



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 56

20th April, 2018

Nauru

G.N. No. 268 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1)(a) & (b)

Pursuant to the powers in that vested in me, under Section 16, (1)(a)&(b) of the Public Service Act 2016, I, David Ranibok Adeang, MP, Acting President and Minister responsible for the Public Service, do hereby Create and Abolish the following positions with effect from 10th January, 2018; -

DEPARTMENT OF NATIONAL EMERGENCY SERVICES

Creation of Positions;

Fire & Rescue Services

Name of Position	No. of Position	Salary Range (per annum)
Ambulance Driver	5	Band 5 – Band 5.5 \$7, 063 - \$8, 829 per annum

Meteorology Services

Name of Position	No. of Position	Salary Range (per annum)
Assistant Meteorology Officer	1	Band 5 – Band 5.5 \$7, 063 - \$8, 829 per annum

Abolishment of positions;

Lifeguard Services

Name of position	No. of Position	Salary Range (per annum)
Lifeguard	5	Band 5 – Band 5.5 \$7, 063 - \$8, 829 per annum

Dated this 12th day of April, 2018.

HON. DAVID RANIBOK ADEANG, M.P
ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N. No. 269 / 2018

PUBLIC SERVICE ACT 2016
SECTION 32 (1)(b)

CREATION OF CONTRACT POSITION

Pursuant to the powers in that vested in me, under Section 32, (1)(b) of the Public Service Act 2016, I, David Ranibok Adeang, MP, Acting President and Minister responsible for the Public Service, do hereby create the following new positions with effect from 1st July, 2016;

DEPARTMENT OF MULTICULTURAL AFFAIRS

DESIGNATION	NO. OF POSITION	SALARY (per annum)
Receptionist	1	\$13,000
Settlement Officer – Manager Assistant	1	\$16,900

Dated this 12th day of April, 2018.

HON. DAVID RANIBOK ADEANG, MP
ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N. No. 270 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1)(a)

CREATION OF PUBLIC SERVICE POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 (1)(a) of the Public Service Act 2016, I, David Ranibok Adeang, M.P, President and Minister responsible for the Public Service, do hereby, Create the following position with effect from 20th March, 2018.

DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT

CREATION OF POSITION

DESIGNATION OF OFFICE	NO. OF POSITION	SALARY SCALE
Director of Energy	1	Band 13A.1 (\$15,363/- per annum)

Dated this 22nd day of March, 2018.

HON. BARON DIVAVESI WAQA, M.P
PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N. No. 271 / 2018

APPOINTMENT OF ACTING SECRETARY FOR CABINET

It is notified for general information that on 10th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Ms. Ophelia Caleb as acting Secretary for Cabinet effective from 11th – 15th April 2018, until the return of substantive Secretary for Cabinet, Mr. Sasikumar Paravanoor.

Dated this 17th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 272 / 2018

NAURU POLICE FORCE ACT 1972 – 1987
NOTICE OF PROMOTION

The provisional promotion of the following officers is hereby notified for public notification with effect from 9th April, 2018.

NAURU POLICE FORCE

NAMES	PROMOTED FROM	PROMOTED TO
Macpherson Brechtefeld	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum
Drusky Dabwadauw	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum
Derrick Deduna	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum
Shane Brechtefeld	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum
Pansia Depoudu	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum
Senior Tokaibure	Constable Band 4 : \$8, 593 per annum	Senior Constable Band 5.5 - \$8, 829 per annum

Dated this 19th day of April, 2018.

COREY CALEB
COMMISSIONER OF POLICE

G.N. No. 273 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27A (2)

The provisional promotion of the following officers is hereby notified for general notification.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

NAME:	FROM:	TO:	EFFECTIVE DATE:
Grace Debao	Health Trainee Band 4 - \$6, 250 per annum	Medical Intern Special Pay - \$20, 000 Per annum	2 nd October, 2017
Layana Menke	Health Trainee Band 4 - \$6, 250 per annum	Medical Intern Special Pay - \$20, 000 Per annum	2 nd October, 2017

Dated this 12th day of April, 2018.

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 274 / 2018

PUBLIC SERVICE ACT 2016
SECTION 24 (1)(a)
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment has been accepted with effect on 2nd April, 2018.

DEPARTMENT OF AUDIT

NAME	POSITION	SALARY SCALE
Baston Cecil	Examiner of Account	Band 6.5 - \$10, 097 per annum

Dated this 18th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 275 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 12th March 2018.

DEPARTMENT OF EDUCATION

NAME	POSITION	SALARY
Maureen Dagiario	Teacher Certificate	Level 5.2 - \$7, 414 per annum

Dated this 18th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 276 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective on 13th March, 2018.

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Fire & Rescue Services)

NAME	POSITION	SALARY SCALE
Jesse Jeremiah	Firefighter	Band 6 - \$8, 078 per annum

Dated this 18th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 277 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 15th March, 2018.

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Health Planning)

NAME	POSITION	SALARY
Bernice Atto	Ward Clerk	Band 5 - \$7, 063 per annum

Dated this 18th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 278 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective on 19th March, 2018.

DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT
(Agriculture)

NAME	POSITION	SALARY SCALE
George Tagamoun	Livestock Farm Manager	Band 12 - \$14, 494 per annum

Dated this 18th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 279 / 2018

NAURU POLICE FORCE ACT 1972
RESIGNATION – SECTION 12(a)

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

DEPARTMENT OF NAURU POLICE FORCE

NAME	POSITION	SALARY RANGE	EFFECTIVE DATE
Zimron Caleb	Senior Constable	Band 5.5 - \$8, 829 per annum	4 th April, 2018

Dated this 19th day of April, 2018.

COREY CALEB
COMMISSIONER OF POLICE

G.N. No. 280 / 2018

PUBLIC SERVICE ACT 2016
DEEMED RESIGNATION – SECTION 44(2)

It is notified for general information as per section 44(2) of the Public Service Act 2016, the following officer has been deemed to have resigned from her employment.

DEPARTMENT OF CHIEF SECRETARY
(Government Information Office)

NAME	POSITION	SALARY BAND	EFFECTIVE DATE
Aleysha Tamakin	Administrative Assistant	Band 6 - \$8, 078 per annum	3 rd April, 2017

Dated this 13th day of April, 2018.

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 281 / 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
(Administration)

POSITION : Receptionist
No. OF POSITIONS : Two (2)
SALARY RANGE : Band 4 - \$6, 250 per annum

PURPOSE OF POSITION: Receptionist for providing Customer relations support (switchboard and clerical duties) for the Department.

DUTIES/RESPONSIBILITIES:

- Greet and assist visitors.
- Answer, direct calls and respond to inquiries.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence and utmost confidentiality.
- Perform other duties a may be required by the Director/Manager of Administration.

G.N. No. 281 / 2018 (Cont'd)

QUALIFICATIONS & EXPERIENCES:

- Minimum qualification of year 12.
- At least 2 years of relevant experience.
- Good command of written and spoken English.
- Willingness to work after hours.
- Knowledge of computer programs such as Excel & Word processor.
- Positive and sober attitude.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 2nd May, 2018.**

Dated this 16th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 282 / 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
(Administration)

POSITION : Maintenance Officer
No OF POSITIONS : Two (2)
SALARY RANGE : Band 5 - \$7, 063 per annum

DUTIES/RESPONSIBILITIES:

- To look after the State House Maintenance work.
- To carry out maintenance work and labour work as per the job cards.
- To attend the Diesel Browser.
- To record the fuel delivery by the Tank Farm.
- To do the maintenance of the generator set at the State House.
- To maintain and repair all Government buildings.
- To assist during state functions.
- Other duties as directed by the Site Managing Officer and Support Service Officer.

QUALIFICATIONS & EXPERIENCES:

- Minimum qualification of year 12 with trade skills.
- At least 2 years of relevant experience.
- Ability to read and write in English.
- Willingness to work after office hours.
- Possess positive attitude.

G.N. No. 282 / 2018 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 2nd May, 2018.**

Dated this 16th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 283 / 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
(Administration Section)

POSITION : Financial Planning Officer

SALARY SCALE : Band 6.5 - \$10, 097 per annum

RESPONSIBILITIES:

- Monitor and implement budget for Chief Secretary Department.
- Develop and maintain a spending plan for each quarter.
- Process payments for staff salary, travel and training requirements.
- Effect travel arrangements for Chief Secretary and staff.
- Process payments for office requirements such as stationery and other consumables.
- Process and effect payments for government housing projects.
- Process and effect payments for government billings.
- Process budget documents for Budget Submission for the FY.
- Budget forecasting and inter Subhead Transfers as directed by the Secretary.
- Maintain filing system on Budgetary matters.
- Prepare stocktake inventory for Admin Division.
- Conduct quarterly stocktake for Admin Division.
- Submit quarterly reports on department budget and stocktake.
- Supervise process of Time Sheets & Variation in the absence of Support Service Officer.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12.
- Analytic skills.
- At least 2 years of relevant experience.
- Fluent in written and spoken English.
- Excellent in computer programming such as Excel & Word.
- Basic Accounting and Numeracy skills.
- Willingness to work after hours.
- Must be diligent and of sober habits.
- Must have good customer relations and organisational skills.

G.N. No. 283 / 2018 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 2nd May, 2018.**

Dated this 16th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 284 / 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
(Administration Section)

POSITION : Support Service Manager
DURATION : Three (3) Years
SALARY SCALE : Band 12 - \$14, 494 per annum

RESPONSIBILITIES:

- Managing of all Government service contracts.
- Drafting expression of interests, tender documents, lease agreements.
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all contracts.
- Serve as the point of contact for customers on contractual matters. Act as contractual focal point “middleman” between Government Clients and Government of Nauru, ensuring timely review of invoices.
- Monitoring contractor’s progress and performance to ensure services conform to the contract and terms of Conditions.
- Develop and implement procedures for contract management and administration in compliance with Government policy.
- Ensure contract close-out, extension or renewal.
- To produce Monthly, Quarterly & Annual reports.
- Any other duties assigned by the Chief Secretary & Secretary of Public Administration & Operations.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12.
- At least 5 years of relevant experience.
- Fluent in written and spoken English.
- Knowledgeable in computer programming such as Excel & Word.
- Basic Accounting and Numeracy Skills.

G.N. No. 284 / 2018 (Cont'd)

- Willingness to work after hours.
- Must be diligent and of sober habits.
- Must have good customer relations and organizational skills.
- Must be able to drive both Manual & Automatic vehicles.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 2nd May, 2018.**

Dated this 16th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 285 / 2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Asterio Appi of Boe District and
Caasi Shawnee Aingimea of Meneng District

Abraham Anderson Notte of Uaboe District and
Fina-Lurah Jeremiah of Meneng District

Dong Buraman of Anetan District and
Augusta Detabene of Aiwo District

DATE OF ENGAGEMENT: 12th April, 2018
20th April, 2018
9th May, 2018

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