



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

No. 23

17th February 2017

Nauru

G.N. No. 87 / 2017

ASSISTANT MINISTERS ACT 2016
SECTION 5

Pursuant to section 5 of the Assistant Ministers Act 2016, I, **HON. BARON DIVAVESI WAQA, M.P.**, President of Nauru do hereby revoke the appointment of Hon. Jaden Dogireiy as Assistant Minister for Home Affairs effective on Friday 3rd February, 2017.

Given under my hand this 3rd day of February 2017.

HON. BARON DIVAVESI WAQA, M.P.
PRESIDENT

G.N. No. 88 / 2017

APPOINTMENT OF ACTING REGISTRAR OF THE SUPREME COURT

It is notified for general information that on 6th February 2017, the Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approves the appointment of Ms. Raelytta Daoe to act as Registrar of the Supreme Court effective from 8th – 25th February, 2017 until the return of the Registrar, Mr. Filimone Jitoko.

Dated this 10th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 89 / 2017

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that on 7th February 2017, the Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approves the appointment of Mr. Jay Udit, Solicitor General to act as Secretary for Justice & Border Control effective from 8th – 17th February, 2017 until the return of Substantive Secretary for Justice & Border Control, Mr. Graham Leung.

Dated this 14th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 23

17th February 2017

Nauru

G.N. No. 90 / 2017

PUBLIC SERVICE ACT 2016
SECTION 27A (2a)

NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 6th February 2016;

DEPARTMENT OF SPORTS

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Brenda Ribauw	Sports Development Officer Band 6b - \$10,097 per annum Band	Project Coordinator 7b - \$11,555 per annum

Dated this 14th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 91 / 2017

PUBLIC SERVICE ACT 2016
SECTION 27A (2a)
NOTICE OF PROMOTION

The provisional promotion of the following officers is hereby notified for public notification with effect from 18th July 2016;

NAURU POLICE FORCE

NAME	PROMOTED FROM	PROMOTED TO
Secretariat		
Simpson Deidenang	Inspector Band 7.5b - \$ 11, 555 per annum	Senior Inspector Band 10 - \$ 12, 918 per annum
Criminal Investigation Unit		
Czarist Daniel	Sergeant Band 6.5b - \$ 10, 097 per annum	Inspector Band 7.5b - \$ 11, 555 per annum
Intelligence Unit		
Decima Deireragea	Sergeant Band 6.5b - \$ 10, 097 per annum	Inspector Band 7.5b - \$ 11, 555 per annum
Operations Division Patrol Unit		
Brown Capelle	Sergeant Band 6.5b - \$ 10, 097 per annum	Inspector Band 7.5b - \$ 11, 555 per annum
Imran Scotty	Sergeant Band 6.5b - \$ 10, 097 per annum	Inspector Band 7.5b - \$ 11, 555 per annum
Traffic Unit		
Jachin Bop	Sergeant Band 6.5b - \$ 10, 097 per annum	Inspector Band 7.5b - \$ 11, 555 per annum

Dated this 15th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 92 / 2017

PUBLIC SERVICE ACT 2016
SECTION 27

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

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Immigration & Passport)

<u>NAME</u>	<u>POSITION/SALARY</u>	<u>EFFECTIVE DATE</u>
Starrington Dowabobo	Immigration Officer Band 6 - \$ 8, 087 per annum	16 th January, 2017.

Dated this 2nd day of January 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 23

17th February 2017

Nauru

G.N. No. 93 / 2017

PUBLIC SERVICE ACT 2016
SECTION 27
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following appointment is probationary effective 30th January, 2017.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

<u>NAME</u>	<u>POSITION</u>	<u>SALARY RANGE</u>
Ruth Dowiyogo	Foreign Service Officer	Band 6a - \$ 8, 078 – 10, 097 per annum

Dated this 6th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 94 / 2017

PUBLIC SERVICE ACT 2016
SECTION 27

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following appointments are probationary effective as of 2nd February, 2017;

DEPARTMENT OF TELECOMMUNICATION & MEDIA
(Nauru Media Bureau)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY BAND IN RANGE</u>
Theresa Dake	Administration Assistant	Band 7a - \$ 9, 244 per annum
Michael Moses Dame	Cameraman/TV Programmer	Band 5a – \$ 8, 829 per annum
Peter Aremwa	Reporter TV/ Cameraman	Band 5a – \$ 7, 063 per annum

Dated this 14th day of February 2017.

BERNARD GRUNDLER
CHIEF SECRETARY

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

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

NAURU POLICE FORCE

<u>NAME</u>	<u>POSITION & SALARY BAND</u>	<u>EFFECTIVE DATE</u>
Vicromis Star	Senior Constable Band 5.5 - \$ 8, 829 per annum	16 th January, 2017.

Dated this 8th day of February 2017.

COREY CALEB
COMMISSIONER OF POLICE

G.N. No. 96 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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

DEPARTMENT OF MULTICULTURAL AFFAIRS

JOB TITLE : SAFETY & SECURITY MANAGER
NO. of POSITION : 1 (one)
SALARY LEVEL : Band 12 - \$14,494 - \$18,117 per annum

PRINCIPAL RESPONSIBILITIES: The position of the Safety Security Manager is both a managerial and operational role which deals with the issues of safety and security across both the RPCs and Settlement. The Safety and Security Manager will be responsible for managing security services providers as well as the Community Liaison Officer project. The Safety and Security Manager will ensure the compliance of the security and safety policies with Nauruan laws as well as established centre and site rules. The Safety and Security Manager will monitor and ensure that security and safety services are of a standard acceptable to the Department and that all relevant incident reports are forward comprehensively and collated to inform safety and security developments and policies. Monitoring and assessing safety and security services is a continuous part of the role with reviews ensuring an effective safety and security system across both the RPC Settlement. The Safety and Security Manager reports directly to the Secretary for Multicultural Affairs.

DUTIES & RESPONSIBILITIES

- Developing and implementing security policies, protocols and procedures across the RPC and Settlement
- Controlling budgets for security operations and monitoring expenses which are being claimed by engaged firms
- Supporting and recruiting, training and supervising of security officers and guards
- Reviewing safety and security needs across the RPC and Settlement and providing recommendations to the Secretary for Multicultural Affairs
- Ensuring incident reports are filled and collated into a system to be presented to the Secretary for Multicultural Affairs on a monthly basis
- Working with the Nauru Police Force and other such stakeholders on a matters of safety and security in the RPC and Settlement communities
- Managing the Community Liaison Officer project and being the officer to whom all security firms engaged in the RPC and Settlement are to report to.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Must be at least 18 years' old
- Must be a Nauruan citizen
- Must be able to drive a motor vehicle and have a valid driver's license
- Must have completed up to year 12 high school level or equivalent (tertiary achievements are an advantage)
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to details
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be willing to be able to travel overseas for work purposes
- Must be of a sober habit, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must have experience in the safety and security field
- Must be able to work within a team environment and work with different ethnicities

G.N. No. 96 / 2017 (Cont'd)

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 Friday 24th February, 2017.

Dated this 14th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 97 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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

DEPARTMENT OF MULTICULTURAL AFFAIRS

JOB TITLE : HUMAN RESOURCE & ASSET CONTROL MANAGER
NO. of POSITION : 1 (one)
SALARY LEVEL : Band 12 - \$14,494 - \$18,117 per annum

PRINCIPAL RESPONSIBILITIES: The position of the Human Resource & Asset Control Manager is a managerial role which deals with the issues of human resources and asset controls associated with the department of the Multicultural Affairs. The Human Resource & Asset Control Manager supports departmental needs and ensures the proper implementation of the relevant human resource and logistics strategy and objective. The asset control aspect of the role is based logistic accountability and transparency which ensures that departmental assets are maintained, accounted for and managed in an appropriate way. A fundamental role of the Human Resource & Asset Control Manager is to act as a point of contract for the Government of Nauru in terms of official requests for assistance requested by a third party, of RPC and settlement service providers and vice areas. The Human Resource & Asset Control Manager reports directly the Secretary for Multicultural Affairs. The position is based on an employment contract which shall be for an initial period of one year with the first six months of that year being probationary.

DUTIES & RESPONSIBILITIES

- Promoting Government of Nauru and departmental values and enabling success through job design, recruitment, performance management, training and development, employment cycle changes, talent management and facilities management services.
- Being the point of contract for Government of Nauru in relation to any human resource complaints or issue regarding DMA staff or RPC or Settlement service provider staff to which department of Multicultural Affairs has an interest in
- Developing Human Resource planning strategies with other managers with consideration for immediate and long-term staff requirements
- Preparing job description for all positions within the department of Multicultural Affairs
- Maintaining staff records in a proper and effective system
- Maintain a registry of all inventory and assets of the department of Multicultural Affairs
- Manage transport requirements of the department of the Multicultural Affairs
- Develop and maintain a logistic strategy for the department of Multicultural Affairs consistent with the system implement by the Government of Nauru
- Implementation and compliance with the instructions of the Secretary for the department of Multicultural Affairs
- Manage departmental infrastructure such as the Community Resource Centre and other sites

KNOWLEDGE, SKILLS AND EXPERIENCE

- Must be at least 18 years' old
- Must be a Nauruan citizen
- Must be able to drive a motor vehicle and have a valid driver's license

G.N. No. 97 / 2017 (Cont'd)

- Must have completed up to year 12 high school level or equivalent (tertiary achievements are an advantage)
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to details
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be willing to be able to travel overseas for work purposes
- Must be of a sober habit, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must have experience in the Human Resource and Logistics fields
- Must be able to work within a team environment and work with different ethnicities

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 Friday 24th February, 2017.

Dated this 14th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 98 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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: \$10,568 - \$13,232 per annum

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.

G.N. No. 98 / 2017 (Cont'd)

- 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.
- 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 Friday 24th February, 2017.

Dated this 15th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 99 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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 : Recruitment Officer
No. OF POSITION : 1 (one)
SECTION : Recruitment, Selection & Monitoring Unit
SALARY LEVEL : Band 8a: \$10,568 - \$13,232 per annum

RESPONSIBILITIES

- Appraise departmental submissions on request for vacancy to be filled;
- Assist the Administrative Officer with managing efficient and timely advertisements of vacancies in the Public Service;
- Manage efficient and transparent recruitment process in line with established policies and the Public Services Act 1998;
- Coordinate with the Manager Recruitment, Selection & Monitoring on establishment of Selection and Recruitment panel;

G.N. No. 99 / 2017 (Cont'd)

- Assist Manager Recruitment, Selection & Monitoring in preparation of Ministerial submission on creation, transfer, abolition, reclassification of an Office in the Public Service;
- Compilation and preparation of monthly reporting of the unit's activities;
- Conduct induction program for the new employees joining the Nauru Public Service;
- Prepare gazettal notices that requires Chief Secretary's endorsement;
- Arrangement for conduction of an interview and vacancy advertisement;
- Advising approved employment of new staffs, relievers & temporary appointments;
- Advice employee of approved cessation, resignation, promotion & appointment.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum Year 12 education or other qualification relevant to the job
- At least 5 years working experience in Public Administration or relevant fields
- Good public relations and customer services skills
- Well versed with the Public Service Act
- Ability to produce documents to a high standard of presentation and output using Microsoft office suite including word excel, software applications
- Ability to communicate effectively both verbally and in writing with employees
- Ability to plan prioritize and co-ordinate workload in order to meet conflicting deadlines
- Ability to exercise discretion and maintain confidentiality
- Ability to work within a team environment and under own supervision using initiative

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 Friday 24th February, 2017.

Dated this 15th of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 100 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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 : Manager – Training & Development
No. OF POSITION : 1 (one)
SECTION : Training & Development Unit
SALARY LEVEL : Band 10a - \$12,918 -- \$16,147 per annum

RESPONSIBILITIES

The Training & Development Manager is responsible to Director Human Resources & Labor. Role and responsibilities of the Training & Development Manager include;

- Consultation with the heads of department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Liaise with departmental heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.
- Liaise with various donor agencies such as AusAID, NZAID, and various educational institutional like UPS on scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information public service wide.
- Assist various government agencies with processes for transparent selection of most appropriate participants for all training opportunities.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations training outcomes report.
- Ensure the content of all training delivered is in line with the Nauru human resources development strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.
- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training data base and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Academic qualification in, adult learning /training, human resource management, organizational development, or other relevant discipline.
- At least (5) five years' experience working in a training role (Train –the- Trainer) in the public sector with an up-to-date knowledge of training concepts and theories.

G.N. No. 100 / 2017 (Cont'd)

- High level presentation, facilitation, communication and capacity building skills including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education
- Excellent written and MS skills
- Excellent interpersonal, written and oral communication skills.
- Fluency in English language required both written and spoken.
- Demonstrated ability to produce reports and other written deliverables to a high standard.

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 Friday 24th February, 2017.

Dated this 15th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 101 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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 : Clerical Officer
No. OF POSITION : 1 (one)
SECTION : Training & Development Unit
SALARY LEVEL : Band 5a - \$7,063 - \$8,829 per annum

PURPOSE OF POSITION: The Clerical Officer is responsible in providing clerical support to the Nauru Public Service training & professional development activities, working under the supervision and management of the Training & Development Manager.

DUTIES/RESPONSIBILITIES

Role and responsibilities of the Clerical Officer is to assist the Development Officer and Manager in providing the following clerical support for the NPS

- Customer service
- Undertake administrative duties, answer phone and deal with clients
- Maintain incoming and outgoing correspondence in MS Outlook
- Keep daily registry of Unit files movement
- Develop and maintain filing systems
- Assist Development Officer to coordinate and disseminate training and professional development information to the NPS Departments through GIO
- Assist Development Officer with providing materials, deliver and present training sessions
- Assist Development Officer in monitoring and evaluating in house training sessions
- Other duties as may be directed by the manager, Training & Development Unit

G.N. No. 101 / 2017 (Cont'd)

QUALIFICATIONS & EXPERIENCE

- Minimum Form 5 or School Leavers Certificate
- Demonstrate ability to work in a team environment
- Demonstrate good inter-personal skills
- Ability to produce documents to a high-standard of presentation and output using Microsoft Office suite (including Word, Excel) software applications
- Ability to communicate effectively both verbally and in writing with employees
- Ability to plan, prioritize and co-ordinate workload in order to meet conflicting deadlines
- Ability to exercise discretion and maintain confidentiality

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, Friday 24th February, 2017.

Dated this 15th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 102 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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	:	Manager – Employee Relation
No. OF POSITION	:	1 (one)
SECTION	:	Training & Development Unit
SALARY LEVEL	:	Band 10 - \$12,918 - \$16,147 per annum

PRINCIPAL RESPONSIBILITIES

The Manager Employee Relations is responsible for providing leadership and coordination for all employee/labour relations activities across NPS, ensuring compliance with Public Service Act 1998 in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary action termination.

- Interpret and advise on employment legislation such the Public Services Act
- Listening to employee grievances and implementing disciplinary procedures
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Service Act and relevant Government legislation relation
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and department supervisor
- Advising others on the proper procedure for carrying out investigating relating to beach of discipline
- Providing accurate advice on issues arising from employment contacts and legislation

G.N. No. 102 / 2017 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Formal qualification in an appropriate discipline such as industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the public sector or an equivalent combination of relevant experience and/ or education/ training.
- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management, mediation and conflict resolution are essential
- Achievement or progress toward relevant human resource qualifications would be highly regarded
- 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, Friday 24th February, 2017.

Dated this 15th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 103 / 2017

PUBLIC SERVICE ACT 2016
SECTION 22
VACANCY

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. 103 / 2017 (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 Friday 24th February, 2017.

Dated this 15th day of February 2017

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 104 / 2017

ENGAGEMENT TO MARRY

NAME OF PARTIES: Braveman Atto of Uaboe District and
Saranita Duburiya of Buada District

Wilkes Deiye of Ijuw District and
Kellen Adeang of Ewa District

DATE OF ENGAGEMENT: 13th February 2017
3rd March 2017

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