally, ethically, accountably, honestly and with integrity.
- Be available and ready to work during major incidents to assist COP office and support unit.

**QUALIFICATIONS & COMPETENCIES:**

- Preferable of a minimum year 12 schooling with certified tertiary qualifications.
- Minimum experience of 8years in personal assistant.
- General knowledge in accounting and clerical duties.

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- Computer literate.
- Have leadership qualities.
- Must have a drivers' license.
- Excellent customer relation and communication skills.
- Sober habits and be of congenial character; punctual, proactive and efficient.
- Extensive knowledge of and public service act and it's applicability for the position.
- Ability to lead, mentor and coach at all levels.
- High standard of written and spoken English and ability to communicate with influence.
- Demonstrates strategic thinking and planning.
- Ability to make difficult decisions and to resolve problems.
- ability

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 23<sup>rd</sup> December, 2015.

Dated this 15<sup>th</sup> day of December, 2015

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

G. N. No. 803 / 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:

**NAURU POLICE FORCE**

POSITION : Human Resource Officer  
SALARY SCALE : Band 6  
No OF POSITION : One (1)  
REPORTS TO : Corporate Service Manager

**PRIMARY PURPOSE:**

Manage and administer proper applications for the Human Resource Management in accordance with the NPF structures, strategic plans and in alignment with the current legislation.

**RESPONSIBILITIES:**

- The position manages, maintains and processes the administrative HR requirements resulting from NPF Commissioner Orders including processing of higher duties, transfers and interdictions.
- Manage and maintain the employee demographic database, ensuring the maintenance of officer's and civilian staff's professional, demographic and training information.

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- Manages and maintains all paper-based personal records of all NPF members to assist in career succession planning and auditing.
- Maintenance and review of NPF job description on a regular basis to ensure that the recorded responsibilities and accountabilities of the position correctly reflect the senior executive expectations of the role.
- Prepare, distribute, collect and process daily duty sheets to audit the attendance of NPF officers in line with government requirements for accountability and record keeping.
- Compiles information, maintains record, and reports on, scheduled and unscheduled employee absences.
- Processes annual leave, personal leave, special leave and furlough leave requests from members of the NPF, and manage and maintain leave balances and for NPF members.
- Provides leave information and advice to senior leaders including reporting on leave liabilities and scheduled and unscheduled absentee rates.
- Provides advice to Corporate Service Manager in relation to HR policies and procedures in accordance with the public service act, NPF act 1972 and the NPF standing orders.
- Assists Corporate Service Manager in ensuring that the HR function is fully equipped to undertake it's work.
- Monitors the progress and performance of the HR function, suggesting and implementing strategies for improvement in work practices and procedures.
- Building and sustaining internal and external professional networks and collaborative working relationships with key clients, stakeholders and partners.
- Assist Corporate Service Manager with all HR functions, including assistance with workforce planning, staffing and recruitment to ensure that each position within the NPF is filled with the right personnel and staff allocation is in accordance with the approval structure.
- Maintenance of the NPF corporate structure.
- Provide leadership, knowledge and experience to guide, mentor and develop junior members and to increase their HR skills and knowledge.
- To identify training needs and opportunities for self and team members to increase technical capability and capacity.

COMPETENCIES:

- Extensive knowledge of the police act and the public service act.
- Ability to understand, interpret and apply legislation, relevant acts and standing orders.
- Subject matter expertise with high standard of written/spoken English and excellent communication skills.
- Analytical and problem solving skills with the ability to make difficult or challenging decisions.
- Ability to build strong and effective teams and mentor and coach at all levels.
- Ability to provide strategic and corporate advice to the Commissioner of Police.

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G. N. No. 803 / 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, Wednesday 23<sup>rd</sup> December, 2015.

Dated this 15<sup>th</sup> day of December, 2015

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

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G. N. No. 804 / 2015

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Veeravijayan Ganarathinam of Sri Lanka and  
Vathana Vinajakamoorthy also from Sri Lanka.

Peter Jeremiah of Meneng District and  
Shanissa Dongobir of Buada District.

DATE OF ENGAGEMENT: 07<sup>th</sup> December, 2015.  
12<sup>th</sup> December, 2015

**HON. DAVID ADEANG, MP**  
**ACTING MINISTER IN CHARGE**

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**CORRIGENDUM**

In Gazette No.148/2014 pages 5 G.N.No 711/2014

DELETE: **Javalters**

INSERT: **Javaliers**

**GAZETTE OFFICER**

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