



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

No. 181

14th December, 2018

Nauru

G.N.No. 933/2018

APPOINTMENT OF ACTING REGISTRAR OF COURTS

It is notified for general information that on 29th November 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Penijamini Lomaloma to act as Registrar of Courts from 24th December, 2018 – 4th January, 2019 until the return of the substantive Registrar of Courts.

Dated this 6th day of December, 2018

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No.934 /2018

APPOINTMENT OF ACTING POLICE COMMISSIONER

It is notified for general information that on 29th November, 2018 Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Ruskin Tsitsi Superintendent of Nauru Police Force, to act as Police Commissioner of Republic of Nauru from 2nd – 7th December, 2018 until the return of the substantive Commissioner of Police, Mr. Corey Caleb.

Dated this 6th day of December, 2018

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No.935 /2018

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment shall be effective 19th November, 2018

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Laboratory Section)

Name	Position	Salary Band
Angeline Dick	Laboratory Assistant	Band 5 - \$7,063 per annum

Dated this 22nd day of November, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 936/2018

PUBLIC SERVICE ACT 2016
SECTION 27A(5)
NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information effective as of 19th November, 2018.

NAME	TRANSFERRED FROM: NURSING DIVISION	TRANSFERRED TO: LABORATORY SECTION
Chamoro Ribauw	Health Trainee Band 4 - \$6,250 per annum	Laboratory Assistant Band 5 - \$7,063 per annum

Dated this 22nd day of November, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No.937/2018

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment shall be effective 19th November, 2018.

DEPARTMENT OF LANDS COMMITTEE

Name	Position	Salary Band
Marita Jones	Secretary to the Board	Band 6.5 - \$10,097 per annum
Shy-an Amon	Computer Operator	Band 5 - \$7,063 per annum

Dated this 22nd day of November, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No.938 /2018

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment shall be effective 28th November, 2018.

DEPARTMENT OF TRANSPORT
(Directorate of Civil Aviation)

Name	Position	Salary Band
Sheryl Iga	Security Officer	Band 4.6 - \$7,838 per annum

Dated this 6th day of December, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 939/2018

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment shall be effective 23rd November, 2018.

DEPARTMENT OF TRANSPORT
(Directorate of Civil Aviation)

Name	Position	Salary Band
Eliam Cecil	Cleaner	Band 1 - \$6,013 per annum
Lalita Tatum	Cleaner	Band 1 - \$6,013 per annum
Kelly Togoran	Cleaner	Band 1 - \$6,013 per annum
Mayne Kun	Security Officer	Band 4.6 - \$7,838 per annum

Dated this 6th day of December, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 940/2018

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 HEALTH & MEDICAL SERVICES
(Public Health)

POSTION : Diabetes Care Officer
No. OF POSITIONS : One (1)
SALARY BAND : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE: Diabetes Care Officer needs to assist Diabetes Care Manager for all the Diabetes activities and will be responsible to be the Ministry of Health and the Director of Public Health and the Diabetes Unit. The officer needs to work closely with Diabetes Centre in carrying out activities in order to build capacity and prevention of Diabetes complications.

PRINCIPAL RESPONSIBILITIES:

- Assisting with the daily tasks of the Diabetes Centre.
- Assessment of patients and maintaining patient records and database.
- Communicating with the Diabetes Care Manager on a regular basis regarding progress on centre activities.
- Assisting the NCD Specialist on site.
- Providing secretarial support for the Centre.
- Performing other activities assigned by the Director of Public Health.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Relevant qualifications in Health or Community development, and/or at least 2 years' experience working in the field of Diabetes Care and Management.
- Valid Drivers' License.
- Experience in home care and community care.
- Experience in community based programs.
- Good knowledge and application of Basic Life Support.
- Good knowledge and application of Occupational Health & Safety.
- Nauruan & English Communication skills.
- Experience and/or knowledge of Diabetes and/or non-communicable diseases care.
- Medium level computer skills (Microsoft Word, Excel and Access Database)
- Demonstrated ability to work independently and as part of a team.

G.N.No. 940/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14th December, 2018.**

Dated this 14th day of November, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 941/2018

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 AUDIT

POSITION : Administrative Assistant
No OF POSITION : One (1)
SALARY BAND : Band 5.5 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

This position is to support and provide administrative work towards the Audit Department.

PRINCIPAL RESPONSIBILITIES:

- Office administration in General.
- Obtaining quotations for local purchases.
- Preparation of Payment Vouchers.
- Submission of PV to Treasury on FMIS.
- Collection of cash from the NRO Office for purchases/expenses.
- Purchase of items locally for office use.
- Filing and maintenance of Office documents.
- Preparing Time-Sheets and Variation to Salary Section.
- Dispatching and delivering of letters and documents.
- Handles the payment of utility bills.
- Maintenance of Office equipment, vehicle etc.
- Supervision of Office Maintenance.
- Organizing meetings, workshops etc.
- Any other work assigned by the Auditor General or Senior employees from time-to-time.

G.N.No. 941/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12 or equivalent.
- English (oral and written).
- Basic Finance and Accounting.
- Computer literate (Microsoft Offices, internet, emailing).
- Administrative and accounting.
- FMIS System. And a team worker.
- Able to work after hours.
- Time management skills
- Respectful, honest, humble and to maintain confidentiality.
- Fit and strong.
- Maintain a clean and tidy work environment.
- Cooperative in all task/work given.

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 14th December, 2018.**

Dated this 22nd day of November, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No.942/2018

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 AUDIT

POSITION : Examiner of Accounts
No OF POSITION : One (1)
SALARY BAND : Band 6.5 - \$10, 097 per annum

PRINCIPAL RESPONSIBILITIES:

- To assist the Auditor General and Auditors in conducting various Audit job.
- Conduct Audit queries independently as part of the Audit and also raise queries as directed by the Auditor/Senior Examiner of Accounts.
- Check cash, receivable, payable, etc. to confirm records are accurate.
- Liaising with managerial staff and presenting findings and recommendations.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Any other work assigned by the senior employees of the department.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have Secondary Education, at least up to Year 12 level, and must be of sober habit, reliable and energetic.
- Minimum of 3 Years 'experience in the Government Office or instrumentality involving accounting duties.
- Must have High Communication Skills, being competent in both written and spoken English.
- Must be a Computer Literate advantage having knowledge of Microsoft Office Excel program.
- Ability to work individually as well as within 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 14th December, 2018.**

Dated this 26th day of November, 2018

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.943/2018

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 FINANCE
(Nauru Revenue & Customs Office)

POSTION : Senior Revenue Services Officer
No. OF POSITIONS : One (1)
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

PRINCIPAL RESPONSIBILITIES:

- Provide accurate and timely customer advice to enable compliance with revenue laws and commercial obligations.
- Provide practical assistance for customers who need it to understand their obligation.
- Ensure customers are provided with appropriate accurate and timely notifications of their revenue commercial and other obligations.
- Maintain up-to-date customer revenue files including registration details, assessment/invoicing information, returns, and declarations, due dates, disputes and technical/legal analytical materials.
- Properly record to prescribed standards and file, customer correspondence, interview notes, submissions and reports according prescribed standards.
- Provide pre-emptive customer reminders on pending payment obligations.
- Proactively follow-up both new and old debt following prescribed procedures.
- Manage assessment or invoicing disputes in conjunction with Technical/Legal Officer as required.
- Through the Technical/Legal Officer, escalate appropriate complaints and disputes to the Deputy Secretary (Revenue)
- Keep the Deputy Secretary (Revenue) and Technical/Legal Officer informed about insignificant case matters, trends and emerging or sensitive issues.

KNOWLEDGE, SKILLS & EXPERIENCES:

- High integrity and reliability.
- Customer relationship management skills.
- Formal writing abilities.
- Commercial awareness.
- Ability to preserve to ensure compliance.
- Ability to work with financial and accounting information.
- Intermediate level skills in Microsoft Office applications including Word and Excel.

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 14th December, 2018.**

Dated this 22nd day of November, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No.944/2018

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 FINANCE
(Nauru Revenue & Customs Office)

POSTION : Senior Tax Auditor
No. OF POSITIONS : Two (2)
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

PRINCIPAL RESPONSIBILITIES:

- Carry out Tax Audits on individual and company taxpayers.
- Prepare written audit reports identifying any errors and omissions and recommending appropriate action.
- Prepare amended assessments to reflect the outcome of tax audits.
- Make recommendations on the application of the penalty and prosecution provisions of the Law and impose additional tax as directed.
- Provide assistance to Audit and Enforcement Officers to resolve more complex aspects of their work.

SELECTION CRITERIA:

- Relevant experience in tax administration, accounting or compliance activities, or the ability to quickly acquire these skills.
- An understanding of taxation legislations and its' application in a taxation environment or the ability to quickly acquire.
- Good problem solving and analytical skills.
- An ability to work in a potentially confrontational environment.
- Excellent communication skills, both written and oral.
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered.

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 14th December, 2018.**

Dated this 26th day of November, 2018.

SASIKUMAR PARAVANOOR
ACTING 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 HEALTH & MEDICAL SERVICES
(Public Health)

POSTION : Health Promotion Graphics Artist
No. OF POSITIONS : One (1)
SALARY BAND : Band 8 - \$10, 586 per annum

PRIMARY PURPOSE OF THIS ROLE: Graphics Artist position is to interpret the Department of Health needs and to design solutions with high visual impact. To work on a variety of products, including books, magazines, product packaging, websites, exhibitions and other IEC materials. To work as part of the Health Promotion team in disseminating Health Information for Health Promotion and disease prevention.

PRINCIPAL RESPONSIBILITIES:

- Increasing people's awareness of Health issues, such as risk factor for NCDs, CD prevention and Health Promotion initiatives.
- Providing advice and information to individuals or community groups, through the use of presentations, exhibitions and the media.
- Working closely with professional colleagues in the Department.
- Implement Health Promotion strategies within the MoH strategic plans.
- Design and develop promotional materials, pamphlets, posters, websites, radio and television.
- To formulate a regular newsletter on Public Health issues in conjunction with the Director of Public Health/Healthy Island Promotion Coordinator/Public Health Promotion Educator.
- Accountable for the storage, safekeeping and maintenance of HP equipment and software.
- Provide office administration including the maintenance of an effective Health Promotion filing and cataloguing system.
- Provide monthly activity report to the Director of Public Health and Healthy Island Promotion Coordinator.
- Attend Public Health related meetings and other meetings as assigned.
- Other duties as directed by the Director of Public Health.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Diploma or Certificate in Graphic Design.
- Some experience to Health Promotion activities and programs.
- Community based programs.
- Health promotion skills in strategic Health communication.
- Knowledge of Health priorities in MoH.
- Self-motivation, initiative, flexibility and ability to work well with pressure.
- Proven Graphic Designing experience.
- Possession of creative flair, versatility, conceptual/visual ability and originality.
- Ability to interact, communicate and present ideas.
- Highly proficient in all design aspects.
- Professionalism regarding time, costs and deadlines.

G.N.No. 945/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14th December, 2018.**

Dated this 22nd day of November, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 946/2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Mark Detageouwa of Nibok District and
Atanrenga Kareitito from Kiribati.

DATE OF ENGAGEMENT: 4th December, 2018

HON. DAVID RANIBOK ADEANG, M.P
ACTING MINISTER IN CHARGE

NAME OF PARTIES: Jonathan Obeta of Ijuw District and
Mishka-Melindy Agadio of Aiwo District.

DATE OF ENGAGEMENT: 8th December, 2018

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