



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

No. 143

14th September, 2018

Nauru

G.N.No. 708/2018

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on 7th September 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor to act as Secretary for Foreign Affairs & Trade from 6th September 2018, until the return of the substantive Secretary for Foreign Affairs, Mr Michael Aroi.

Dated this 10th day of September, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 709/2018

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on 7th September 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru, approves the revocation of the appointment of Mrs. Annette Cook acting position as Secretary for Multicultural Affairs and approved the appointment of Mr. Brene Karl, Operation Manager as acting Secretary for Multicultural Affairs effective from 9th – 16th September, 2018 until the return of substantive Secretary for Multicultural Affairs, Ms. Barina Waqa.

Dated this 11th day of September, 2018

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 710/2018

APPOINTMENT OF ACTING CHAIRMAN OF NAOERO POSTAL SERVICES CORPORATION

It is notified for general information that on Friday 31st August 2018, Cabinet approved the appointment of Ms. Favae Herman to act as Chairperson of the Naoero Postal Services Corporation from Friday 31st August to Thursday, 13th September 2018 until the return of the substantive Chairman Mr. Samuel Grundler

Dated this 31st day of August, 2018.

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N.No. 711/2018

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment shall be effective 13th August 2018.

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Administration)

Name	Position	Salary Band
Damon Adeang	Financial Intelligence Unit Officer	Band 12.5 - \$18,000 per annum

Dated this 12th day of September, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 712/2018

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment shall be effective 4th September 2018.

DEPARTMENT OF EDUCATION
(Nauru TVET)

Name	Position	Salary Band
Lukale Amram	Teacher (TVET)	Band 11 - \$13,673 per annum

Dated this 14th day of September, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 713/2018

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment shall be effective 11th September 2018.

DEPARTMENT OF NAURU POLICE & EMERGENCY SERVICES

Name	Position	Salary Band
Patience Hiram	Clerical Officer	Band 5 - \$8, 475 per annum
Ilcana Cain	Clerical Officer	Band 5 - \$8, 475 per annum

Dated this 14th day of September, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 714/2018

PUBLIC SERVICE ACT 2016
SECTION 27

APPOINTMENT ON PROBATION

DEPARTMENT OF CHIEF SECRETARY
(Administrative Section)

Name	Position/Salary	Effective Date
Corina Menke	Receptionist Band 4 - \$6, 520 per annum	4 th September, 2018
Ursula Temaki	Receptionist Band 4 - \$6, 520 per annum	4 th September, 2018

Dated this 14th day of September, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 715/2018

PUBLIC SERVICE ACT 2016
SECTION 27A (2)

NOTICE OF PROMOTION

The provisional promotion of the following officers is hereby notified for general notification effective 13th April, 2018.

DEPARTMENT OF EDUCATION

Name	Promoted From	Promoted To
Chalena Vuniwaqa	Teacher Certificate Band 10 - \$12, 918 per annum	Teacher Diploma Band 11 - \$13, 673 per annum
Agnes Lorenzo Denuga	Teacher Certificate Band 10 - \$12, 918 per annum	Teacher Diploma Band 11 - \$13, 673 per annum

Dated this 14th day of September, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 716/2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Ezekiel Dagiario of Boe District and
Liebon Akua of Ewa District.

DATE OF ENGAGEMENT: 7th September, 2018

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE

G.N.No. 717/2018

NAOERO CITIZENSHIP (AMENDMENT) ACT 2017
SECTION 18

It is notified for general information that Cabinet on Friday 22nd June 2018, pursuant to Section 18 of the Naoero Citizenship Act 2017, approved and granted Nauruan Citizenship to the following persons:

1. Brenda Soriano (nee Pereira)
2. Ropate Paul Aaron Lesi
3. Taukabwan Kaarite
4. Gordon Tozaka
5. Bikeieta Amasia (nee Mote)
6. Robert Amasia
7. Armando Soriano

Dated this 12th day of September, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 718/2018

NAOERO CITIZENSHIP (AMENDMENT) ACT 2017
SECTION 18

It is notified for general information that Cabinet on Sunday 24th June 2018, pursuant to Section 18 of the Naoero Citizenship Act 2017 approved and granted Nauruan citizenship to the following persons:

1. Lai Qing Leung
2. Chor Fun Leung
3. Chuu Po Hui

Dated this 12th day of September, 2018

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

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 : Legislative Drafting Assistant
No OF POSITION : One (1)
SALARY : Band 12 - \$14, 492 per annum
RESPONSIBLE TO : Principal Legislative Drafter

PRIMARY PURPOSE OF THIS ROLE:

This position is to handle and support the Legislative Drafting on bills.

PRINCIPAL RESPONSIBILITIES:

- Assist in the reviewing, editing and proofreading of legislation.
- Assist in the preparation of document to send outside from section.
- Assist in the preparation of laws and publication on the legal database include the Consolidation of both legislation and subsidiary legislation.
- Prepare responses to corresponding.
- Attend meeting with either the Senior or the Junior Drafter.
- Completing any special project and other task, including administrative task assigned to him/her.
- Completing any work that is set by the section head from the Secretary for Justice & Border Control.
- General support work of the drafting section.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12.
- Minimum 1 Year of demonstrated clerical experience.
- Good understanding of the policy.
- A computer literate.
- Good English oral and written.
- Demonstrated experience in secretarial duties.
- Demonstrated sound knowledge of the Public Service Act.

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 21st September, 2018.**

Dated this 14th day of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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
(Secretariat)

POSITION : Personal Assistant
No OF POSITION : One (1)
SALARY : Band 8.5 - \$13,232 per annum

PRIMARY PURPOSE OF THE POSITION

The Personal Assistant position assists and supports the Secretary for Justice. The Personal Assistant is under the general supervision of the Secretary for Justice & Border Control.

PRINCIPAL RESPONSIBILITIES

- Responsible for Personal and Official errands of the Secretary for Justice & Border Control
- Responsible for arranging travel, visas and accommodation
- Organising and maintaining diaries and making appointments
- Responsible for receiving, screening, recording and relaying of incoming & outgoing emails and often corresponding on behalf of the Secretary for Justice & Border Control
- Responsible for organising and attending meetings and ensuring SJBC is well prepared for meetings
- Note taking and dictation at meetings or to provide general assistance during presentations
- Drafting letters, managing and reviewing filing system
- Assist in liaising and working closely with other lawyers as per direction of SJBC
- Liaise with Manager for HR Administrative duties and Finance

KNOWLEDGE, SKILLS AND EXPERIENCE

- Good knowledge of and exposure to customer care service
- Minimum Year 12 School Leaver Certificate or Certificate in Secretarial Studies or equivalent.
- Must have minimum 1 year clerical experience
- Must be proactive and have good time management skills.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines
- Good interpersonal skill and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Must have good knowledge and application of policies and the Public Service Act 2016
- Excellent reading, written and verbal communication skills both English and Nauruan
- Possess excellent computer skills/ literacy in MS applications, Internet/email

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 21st September, 2018**

Dated this 14th of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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 : Human Rights Officer
No OF POSITION : Two (2)
SALARY : Band 6 - \$8, 078 per annum
RESPONSIBLE TO : Senior Government Lawyer

PRIMARY PURPOSE OF THIS ROLE:

This position is handle and support the Senior Government Lawyer on the Human Rights.

PRINCIPAL RESPONSIBILITIES: Under the supervision of the Senior Government Lawyer and the direct guidance of the Secretary for Justice & Border Control the incumbent with responsible for the following duties;

- Organise Workshop and Consultations, meetings as mandated by the Department of Justice & Border Control.
- Collect information, undertake research draft documents and relevant statements on Human Rights.
- Prepare correspondence and communications for the workshop, in consultation and meeting reports.
- Identify and liaise with experts and speakers for the workshop in consultation with concerned supervisor(s).
- Provide substantive inputs into internal and external materials. Including information and communication tools on Human Rights.
- Ensure updating the website with the relevant information on Human Rights.
- Assist in liaising with Human Rights mechanisms.
- Perform any other duties as assigned by the Senior Government Lawyer, Human Rights and Gender and/or the Secretary for Justice & Border Control.
- General support work of the drafting section.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Good knowledge of and exposure to Human Rights issues.
- Strong analytical and research skills.
- Ability to address logistical and politically complex matters.
- Knowledge of Human Rights mandates.
- Ability to incorporate gender perspectives in all areas of work.
- Ability to plan own work, establish priorities.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Strong communication (spoken and written) skills, including the ability to produce a variety of written materials in a clear and concise style.

G.N.No. 721/2018 (Cont'd)

- Good interpersonal skill and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Minimum qualification of Year 12, a Computer literate with good English oral and written.
- Minimum 1 Year demonstrated experience in clerical and secretarial duties.
- Good understanding of the policy and demonstrate sound knowledge of the Public Service Act.

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 21st September, 2018.**

Dated this 14th day of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 722/2018

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
(Secretariat)

POSITION : Prosecution Clerk
No OF POSITION : One (1)
SALARY : Band 5.5 - \$8,829 per annum

PRIMARY PURPOSE OF THE POSITION

The Prosecution Clerk position assists and supports the Director of Prosecution & Public Prosecution. The Prosecution Clerk is under the general supervision of the Public Prosecution and the direct guidance of the Director of Public Prosecution.

PRINCIPAL RESPONSIBILITIES

- Responsible for receiving and distribution of incoming and outgoing mails.
- Responsible for manning the front desk reception
- Responsible for receiving, screening, recording and relaying of incoming & outgoing calls
- Responsible for consistent orderly filing system of electronic and paper correspondences and updating the prosecution cases
- Ensure proper storage updating court cases database software
- Assist in liaising with paralegals in concerned duties
- Perform any other duties as assigned by the Director Public Prosecutor, Public Prosecutor and Secretary for Justice & Border Control
- Otherwise generally support the work of the Prosecution Division

G.N.No. 722/2018 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Good knowledge of and exposure to customer care service
- Minimum Year 12 School Leaver Certificate or Certificate in Secretarial Studies or equivalent.
- Must have minimum 1 year clerical experience
- Must be proactive and have good time management skills.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines
- Good interpersonal skill and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Must have good knowledge and application of policies and the Public Service Act 2016
- Excellent reading, written and verbal communication skills both English and Nauruan
- Possess excellent computer skills/ literacy in MS applications, Internet/email

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 21st September, 2018.**

Dated this 14th day of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 723/2018

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
No OF POSITION : Two (2)
SALARY : Band 5 - \$7, 063 per annum
RESPONSIBLE TO : Manager of Finance & Administration,
Secretary for Justice & Border Control

PRIMARY PURPOSE OF THIS ROLE:

This position is to handle and support the Manager of Finance & Administration, Secretary for Justice & Border Control.

PRINCIPAL RESPONSIBILITIES: Under the general supervision of the Manager of Finance & Administration and the direct guidance of the Secretary of Justice & Border Control the incumbent with responsible for the following duties;

- Answer to incoming and outgoing calls.
- Front desk receptionist.
- Keep records on incoming and outgoing mails.
- Filing and updating the Departments filing system.
- Liaise with customer business.

G.N.No. 723/2018 (Cont'd)

- Ensure updating the business registration and licenses.
- Assist in liaising with Paralegals in concerned duties.
- Perform any other duties as assigned by the Secretary for Justice & Border Control.
- General support work of the Justice Secretariat.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Good knowledge of and exposure to customer care services.
- Ability to plan own work, establish priorities.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Strong communication (spoken and written) skills.
- Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Minimum qualification of Year 12, a Computer Literate with good English oral and written.
- Minimum 1 Year of experience in clerical and secretarial duties.
- Good understanding of the policy and demonstrate sound knowledge of the Public Service Act.

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 21st September, 2018.**

Dated this 14th day of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 724/2018

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 CHIEF SECRETARY
(Secretariat Division)

POSITION : Clerical Officer
No. OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 475 per annum

PRIMARY PURPOSE OF THIS ROLE:

In collaboration with the Personal Assistant and Executive Secretary, the position provides clerical support to the Chief Secretary, maintaining daily clerical tasks.

PRINCIPAL RESPONSIBILITIES:

- Maintain and update filing systems.
- Ensure compliance in the workplace.
- Assist the Chief Secretariat Division with its' daily operations.
- Assist incoming memos including emails to determine their dissemination.

G.N.No. 724/2018 (Cont'd)

- Prepare affidavit of service for file records.
- Assist with preparations of annual events including the Nauru Public Service Day event.
- Understands existing policies, procedures and Government Acts.
- Great visitors and determine whether access to the Chief Secretary is necessary.
- Distribute outgoing correspondences to individual recipients as required.
- Comply with relevant Acts, Policies and Procedures.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Requires a minimum of Year 12 education.
- Minimum of 5 years' experience in clerical/administration fields.
- Time management skills.
- Effective communication skills, both written and verbal.
- Computer literate, particularly MS applications.
- Fluent in English.

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 28th September, 2018.**

Dated this 14th of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 725/2018

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
(Prison & Correctional Services)

POSITION : Administrative Officer
No. OF POSITIONS : One (1)
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

This position is to maintain Nauru Treasury System of accounting policies and procedure. Also, to oversee the Finance operations within the Correctional department, including the design of an organizational structure adequate for achieving the department's goals and objectives

PRINCIPAL RESPONSIBILITIES:

- To manage outsourced functions.
- Forecast cash flow positions and available funds for purchasing.
- Ensure that sufficient funds are available to meet ongoing operational and capital requirements.
- Maintain and update financial credits.

G.N.No. 725/2018 (Cont'd)

- Recommend appropriate spending based on dividend patterns and expected cash flows.
- Manage the preparation of approved budget.
- Report to management on variances from the formulation of our overall planned expenditure.
- Prepare Inter Budget transfer where and when required.
- Engage in ongoing cost reduction analyses.
- Engage in benchmarking studies to establish areas of potential operational improvement.
- Explain the company's financial results to the Chief Correctional Officer and recommend improvement activities.
- Review financial expenditure and recommend changes to improve the overall level of expenses.
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analytical
- Create additional studies and file monthly report to Chief Correctional Officer for his immediate attention.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have a Higher School Leaving Certificate or some form of Higher Tertiary Qualifications, specifically relating to Children.
- Must have qualification in Administration work.
- Experience in providing Administrative and Clerical duties.
- Must have good command of English both written and verbal.
- Must be skilful in gathering and analysing data.
- Must have a good understanding of the Public Service Act 2016.
- Must have strong knowledge of administrative and operational procedures relating to budgetary related issues requisitions and salary returns.
- Able to work with minimal supervision.
- Must be a computer literate and skilful in using Microsoft Word, Excel Access and Email.
- Strong time management and organizational skills.
- Good problem solving, negotiation and communication skills.
- Manage budget and reporting 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 28th September, 2018.**

Dated this 14th of September, 2018

BERNARD GRUNDLER
CHIEF SECRETARY