



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

---

No. 47

29<sup>th</sup> March, 2018

Nauru

---

G.N. No. 222 / 2018

**APPOINTMENT OF ACTING CHAIRMAN OF NAURU REHABILITATION CORPORATION**

It is notified for general information that Cabinet on Friday 23<sup>rd</sup> March 2018 approved the appointment of Mr. Brene Karl as acting Chairman of the Nauru Rehabilitation Corporation from 25<sup>th</sup> – 30<sup>th</sup> March 2018 during the absence of substantive Chairman Mr. Peter Jacob.

Dated this 23<sup>rd</sup> day of March, 2018.

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

---

G.N. No. 223 / 2018

**APPOINTMENT OF ACTING CHAIRMAN OF NAURU LANDS COMMITTEE**

It is notified for general information that Cabinet on Friday 23<sup>rd</sup> March 2018 approved:

1. The revocation of the appointment of Mr. Iturinmar Abawo Diringa as Acting Chairman of Nauru Lands Committee with effect from Friday 23<sup>rd</sup> March 2018. Mr. Diringa will continue to be the Vice-Chairman of Nauru Lands Committee.
2. The appointment of Mr. Joslyn Taumea as Acting Chairman of the Nauru Lands Committee with effect from Friday 23<sup>rd</sup> March 2018 until the return of Acting Chairman Mr. Douglas Audoa.

Dated this 23<sup>rd</sup> day of March, 2018.

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

---

G.N. No. 224 / 2018

**APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS**

It is notified for general information that on Friday 23<sup>rd</sup> March 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Livai Sovau, Legal Officer to act as Secretary for Home Affairs from 25<sup>th</sup> March – 8<sup>th</sup> April, 2018 until the return of substantive Secretary for Home Affairs, Mrs. Mary Tebouwa.

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N No. 225 / 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 EDUCATION**  
*(Nauru Language Commission)*

**POSITION** : Director of Nauru Language Commission  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 13 - \$15, 363per annum

**PRIMARY PURPOSE OF POSITION:** The Director of Nauru Language Commission is responsible for the management and oversight of operations of the Directorate of the Nauru Language Commission. The Director is responsible for ensuring effective implementation of activities of the Language Commission. The Director is expected to liaison between the Department of Education and Home Affairs as it relates to language in Education and Language in Culture. The Director is expected to provide a leadership role to staff members to ensure that guidelines and policy management and administration is implemented in an efficient and effective manner.

**RESPONSIBILITIES:** The Director of Nauru Language Commission is responsible and accountable to the Secretary for Education and the Secretary for Home Affairs. The Director will provide management and supervisory roles in the Nauru Language Commission.

- Create a framework for ensuring the development and preservation of the language into the future.
- To oversee the functions and provide support and guideline of the Nauru Language Commission as expressed in its Terms of Reference.
- Provide a report to the Secretary for Education and the Secretary for Home Affairs on a six monthly basis.
- Perform other duties as may be required by the Secretary for Education and the Secretary for Home Affairs.

**QUALIFICATIONS:**

- Must be fluent in the Nauruan Language.
- Must possess a tertiary qualification (a degree in language and/or Education is desirable) minimum being a Diploma.

G.N. No. 225 / 2018 (Cont'd)

- Possess relevant qualifications/experiences in education or in linguistics.
- Demonstrated sound knowledge in computer literacy and the internet.
- Ability to lead, train, recruit, assess and support staff.
- High level of written or oral English communication skills.
- Ability to provide leadership to staff by demonstrated personal qualities of punctuality, timely performance of tasks, high standards of application to work.

**SELECTION CRITERIA:**

- Demonstrated knowledge and understanding of the Nauruan Language.
- Ability to think conceptually, research and analyse complex issues, and develop innovative solutions suitable to the Nauruan context.
- Proven leadership, management and coordination skills at a strategic level and demonstrated ability to successfully lead teams to achieve organisational outcomes within time and cost limitations.
- Demonstrated high level communication, interpersonal and consultation skills with the ability to negotiate and represent the Directorate effectively at all levels of Government and with relevant external bodies and community.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 226 / 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 EDUCATION**  
*(Nauru Language Commission)*

**POSITION** : Administrative Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 6 - \$8, 078per annum

**PRIMARY PURPOSE OF POSITION:** The Administrative Officer will be responsible to the Director of the Nauru Language Commission for the delivery of administrative duties.

**RESPONSIBILITIES:** To assist the Director of Nauru Language Commission with;

- Recruit of consultants.
- Organising of consultant's travels and accommodation.
- General office correspondence.
- Liaise with Education Department and Home Affairs Department for information
- Record and stocktake resources and materials.

G.N. No. 226 / 2018 (Cont'd)

- Process materials such as recording, typing, printing, photocopying, sorting and filing.
- Organise workshops and meetings.
- Assist Director in Technical office work.
- Perform such other duties compatible with the position as determined by the Director.

**QUALIFICATIONS:**

- Must be fluent in the Nauruan Language.
- Complete Year 12 or equivalent.
- Must have good command of English.
- Must be a team worker and possess initiative.
- Demonstrated sound knowledge in computer literacy and the internet.
- Must possess sober habits and be punctual.

**SELECTION CRITERIA:**

- Execute all tasks with efficiency and diligence.
- Exercise economy in dealing with time and resources.
- Attend work at all times.
- Be punctual to work.
- Be honest in entering the time-book accurately.
- Display positive work ethics.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 227 / 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 EDUCATION**  
*(Nauru Language Commission)*

**POSITION** : Finance Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 7 – (\$9, 244per annum)

**PRIMARY PURPOSE OF POSITION:** The Finance Officer will be responsible to the Director of the Nauru Language Commission for the satisfactory performance of his/her duties. The position involves evaluation of the financial management of the Nauru Language Commission.

G.N. No. 227 / 2018 (Cont'd)

**RESPONSIBILITIES:** to assist the Director of Nauru Commission Language with;

- Producing the annual financial report to the RON and various donor funded projects to specific deadlines.
- Prepare fortnightly and monthly variation sheets.
- Prepare annual budgets for the Directorate.
- Record and track all invoices, periodic payments and approved payments and ensure they are paid in a timely manner.
- Keep abreast of changes in the financial regulations.
- Prepare payment vouchers for submission to Finance.
- Prepare banking accounts for staff members.
- Perform such other duties compatible with the position as determined by the Director.

**QUALIFICATIONS:**

- Must be fluent in both Nauruan and English languages.
- Complete Year 12 or equivalent.
- Preferably should have a degree or diploma in financial management, accounting or business.
- Demonstrated should knowledge in computer literacy and the internet.
- Must possess sober habits and be punctual.
- Punctual, proactive and efficient.
- Preferably have project management skills and experience.

**PROFESSIONALISM:**

- Execute all tasks with efficiency and diligence.
- Exercise economy in dealing with time and resources.
- Attend work at all times.
- Be punctual to work.
- Be honest in entering the time-book accurately.
- Display positive work ethics.

**SELECTION CRITERIA:**

- Demonstrated knowledge and understanding of Financial management.
- Demonstrated experience in project management.
- Demonstrated leadership, management and coordination skills as well as initiative to achieve organisational outcomes within time and cost limitations.
- Demonstrated high level communication, interpersonal and consultation skills with the ability to negotiate and represent the Directorate effectively.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 228 / 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 EDUCATION**  
*(Nauru Language Commission)*

**POSITION** : Language Translator  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 6 - \$10, 097per annum

**PRIMARY PURPOSE OF POSITION:** The Language Translator will be responsible to the Director of Nauru Language Commission for the delivery duties.

**RESPONSIBILITIES:** to assist the Director of Nauru Language Commission with;

- Liaising with the Department of Education regarding vernacular in education.
- Liaising with the Department of Home Affairs regarding vernacular in culture.
- Compiling a Nauru Vernacular Dictionary from existing and approved sources.
- Compile words to be used at different levels in schools, and in the work place or community.

**QUALIFICATIONS:**

- Must be fluent in the Nauruan Language.
- Must have good command of English.
- Must be a team worker and possess initiative.
- Demonstrated sound knowledge in computer literacy and the.
- Must possess sober habits and be punctual.

**PROFESSIONALISM:**

- Execute all tasks with efficiency and diligence.
- Exercise economy in dealing with time and resources.
- Attend work at all times.
- Be punctual to work.
- Display positive work ethics.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 229 / 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 EDUCATION**  
*(UNESCO)*

**POSITION** : Executive Secretary  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 5 - \$7, 063per annum

**PRIMARY PURPOSE OF POSITION:** This position will be responsible to the Director of Administrative, through the Secretary General UNESCO for general assistance to any administrative duties required from time to time.

**RESPONSIBILITIES:**

- Types submissions provided by UNESCO National Commission for funding and process request for statistic on Education or other UNESCO related matters.
- Attend to UNESCO correspondences.
- Administer UNESCO- sponsored activities or initiative such as competitions or projects.
- Arrange travel and other related matters for UNESCO personnel.
- Perform such other duties compatible with the position as determined by the director of administration and the UNESCO Secretary – General.
- Any other duties as may be required by the UNESCO Secretary – General or the Director of Administration.

**QUALIFICATIONS:**

- Good command of English and a Computer Literate.
- Frontline training or equivalent training desirable but not essential.
- Demonstrate work ethic and ability to work in a team.
- Preferable holds an educational degree and higher equivalent qualification.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 230 / 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 EDUCATION**  
*(Nauru Language Commission)*

**POSITION** : Project & Research Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 7 – \$10, 399per annum

**PRIMARY PURPOSE OF POSITION:** The Project & Research Officer will be responsible to the Director of Nauru Language Commission for the satisfactory performance and delivery of duties.

**RESPONSIBILITIES:** to assist the Director of Nauru Language Commission with;

- Deliver assigned tasks.
- Successful experience in ICT use including spreadsheets and other computer programmes and software. This includes the use of ICT equipment such as printers and photocopiers.
- Provide and initiate projects that enhances and promotes the vernacular in Education and in culture.

**QUALIFICATIONS:**

- Must be fluent in Nauruan and English (written, oral and reading)
- Must be of good character.
- Demonstrate work ethics and ability to work in a team.
- Complete Year 12 or equivalent.
- Preferably should have a degree or diploma in financial management, accounting or business.
- Demonstrated sound knowledge in computer literacy and the internet.
- Must possess sober habits and be punctual.
- Punctual, proactive and efficient.
- Preferably have project management skills and experience.

**PROFESSIONALISM:**

- Execute all tasks with efficiency and diligence.
- Exercise economy in dealing with time and resources.
- Attend work at all times.
- Be punctual to work.
- Be honest in entering the time-book accurately.
- Display positive work ethics.

G.N. No. 230 / 2018 (Cont'd)

**SELECTION CRITERIA:**

- Demonstrated knowledge and understanding of financial management.
- Demonstrated experience in project management.
- Demonstrated leadership, management and coordination skills as well as initiative to achieve organisational outcomes within time and cost limitations.
- Demonstrated high level communication, interpersonal and consultation skills with the ability to negotiate and represent the Directorate effectively.

Applications should be lodged in writing or electronically 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, Tuesday 10<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 231 / 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 POLICE & EMERGENCY SERVICES**  
*(Administration)*

**POSITION** : Data & Information Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 8 - \$10, 586per annum

**PRIMARY PURPOSE OF POSITION:** The Data & Information Officer/Clerical is responsible for compiling and entering new and updated police reports, attendance reports, and police information. This position reports directly to the Data & Information Manager.

**RESPONSIBILITIES:**

- Prepare source data for computer entry by compiling and sorting information.
- Establish entry priorities.
- Review data for deficiencies, resolve inconsistencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintain data entry requirements by following program techniques and procedures.
- Keep reports up-to-date as per requirement.
- Verify entered data by reviewing, correcting, deleting, or re-entering data.
- File hard copies of final entries on a weekly basis.
- Assist the Data and Information Manager as assigned
- Maintain a neat and orderly filing system.
- Maintain a clean and tidy work environment.
- Undertake capacity building trainings and workshops.

G.N. No. 231 / 2018 (Cont'd)

**QUALIFICATIONS:**

- At least 2 years' experience in a clerical position.
- Extensive computer skills.
- high standard of written and spoken English.
- Excellent skills.
- Ability to make difficult or challenging decisions.
- Ability to collaboratively.
- Ability to work as a team.

Applications should be lodged in writing or electronically 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 13<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 232 / 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 POLICE & EMERGENCY SERVICES**  
*(Administration)*

**POSITION** : Clerical Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 5 - \$7, 063per annum

**PRIMARY PURPOSE OF POSITION:** The Clerical Officer is responsible for preparation o Nauru Police Force timesheet on a daily basis and preparation and compilation of Nauru Police Force variation. The position is also responsible of organising Nauru Police Leave's and preparation of Police Clearance for Commissioner of Police endorsement.

**RESPONSIBILITIES:**

- Compile and prepare the Nauru Police Force assets for future purchases.
- Management and distribution of stationery orders and supplies.
- Assist the Corporate Service Manager in implementing human resource and logistics request as assigned.
- assist the Corporate Services Manager and Logistics Officer as assigned.
- Maintain confidentiality of any information received in the work place at all times.
- Maintain neat orderly filing system.
- Maintain a clean and tidy work environment.
- Undertake quality assurance activities.

G.N. No. 232 / 2018 (Cont'd)

**QUALIFICATIONS, EXPERIENCE & COMPETENCIES:**

- Year 12 School Certificate.
- Good command of written and oral English.
- Certificate in Secretarial studies.
- Must possess basic computer knowledge in essentially MS Word and Excel.
- Extensive Computer Skills.
- Excellent communication skills.
- Must be able to work independently.
- Must have a good interpersonal skill.
- Ability to work collaboratively.
- Ability to work as a team.
- Ability to make difficult or challenging decisions.

Applications should be lodged in writing or electronically 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 13<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 233 / 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 POLICE & EMERGENCY SERVICES**  
*(Administration)*

**POSITION** : Clerical Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 5 - \$7, 063per annum

**PRIMARY PURPOSE OF POSITION:** The Clerical Officer position is responsible in organising and recording of all Nauru Police Force assets. The position is also responsible of organising Nauru Police issuing and stock taking of assets. This position reports directly to the Corporate Service Manager.

**RESPONSIBILITIES:**

- Compile and prepare the Nauru Police Force assets for future purchases.
- Management and distribution of stationery orders and supplies.
- Assist the Corporate Service Manager in implementing human resource and logistics request as assigned.
- assist the Corporate Services Manager and Logistics Officer as assigned.
- Maintain confidentiality of any information received in the work place at all times.
- Maintain neat orderly filing system.
- Maintain a clean and tidy work environment.

G.N. No. 233 / 2018 (Cont'd)

- Undertake quality assurance activities.

**QUALIFICATIONS, EXPERIENCE & COMPETENCIES:**

- Year 12 School Certificate.
- Good command of written and oral English.
- Certificate in Secretarial studies.
- Must possess basic computer knowledge in essentially MS Word and Excel.
- Extensive Computer Skills.

Applications should be lodged in writing or electronically 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 13<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 234 / 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 POLICE & EMERGENCY SERVICES**  
*(Administration)*

**POSITION** : Clerical Officer  
**No. OF POSITIONS** : One (1)  
**SALARY RANGE** : Band 5 - \$7, 063per annum

**PRIMARY PURPOSE OF POSITION:** The Clerical Officer position is responsible for preparation of Nauru Police Force timesheet on a daily basis and preparation and compilation of Nauru Police Force variation. The position is also responsible of organising Nauru Police preparation of summary every fortnight ending. This position reports directly to the Corporate Service Manager.

**RESPONSIBILITIES:**

- Compile Nauru Police Force timesheet.
- Assist the Corporate Service Manager in implementing finance duties as assigned.
- Assist the Corporate Service Manager and Finance Officer as assigned.
- Liaise with the Human Resource department in regards to variation & staff salary.
- Prepare variation for submission every fortnight ending.
- Maintain confidentiality of any information received in the work place at all times.
- Undertake quality assurance activities.
- Maintain a clean and tidy work environment.

G.N. No. 234 / 2018 (Cont'd)

**QUALIFICATIONS, EXPERIENCE & COMPETENCIES:**

- Year 12 School Certificate.
- Good command of written and oral English.
- Certificate in Secretarial studies.
- Must possess basic computer knowledge in essentially MS Word and Excel.
- Extensive Computer Skills.
- Excellent communication skills.
- Must be able to work independently.
- Must have a good interpersonal skill.
- Ability to work collaboratively.
- Ability to work as a team.
- Ability to make difficult or challenging decisions.

Applications should be lodged in writing or electronically 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 13<sup>th</sup> April, 2018.**

Dated this 27<sup>th</sup> day of March, 2018.

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

G.N. No. 235 / 2018

**CORRIGENDUM**

It is notified for general information that the Gazette No. 38, G.N.No. 180/2018 dated this 23<sup>rd</sup> March, 2018.

**DELETE:**

<b>NAME</b>	<b>PROMOTED FROM</b>	<b>PROMOTED TO</b>
Rosie Raidi	Gazette Officer <b>Band 5.5 - \$8, 829 per annum</b>	Senior Administrative Officer Band 8 - \$10, 586 per annum

**INSERT:**

<b>NAME</b>	<b>PROMOTED FROM</b>	<b>PROMOTED TO</b>
Rosie Raidi	Gazette Officer <b>Band 7a - \$9, 244 per annum</b>	Senior Administrative Officer Band 8 - \$10, 586 per annum

**GAZETTE OFFICER**