



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

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 535 / 2016

**PUBLIC SERVICE ACT 2016  
SECTION 19  
RECLASSIFICATION OF CREATION, ABOLITION  
AND ALTERATION OF DESIGNATION**

Pursuant to the powers in that behalf vested in me, under Section 19 subsection 1 clause a, b of the Public Service Act 2016, I, HON, BARON DIVAVESI WAQA, M.P, President and Minister responsible for the Public Service, do hereby, with effect from 19<sup>th</sup> October, 2015 alter the designation of the following position.

**RECLASSIFICATION OF A POSITION**

**DEPARTMENT OF JUDICIARY & COURTS**  
(Administration)

CURRENT DESIGNATION	RECLASSIFICATION DESIGNATION	NO. OF POSITION
Executive Secretary Band 5 - \$ 6, 540 pa	Personal Assistant Band 9.5 - \$ 14, 038 pa	1

Dated this 02<sup>nd</sup> day of June, 2016.

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

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G. N. No. 536 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 16**  
**CREATION, ABOLITION, CLASSIFICATION OF DESIGNATION**

PURSUANT TO the powers in that behalf vested in me, under Section 16 (1) a, b of the Public Service Act 2016, I, BARON WAQA MP, President and Minister responsible for the Public Service do hereby, with effect from 3<sup>rd</sup> June 2016, create abolish and alter the classification of the following position:-

DEPARTMENT OF HEALTH

Creation of Positions:

DESIGNATION	NO. OF POSITION	SALARY LEVEL
Operation Manager	1	Band 12-\$14,494 p.a
Procurement Officer	1	Band 9 - \$12,129 p.a

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G. N. No. 537 / 2016

**LEGAL PRACTITIONERS ACT 1973**

**LEGAL PRACTITIONERS (Admission) Rules 1973**

**NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE**

Notice is hereby given that the following legal practitioners from Australia have each lodged a Petition seeking admission to practice as a barrister and solicitor in the Supreme Court of Nauru in regards to Criminal matter No. 20/15 R v John Jeremiah, Renack Mau, Piroy Mau, & Pisoni Bop, 21/15 R v Mathew Batsiua, 22/15 R v Sprent Dabwido & Squire Jeremiah 24/15 R v Mereiya Halstead, Daniel Jeremiah, Josh Kepae, Bereka Kakiouea, Job Cecil, Estakai Foilape, Dabub Jeremiah, Grace Detageouwa, Joram Joram, Rutherford Jeremiah, Jacki Kanth & Meshack Akubor.

- Michelle Swift
- Jake Ivan Marusich

Any person knowing any reason why these petitions 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/her objection.

Dated this 06<sup>th</sup> day of July, 2016.

**FILIMONE JITOKO**  
**REGISTRAR**  
**SUPREME COURT OF NAURU**

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G. N. No. 538 / 2016

**LEGAL PRACTITIONERS ACT 1973**

**LEGAL PRACTITIONERS (Admission) Rules 1973**

**NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE**

Notice is hereby given that the following legal practitioners from Australia have each lodged a Petition seeking admission to practice as a barrister and solicitor in relation to proceeding pursuant to S 43 of the Refugees Convention Act 2012.

- Anna Margrit Mitchelmore
- Timothy Reilly

Any person knowing any reason why these petitions 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/her objection.

Dated this 06<sup>th</sup> day of July, 2016.

**FILIMONE JITOKO**  
**REGISTRAR**  
**SUPREME COURT OF NAURU**

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G. N. No. 539 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24, (a)**  
**NOTICE OF APPOINTMENT**

It is notified for general information that the following appointments are effective following the alteration of designation.

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>BAND RANGE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bereka Redfern	Director Revenue	Band 12a \$ 14, 494 – 18, 117 pa	17 <sup>th</sup> March, 2016
Scentider Akubor	Assistant Director Revenue	Band 10a \$ 12, 918 – 16, 147 pa	17 <sup>th</sup> March, 2016
Roxanna Detenamo	Accountant/Business Analyst	Band 12a \$ 14, 494 – 18, 117 pa	17 <sup>th</sup> March, 2016
Massie Detenamo	Senior Revenue Service Officer	Band 8a \$ 10, 586 – 13, 232 pa	17 <sup>th</sup> March, 2016
Romina Atto	Senior Revenue Service Officer	Band 8a \$ 10, 586 – 13, 232 pa	17 <sup>th</sup> March, 2016
Serina Togoran	Revenue Service Officer	Band 7a \$ 9, 244 – 11, 555 pa	17 <sup>th</sup> March, 2016
Eigigu Brechtefeld	Revenue Service Officer	Band 7a \$ 9, 244 – 11, 555 pa	17 <sup>th</sup> March, 2016
Melita Gioura	Revenue Service Officer	Band 7a \$ 9, 244 – 11, 555 pa	17 <sup>th</sup> March, 2016

Dated this 30<sup>th</sup> day of June, 2016.

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

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No. 127

08<sup>th</sup> July, 2016

Nauru

G. N. No. 540 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**  
**NOTICE OF APPOINTMENT**

It is notified for general information that the following officers appointment has been accepted with effect on 18<sup>th</sup> July, 2015.

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY RANGE</u>
Brenda Soriano	Curator Intestate Estate	Band 8: \$ 10, 586 ps - \$ 13, 232 pa

Dated this 04<sup>th</sup> day of July, 2016.

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

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G. N. No. 541 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24, (1a)**  
**NOTICE OF APPOINTMENT**

It is notified for general information that the following officers appointment is hereby confirmed with effect from 19<sup>th</sup> October, 2015.

**DEPARTMENT OF JUDICIARY & COURTS**  
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Winnie Tsitsi	Personal Assistant	Band 9.5 - \$ 14, 038 pa

Dated this 05<sup>th</sup> day of July, 2016.

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

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 542 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24 DIVISION 2A IN PART 5**  
**NOTICE OF TRANSFER**

The transfer of the following officer is hereby notified with effect from 15<sup>th</sup> June, 2016.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Public Health)

<u>NAME</u>	<u>FROM NURSING</u>	<u>TO PUBLIC HEALTH</u>
Felila Peter	Health Trainee Band 1b - \$ 6, 250 pa	Nutrition Officer Band 9a - \$ 12, 129 pa

Dated this 22<sup>nd</sup> day of June, 2016.

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

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G. N. No. 543 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 85 (1b)**  
**RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE**

It is notified for general information that the following officer be retired from the Public Service of Nauru.

**DEPARTMENT OF HEALTH**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Mateo Melekiola	Cook	27 <sup>th</sup> May, 2016

Dated this 22<sup>nd</sup> day of June, 2016.

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

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 544 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

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

**DEPARTMENT OF CHIEF SECRETARY**  
(Administration)

<u>NAME</u>	<u>POSITION &amp; SALARY BAND</u>	<u>EFFECTIVE DATE</u>
Lise Teabuge	Assistant Expatriate Welfare Officer Band 5a - \$ 7, 063 pa	18 <sup>th</sup> May, 2016

Dated this 22<sup>nd</sup> day of June, 2016.

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

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G. N. No. 545 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

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

**DEPARTMENT OF TELECOMMUNICATION & MEDIA**  
(Nauru Media Bureau)

<u>NAME</u>	<u>POSITION &amp; SALARY BAND</u>	<u>EFFECTIVE DATE</u>
Lencia Dowiyogo	Radio Announcer Band 4a - \$6,250 pa	01 <sup>st</sup> June, 2016

Dated this 22<sup>nd</sup> day of June, 2016.

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

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 546 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Public Health)

<b><u>NAME</u></b>	<b><u>POSITION &amp; SALARY BAND</u></b>	<b><u>EFFECTIVE DATE</u></b>
Wanita Benjamin	District Health Workers Band 5a - \$ 7, 063 pa	06 <sup>th</sup> May, 2016

Dated this 22<sup>nd</sup> day of June, 2016.

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

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G. N. No. 547 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Kay Aliklik	Dispenser – Imprest Technician Band 5 - \$ 7, 063 pa	07 <sup>th</sup> March, 2016

Dated this 04<sup>th</sup> day of July, 2016.

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

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 548 / 2016

**NAURU POLICE FORCE ACT**  
**RESIGNATION – SECTION 12 (1) (2)**

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

**NAURU POLICE FORCE**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY RANGE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Linda Deraudag	Constable Band 4 : \$ 5 , 937 pa - \$ 7, 422 pa	17 <sup>th</sup> November, 2015

Dated this 28<sup>th</sup> day of June, 2016.

**COREY CALEB**  
**COMMISSIONER OF POLICE**

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G. N. No. 549 / 2016

**NAURU POLICE FORCE ACT**  
**RESIGNATION – SECTION 12 (1) (2)**

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

**NAURU POLICE FORCE**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY RANGE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Rojae Laeo	Constable Band 4 : \$ 5, 937 - \$ 7, 422 pa	03 <sup>rd</sup> August, 2015

Dated this 28<sup>th</sup> day of June, 2016.

**COREY CALEB**  
**COMMISSIONER OF POLICE**

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 550 / 2016

**NAURU POLICE FORCE ACT**  
**RESIGNATION – SECTION 12 (1) (2)**

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

**NAURU POLICE FORCE**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY RANGE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Darryl Namaduk	Probationary Constable Band 4 : \$ 5, 937 pa - \$ 7, 422 pa	07 <sup>th</sup> April, 2016

Dated this 28<sup>th</sup> day of June, 2016.

**COREY CALEB**  
**COMMISSIONER OF POLICE**

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G. N. No. 551 / 2016

**NAURU POLICE FORCE ACT**  
**RESIGNATION – SECTION 12 (1) (2)**

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

**NAURU POLICE FORCE**

<b><u>NAME</u></b>	<b><u>POSITION/SALARY RANGE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Sese Kiki	Probationary Constable Band 4 : \$ 5, 937 - \$ 7, 422 pa	07 <sup>th</sup> April, 2016

Dated this 28<sup>th</sup> day of June, 2016.

**COREY CALEB**  
**COMMISSIONER OF POLICE**

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 552 / 2016

**NAURUAN CITIZENSHIP**  
**ARTICLE 74 OF THE CONSTITUTION**

It is notified for general information that on Saturday 18<sup>th</sup> June, 2016, pursuant to Article 74 of the Constitution, Cabinet approved and granted Nauruan Citizenship to Mrs Taabo Hilo (nee Bonto)

Dated this 18<sup>th</sup> day of June, 2016.

**MARILYN DEIRERAGEA**  
**ACTING SECRETARY TO CABINET**

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G. N. No. 553 / 2016

**NAOERO CITIZENSHIP ACT 2005**  
**SECTION 5(5)**

It is notified for general information that on Thursday 07<sup>th</sup> July, 2016 Cabinet pursuant to Section 5(5) of the Naoero Citizenship Act 2005, approved and granted Nauruan Citizenship to Mr. Frank Morten Moule.

Dated this 07<sup>th</sup> day of July, 2016.

**SASIKUMAR PARAVANOOR**  
**SECRETARY TO CABINET**

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No. 127

08<sup>th</sup> July, 2016

Nauru

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G. N. No. 554 / 2016

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Rotia Batiku of Anabar District and  
Litia Demauna of Buada District

Bless Dabuae of Aiwo District and  
Pikitta Menke of Meneng District

DATE OF ENGAGEMENT: 25<sup>th</sup> June, 2016  
09<sup>th</sup> July, 2016

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

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G. N. No. 555 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF PARLIAMENT**

POSITION : Executive Secretary to Private Members

SALARY RANGE : Band 5: \$7, 063pa - \$8, 829pa

PURPOSE OF POSITION: The Executive Secretary is responsible in providing secretarial and administrative services to Private Members.

**DUTIES/RESPONSIBILITIES:**

- Provide administrative support to Private Members.
- Drafting letters and executing directions of Private Members..
- Coordinate and facilitate travel arrangements with Personal Assistant to Speaker and Clerk for Private Members.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Perform any other duties as may be required by Parliament.
- Should be willing to sit late to meet the exigencies of Parliamentary work.

**QUALIFICATIONS & EXPERIENCES:**

- Minimum qualification of year 12 and Secretariat background.
- At least 2 years of experience.
- General knowledge in Secretariat and Clerical skills.
- Computer literate.
- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practices and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.
- 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 or the Secretary for Corporate Services no later than 5:00pm, Friday 15th July, 2016.

Dated this 14<sup>th</sup> day of June, 2016

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

G. N. No. 556 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF PARLIAMENT**

**POSITION** : Executive Secretary to Public Accounts Committee (PAC)

**SALARY RANGE** : Band 5: \$7, 063pa - \$8, 829pa

**PURPOSE OF POSITION:** The Executive Secretary to the Public Accounts Committee (PAC) is responsible in providing administrative services to the Committee. In addition, other duties such as providing secretariat duties to Senior Officers.

**DUTIES/RESPONSIBILITIES:**

- Provide administrative support to the Public Accounts Committee as directed by the Secretary of the PAC.
- Drafting letters and executing directions of the PAC Chairman.
- Facilitate travel arrangements for the PAC Chairman and the Committee.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence, and utmost confidentiality.

**QUALIFICATIONS & EXPERIENCES:**

- Minimum qualification of year 12 and Secretariat background.
- At least 2 years of experience.
- Past exposure and knowledge about accounting practice is preferable and desirable.
- Excellent typing skills and competencies to undertake dictation.
- General knowledge in Secretariat and Clerical skills.
- Computer literate.
- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practices and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.

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 or the Secretary for Corporate Services no later than **5:00pm, Friday 15<sup>th</sup> July, 2016.**

Dated this 14<sup>th</sup> day of June, 2016

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

G. N. No. 557 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF PARLIAMENT**

POSITION : Deputy Clerk of Parliament  
SALARY RANGE : \$21, 600 per annum

**PURPOSE OF POSITION:** Specialized work related to the administration of Parliamentary services. Will be required to participate in the provision of procedural, secretariat, research and administrative support services and function as Secretary or Assistant Secretary to Parliamentary Select Committees. Serves as at the table of the house assisting the clerk, whenever Parliament is sitting.

**DUTIES/RESPONSIBILITIES:**

- Researches into matters of Parliamentary practice & procedures.
- Performs as secretary to Parliamentary Committees.
- Ensure that all witnesses summoned before Committees are sent copies of his/her evidence.
- Confirms the details of verbatim transcripts of the proceedings of committee meetings.
- Take minutes of Parliament and Committee meetings.
- Serves at the table of the house.
- Keeps records of all changes in Parliamentary procedures locally and keep abreast of procedural development in other jurisdictions.
- Maintains a record of attendance of members at sittings of Parliament.
- Coordinates the distribution of the Order paper.
- Maintains records of the votes and proceedings, notice paper and motions.
- Assist in planning coordinating parliamentary conferences, seminars and workshops.
- Interprets, synthesizes and evaluate information from a wide range of sources and perspective in producing research papers for use of parliamentarians at seminars or conference both regionally and internationally.
- Performs protocol duties to visiting dignitaries from both government and commonwealth Parliaments.
- Provide immediate supervision to the following sections; Administration, Hansard & Translation, Clerical, Typing and Printing.
- Carry out other tasks on the direction of the Clerk or the Speaker.
- Carry out all the duties and powers of the Clerk during the absence or vacancy of the latter.

**QUALIFICATIONS & EXPERIENCES:**

- Appropriate and relevant tertiary qualifications.
- Significant experience working in a parliamentary environment.
- High level understanding of parliamentary law, practice and procedure.
- Excellent written and oral communication skills and demonstrated negotiation skills.
- Demonstrated high level experience in conducting research, writing and preparing reports.
- High level managerial and administrative experience.
- Ability to co-ordinate, supervise, motivate and manage a multi-disciplinary team.

G. N. No. 557 / 2016 (Cont'd)

- Understanding of, and experience with, contemporary information technology.
- Able to understand the Parliamentary practice & procedure.
- Knowledge and understanding of the Standing Orders of the Parliament of Nauru.
- Experience working at the Table of a House.
- Ability to read and write in both Nauruan and English.
- Ability to translate both languages from one to the other.
- Non-political.

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 or the Secretary for Corporate Services no later than 5:00pm, Friday 15th July, 2016

Dated this 14<sup>th</sup> day of June, 2016

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

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G. N. No. 558 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF PARLIAMENT**

POSITION : Assistant Manager of Hansard

SALARY RANGE : Band 8: \$10, 586pa - \$13, 232pa

**PURPOSE OF POSITION:** Assistant Manager of Hansard is responsible to undertake a variety of managerial tasks in collaboration with or in the absence of the Hansard Manager. To assist senior management in incorporating strategy and ensuring Parliament accomplished defined objectives.

**DUTIES/RESPONSIBILITIES:**

- Assist manager in organizing, planning and implementing strategy.
- Coordinate operations and ensure schedules and objectives are met.
- Supervise and motivate staff.
- Assist in ensuring the records of Parliamentary debate of the Houses of the Parliament of Nauru, meet the unique professional standards required of parliamentary records.

**QUALIFICATIONS & EXPERIENCES:**

- Minimum qualification of year 12.
- Proven experience as Assistant Manager of similar position.
- Outstanding leadership and organization skills.
- Computer literate.

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G. N. No. 558 / 2016 (Cont'd)

- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practices and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.
- 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 or the Secretary for Corporate Services no later than 5:00pm, Friday 15th July, 2016.

Dated this 14<sup>th</sup> day of June, 2016

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

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G. N. No. 559 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF PARLIAMENT**

POSITION : Security Guard  
No OF POSITION : Two (2)  
SALARY RANGE : Band 2: \$4, 965pa - \$6, 206pa

PURPOSE OF POSITION: This position is to assist in patrolling, monitoring and protecting the Parliamentary premises and property at all times.

**DUTIES/RESPONSIBILITIES:**

- Patrol premises and check doors, gates and windows for signs of unauthorized entry.
- Watch for irregularities (such as fire hazards, leaking water pipes, lights left on etc)
- Record times of inspections and presence of authorized persons.
- Write reports of daily activities and irregularities.
- Observe and report suspects to the Public.
- Greet visitors at point of entry to Parliament building.
- Able to communicate with police.
- Patrol premises and check doors, gates and windows for signs of unauthorized entry.
- Monitor and control access at building entrances and vehicle gates.

G. N. No. 559 / 2016 (Cont'd)

**QUALIFICATIONS, EXPERIENCES & COMPETENCIES:**

- Proven working experience as a security guard or relevant experience.
- Trained security officer.
- Ability to operate detecting systems and emergency equipment.
- Excellent knowledge of public safety and security procedures/protocols.
- Surveillance skills detail orientation.
- Integrity and professionalism.
- Physically fit.
- Good hearing and eyesight.
- Observant.
- Responsible and trustworthy.
- Assertive with good interpersonal skills.
- Must be robust and able to work under instructions as required.
- Willingness to work after office hours.
- Possess positive attitude.
- Police clearance.

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 or the Secretary for Corporate Services no later than 5:00pm, Friday 15th July, 2016.

Dated this 14<sup>th</sup> day of June, 2016

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

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G. N. No. 560 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF CHIEF SECRETARY**  
**(Human Resource & Labour Section)**

JOB TITLE : Employee Relations Officer  
NO. of POSITION : 1 (one)  
SECTION : Employee Relations Unit  
SALARY LEVEL : Band 8a: \$10,568pa - \$13,232pa

**PRINCIPAL RESPONSIBILITIES**

The Disciplinary Officer is responsible to the Employee Relations Manager. Role and responsibilities of the Disciplinary Officer is to assist Employee Relations Manager in providing the following HR services for the NPS:

- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint against any officer(s) of the public service;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to possible breach(s) of the Public Service Act, 1998;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint made by the Head of Departments, (HODs), against any officer of the public services;
- Investigate any complaints arising from officers within the public service against any other officers;
- Investigate and ensure that all matters or finding(s) must be made in aligned with the Public Service Act, 1998;
- Maintain and update history of offenders;
- Investigate any decision(s) or recommendation(s) made or any act done or omitted to be done on any matters raised in liaison with the Justice Department;
- Compile and furnish monthly, quarterly and yearly reports;
- Interview the witnesses and offenders so as to ascertain the truth of the matter.
- Ensure that all matters are brought to the attention of the Chief Secretary Director Human Resources & Labour;
- Treat all matters arising with due process and diligence, and utmost confidentiality and not to disclose any information to a third party.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Candidate should have completed a Higher School Leaving Certificate or should be qualified as a paralegal, or in the absence of such qualification, should have at least undergone some legal training(s) in a recognized and Accredited Institution of Learning or work with at least three years' experience in the field of legal profession.

G. N. No. 560 / 2016 (Cont'd)

- Must be knowledgeable with the Public Service Act, 1998 and the Constitution of Nauru and must be acquainted and familiar with the criminal laws of Nauru;
- Must be fair and impartial;
- 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, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th July, 2016.

Dated this 04<sup>th</sup> day of July, 2016

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

G. N. No. 561 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF CHIEF SECRETARY**  
(Human Resource & Labour Section)

JOB TITLE : DEVELOPMENT OFFICER  
No. of POSITION : 1 (one)  
SECTION : Training & Development Unit  
SALARY RANGE : BAND 8a: \$10,586pa - \$13,232pa

**RESPONSIBILITIES**

The Development Officer is responsible to the Training & Development Manager. Role and responsibilities of the Development Officer is to assist the Training & Development Manager in providing the following HR services for the NPS:

- Advise departmental heads and employees on training policies and practices
- Plan training courses and prepare materials and deliver and present training sessions
- Monitor and evaluate in-house training courses
- Represent the HR&L in attending to activities such as job expos, school to work programs and high school career fairs.
- Plan and sometimes delivering training, including inductions for new staff;
- Assist Training & Development Manager conduct training needs analysis and skills audit for the NPS in conjunction with departmental heads.

G. N. No. 561 / 2016 (Cont'd)

- Develop and maintain data base and update employee training and professional development records.
- Produce monthly training report
- Develop and implement staff development programs
- Assist Manager Training & development prepare training & professional development costs budget.
- Coordinating the placement vacation students work experience with the various government agencies.
- Coordinate and disseminate training and professional development information to the NPS departments
- Liaise with the AusAID and other donor agencies scholarship office on scholarships available for NPS and coordinate and disseminate this information to the relevant heads of department within NPS.
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service.
- Other duties as may be directed.

#### KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of year 12 with at least 3 years of relevant experience training and development/human resources.
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organizational development initiatives using Adult Learning principles
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action.
- Planning and organizational skills
- Time-management skills
- Excellent presentation and facilitation skills
- Persuasive presentation skills
- Ability to negotiate and liaise with managers, employers, educational institutions and donor agencies.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th July, 2016.

Dated this 04<sup>th</sup> day of July, 2016

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

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G. N. No. 562 / 2016

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

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

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

POSITION : Clerical Officer  
SECTION : Quarantine  
No OF POSITION : One  
SALARY RANGE : Band 5: \$7, 063pa - \$8, 829pa

PURPOSE OF POSITION: This position is to provide clerical support and general administration duties to the Quarantine Section.

**DUTIES/RESPONSIBILITIES:**

- Perform typing duties
- Manage filing and records
- Library and book keeping
- Delivery of office correspondences
- Ensure all legislation are available in the Department
- Prepare copy (s) of legislation (s) requested by the public
- Registering and compiling of importers list and permits
- Answer to incoming/outgoing phone calls, emails and other means of communication
- Other duties as required by the Head of Department /Section
- Must be willing to work odd hours when required by section services
- Must be willing to do further studies where necessary for work purposes or on the job training

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Nauru

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G. N. No. 562 / 2016 (Cont'd)

**QUALIFICATIONS, EXPERIENCES & COMPETENCIES:**

- Secretarial training if available is preferred
- Motivated and reliable
- Minimum of Year 12 education
- Have a good command of written and spoken english
- Must have a valid driver's licence
- Computer literate in Microsoft office including excel, word, powerpoint etc...

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 or the Secretary for Corporate Services no later than 5:00pm, Friday 22nd July, 2016.

Dated this 07<sup>th</sup> day of July, 2016

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

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