



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

No. 62

20th April, 2016

Nauru

G. N. No. 280 / 2016

APPOINTMENT OF THE SUBSTANTIVE SECRETARY FOR MULTICULTURE AFFAIRS

It is notified for general information that on Friday 18th March 2016, Cabinet, pursuant to Article 68, Clause 3 of the Constitution of Nauru has approved the appointment of Ms. Barina Waqa as the substantive Secretary for Multiculture Affairs effective on the 18th of March, 2016.

Dated this 13th day of April, 2016.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G. N. No. 281 / 2016

APPOINTMENT OF ACTING REGISTRAR OF THE LIQUOR LICENSING BOARD

It is notified for general information that Cabinet at its meeting held on Monday 18th April, 2016 pursuant to Clause 8, subsection (3) of the Liquor Licensing Ordinance 1967, has approved the appointment of Mrs. Elizabeth Jacob to act as Registrar of the Liquor Licensing Board effective on Sunday 17th April 2016 until the return of the substantive Registrar of the Liquor Licensing Board, Mrs Justina Akubor on the 27th of April, 2016.

Dated this 18th day of April, 2016.

**OPHELIA CALEB
ACTING SECRETARY TO CABINET**

G. N. No. 282 / 2016

APPOINTMENT TO ACTING SECRETARY FOR MULTICULTURE AFFAIRS

It is notified for general information that on 18th April 2016, Cabinet, pursuant to Article 68, clause (3) of the Consitution of Nauru has approved the appointment of Mrs Berilyn Jeremiah to act as Secretary for Multiculture Affairs effective from 20th to 22nd April 2016 until the return of substantive for Multiculture Affairs, Ms Barina Waqa.

Dated this 19th day of April, 2016.

**BERNARD GRUNDLER
CHIEF SECRETARY**

No. 62

20th April, 2016

Nauru

G. N. No. 283 / 2016

APPOINTMENT OF ACTING SECRETARY FOR CABINET

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms Ophelia Caleb to act as Secretary for Cabinet from 17th to 27th April, 2016 until the return of substantive Secretary for Cabinet, Mr. Sasikumar Paravanoor.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 284 / 2016

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 15th April, 2016 Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr Andy Cain, Budget Director to act as Secretary for Finance effective from 25th April to 11th May 2016, until the return of substantive Secretary for Finance Mr. Martin Hunt.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 285 / 2016

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Ms. Melanie Bill to act as Secretary for Transport effective from 25th to 29th April, 2016 until the return of substantive Secretary for Transport Mr. Lesi Olsson.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 62

20th April, 2016

Nauru

G. N. No. 286 / 2016

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATION

It is notified for general information that on 15th April, 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr. Criden Appi to act as Secretary for Telecommunication and Media effective from 17th April to 02nd May 2016, until the return of the acting Secretary for Telecommunication Mr. Joel Waqa.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 287 / 2016

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr Jarden Kephass, to act as Secretary for Foreign Affairs & Trade from 18th to 25th April 2016, until the return of the Substantive Secretary for Foreign Affairs, Mr. Michael Aroi.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 288 / 2016

APPOINTMENT OF ACTING COMMISSIONER OF POLICE

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr Iven Notte, Superintendent Operations Nauru Police Force to act as Commissioner of Police from 17th to 29th April 2016, until the return of the substantive Commissioner of Police Mr Corey Caleb.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 289 / 2016

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY AND ENVIRONMENT

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr. Bernard Grundler Chief Secretary to act as Secretary for Commerce, Industry and Environment effective from 18th April to 01st May, 2016, until the return of the Acting Secretary for Commerce, Industry and Environment, Mrs. Chitra Jeremiah.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 290 / 2016

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICE

It is notified for general information that on 15th April 2016, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Mr. Barassi Botelanga to act as Secretary for National Emergency Service effective from 15th to 20th April, 2016 until the return of the substantive Secretary, Mr. Roy Harris.

Dated this 19th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 291 / 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 EDUCATION

POSTION : Curriculum Support Officer
SALARY RANGE : Band 5: \$7,063pa - \$8,829pa

DUTIES: PURPOSE OF THE POSITION: As the Curriculum Support Officer Responsible to the Director of C.A.S.E. for the satisfactory performance of your duties.

This position works closely with C.A.S.E Managers and consultants and involves mainly office work, assisting in workshops and meetings, project management and technical duties.

DUTIES AND RESPONSIBILITIES

- To assist the C.A.S.E Managers in

G. N. No. 291 / 2016 (Cont'd)

- Recording and stock-taking school resources and materials
- Processing materials such as recording, typing, printing, photocopying, sorting and filing
- Delivering workshops and meetings
- Manage projects such as Benchmarking
- To assist C.A.S.E consultants in
- Workshops and meetings
- Technical office work

QUALIFICATION

- Motivated to deliver assigned tasks;
- Have frontline skills or equivalent;
- Successful experience in ICT use including spreadsheets and other computer; programs and software
- High level of Literacy
- Demonstrated work ethic and ability to work in a team

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 292 / 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 EDUCATION

POSTION : Disability Coordinator
SALARY RANGE : Band 12: \$14,494pa - \$18,117pa

DUTIES: As the Disability Coordinator you will be responsible to the Director of CASE for the satisfactory performance of your duties;

- Operate, Supervise and manage the Able/Disable internal/external Affairs
- Maintain/develop knowledge of disability legislations
- Develop and revise policies and procedures to guide provision of academic services to disabled students learning progress
- Secure confidential documentation of disabilities
- Gather and report data for special studies

G. N. No. 292 / 2016 (Cont'd)

- Oversee the acquisition of resources
- Advise and coordinate staff and students programs
- Serve as a liaison between the department and the public
- Evaluates students' documentation to establish eligibility for GoN services
- Perform other duties as assigned

QUALIFICATION

- Bachelor in Education(Special Education) or equivalent
- Must have good command of Nauruan and English
- 5 years of professional experience with special need students

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 293 / 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 EDUCATION

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

DUTIES:

- Assist the office Director and managers in general administration of the Education Office
- Attend and Provide professional Guidance to customer service
- Compile all persons applications for training and employment
- Prepare meetings schedule as directed
- Manage all records and registers efficiently
- Able to type, photocopy, filing, data entry, printing as directed
- To perform such other duties compatible with the position as determined by the Director or senior officers in the Administration office.

QUALIFICATION AND EXPERIENCE:

Demonstrate ability in written and oral communication skills (English and Nauruan);
Knowledge in numeracy and analytical skills;
Ability to display professionalism, tact, courtesy, discretion and respects confidential;
Computer literacy;

G. N. No. 293 / 2016 (Cont'd)

- Must be punctual, accurate, reliable and demonstrate effective service attitude;
- Able to work independently and cooperative in a term environment;
- Preferably possess frontline training skills or equivalent is desirable but not essential;

KEY COMPETENCIES

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Planning and Organizing
- Time Management
- Interpersonal Skills
- Customer- Service orientation
- Initiative
- Reliability
- Stress tolerance

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 294 / 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 EDUCATION

POSTION : Scholarship Manager
SALARY RANGE : Band 12: \$14,494pa - \$18,117pa

DUTIES: PURPOSE OF THE POSITION: As the Scholarship Manager, you will be responsible to the Director of C.A.S.E Unit for the satisfactory performance of your duties. This position evaluates internal and external scholarship programs and processes scholarship programs and processes scholarship applications.

DUTIES AND RESPONSIBILITIES

- Produce an annual scholarship program report
- Analyse applications and transcripts to determine eligibility for educational scholarships
- Analyse scholarship details and assess suitability to the Nauru context
- Research, collect, analyse and present data to relevant officers

G. N. No. 294 / 2016 (Cont'd)

- Ensure the proper disbursement and accounting of funds
- Prepare instructions and applications for scholarship programs
- Provide courteous and professional service to all students and the general public on scholarship matters
- Promote all scholarships through advertising, meetings, personal visits
- Manage budget for scholarships
- Maintain a record of each Scholarship in a secure and retrievable manner
- Prepare reports on each scholarship holder for the Secretary of Education as requested, but as least two reports on academic progress per year for every scholarship holder
- Monitor conditions of all scholarships and conduct reviews as directed by the Secretary
- Arrange all travel, visas, accommodation, chaperones and funds for Scholarship related activities

QUALIFICATION

- Degree or professional qualification in Education or Management, experience and Personal qualities
- A thorough knowledge of the operations of a school and the Nauru Education System

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 295 / 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 FOREIGN AFFAIRS & TADE

POSITION : Assistant Director
No OF POSITION : One (1)
SALARY RANGE : Band 12 - \$14,493pa - \$18,117pa

GENERAL ROLE: To be always willing and ready to be rotated within the Department and to travel abroad for Government business and for posting overseas missions.

DUTY STATEMENTS: The Assistant Director will be responsible to the Director for;

- Provide advise to the Director on Nauru's foreign relations and strategies;
- Liaising and coordinating with international organisations in close consultations with relevant government departments agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;

G. N. No. 295 / 2016 (Cont'd)

- Conducting research on issues of interest of Nauru;
- Preparing Cabinet Papers;
- Maintain a good recordkeeping system;
- Assisting the director in the management of support staff;
- Processing attendance of Nauru's representatives to international meetings;
- Developing, evaluating and implementing policy initiatives;
- Providing reports/briefs as and when required;
- Drawing up the Division's annual budget and estimates and work programme;
- Implementing the Foreign Relations and Policy Statement and the National sustainable Development Strategy (NSDS)
- Actin Director in the absence of the Director;
- Performing any other duties as may be required by the Division or Director.

SELECTION CRITERIA

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration or Management;
- Minimum of 3 years experience in Foreign Affairs & Trade or related field;
- Good understanding of and commitment to the NSDS, the Constitution and the Foreign Policy Statement
- Good understanding of and working relations with Nauru's overseas Missions and other Government Departments;
- Some working knowledge of budget preparations and control;
- Good communication (written and oral) skills in the English language;
- Strong work ethics and good resources management skills.

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 296 / 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 FOREIGN AFFAIRS & TRADE

POSITION : Foreign Service Officer
No OF POSITION : One (1)
SALARY RANGE : Band 6 - \$8,078pa - \$10,097pa

GENERAL ROLE: To be always and be willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions.

DUTY STATEMENTS: Foreign Service Officer is responsible to the Director for:

- Conducting research on relevant issues;
- Policy Statement and the National Sustainable Development Strategy (NSDS);
- Maintaining records of incoming and outgoing correspondences;
- Receiving, sorting and distributing mail;
- Administrative duties to photocopying, typing and scanning, Maintaining updating file record;
- Some Finance and Training skills;
- Providing reports/briefs as when required; Performing any other duties as may be required by the Division or the Assistant Director to be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions and is responsible to the Director

QUALIFICATIONS: The incumbent should possess:

- Preferably a formal qualification in Foreign Affairs & Trade or related field;
- Preferably some experience (2 years minimum) in Foreign Affairs and Trade or related field;
- Good written and oral communication skills in the English Language; and
- Strong work ethics and good resource management skills.

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 29th April, 2016.

Dated this 18th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

No. 62

20th April, 2016

Nauru

G. N. No. 297 / 2016

ENGAGEMENT TO MARRY

NAME OF PARTIES: Bragon Duburiya of Aiwo District and
Cherish Deireragea of Ewa District

DATE OF ENGAGEMENT: 22nd April, 2016

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE

G. N. No. 298 / 2016

CORRIGENDUM

It is notified for general information Gazette No.60/2016 page 1 G.N.No 274/2016 and Page 2 G.N.No 276/2016 dated 08th April, 2016.

DELETE: **DEPARTMENT OF JUSTICE & BORDER CONTROL**

INSERT: **DEPARTMENT OF HEALTH & MEDICAL SERVICES**

DELETE: **IRENE** ALIKLIK

INSERT: **IRENA** ALIKLIK

GAZETTE OFFICER
