



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

No. 07

12th January, 2018

Nauru

G.N. No. 23 / 2018

PUBLIC SERVICE ACT 2016
SECTION 81(3)

Pursuant to the powers in that vested in me under Section 81(3) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President to the Republic of Nauru, do hereby declare Monday 29th January, Tuesday 30th January and Friday 2nd February, 2018 as a special Public holiday to be observed by the officers and employees of the Public Service and its instrumentalities from 7:00am to 5:00pm in Commemoration of the ‘50th Anniversary of Nauru Independence Day.’

Dated this 11th day of January, 2018.

HON. BARON DIVAVESI WAQA, M.P
PRESIDENT

G.N. No. 24 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1a)

CREATION OF NEW POSITIONS

Pursuant to the powers in that vested in me, under Section 16 (1) (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service Act, do hereby create the following new positions with effect from 2nd October, 2017: -

DEPARTMENT OF HEALTH & MEDICAL SERVICES

Name of Position	No. of Position	Salary (per annum)
Medical Intern	2	\$17, 000 - \$20, 000

Dated this 5th day of January, 2018.

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

G.N. No. 25 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1a)

CREATION OF A POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 (1) (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby create the following new position with effect from 7th December, 2017: -

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Secretariat)

Name of Position	No. of Position	Salary in Band	Salary (per annum)
Financial Intelligence Unit Officer	1	12b	\$18, 117 - \$22, 838 per annum

Dated this 28th day of December, 2017.

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

G.N. No. 26 / 2018

PUBLIC SERVICE ACT 2016
SECTION 24 (1a)

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment is hereby confirmed from 10th November, 2017.

DEPARTMENT OF TRANSPORT
(Directorate of Civil Aviation)

Name	Position	Salary Band
Zillah Denitage	Cleaner	Band 1 - \$6, 013 per annum

Dated this 5th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 27 / 2018

APPOINTMENT OF ACTING SECRETARY FOR ADMINISTRATION & OPERATIONS

It is notified for general information that on 21st December 2017, Cabinet pursuant to Article 68(3) of the Constitution of Nauru approved the appointment of Mrs. Justina Akubor to act as Secretary for Public Administration & Operations effective from 24th December 2017 to 1st January 2018, until the return of the substantive Secretary for Public Administration & Operations, Mr. Michael Angelo Dimapilis.

Dated this 4th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 28 / 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:

PARLIAMENT

POSITION : Executive Secretary to Private Members
No OF POSITION : One (1)
SALARY : Band 5.5 - \$8, 829 per annum

PRIMARY PURPOSE OF THE POSITION

The Executive Secretary is responsible in providing secretariat and administrative services to Private Members. Other duties include researching, compiling, assisting, understudying and observing the work related duties as assigned from the competent authority.

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational Health and Safety procedures.
- Provide administrative support services to Private Members.
- Maintain meeting or appointment schedule.
- Managing incoming and outgoing calls.
- Attend customer enquiries and provide a timely response.
- Maintain and manage office administration requirements.
- Facilitate travel, visa and accommodation booking arrangements where applicable.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Perform any other duties as may be required by the Clerk, Deputy and Assistant Clerk of Parliament.
- Liaising with other Departments, State-Owned Enterprises, corresponding foreign Parliaments and Parliamentary Associations.
- Performs protocol duties to visiting foreign dignitaries and Nauru's bilateral or multi-lateral relations.
- Provide written reports or as when required.

G.N. No. 28 / 2018 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Appropriate and relevant tertiary qualifications.
- Minimum Qualifications in year 12.
- General knowledge in administrative duties.
- Significant experience working in administration, parliamentary or court environment.
- Excellent typing skills and competence to undertake dictation.
- Computer literate.
- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practises and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.
- Sober habits and be of congenial character.
- Punctual, proactive and efficient.
- Proficient in calendar management, meetings coordination and filing work.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 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:

PARLIAMENT

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

PRIMARY PURPOSE OF THE POSITION

The Hansard Reporter is responsible for undertaking a range of activities associated with recording editing and production of transcripts of Parliamentary proceedings. The position emphasises editing expertise (as directed by Hansard Manager). Other duties include preparing reports and other work related duties as assigned from the competent authority.

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational health and Safety procedures.
- Prepare and edit reports of proceedings of the Parliament by;
 - Recoding and capturing data with the use of FTR technology (or other technology used by the Division).
 - Transcribing recorded data exercising keyboard and computer skills.
 - Translating Nauruan speeches into English.
 - Following grammar, syntax and Hansard editorial guidelines.
 - Using the research skills necessary to quickly obtain information to clarify meaning and confirm reports.
 - Proofreading reports.
 - Acquiring knowledge of legislative procedures, stand and sessional orders and Parliamentary procedures.
 - Maintaining up-to-date information resources.
 - Edit Hansard final draft before printing.
- Contribute to the effective and efficient operations of the Hansard Division by;
 - Undertaking training in new technologies.
 - Contribute to an effective team by the application of high levels of interpersonal skills.
 - Providing input to the Division's management and decision-making process as requested.
 - Fostering trust and cooperation.
 - Maintaining a routine self-development in skills and knowledge.
 - Ensuring maintenance and upkeep of digital communication technology and workstations are in good working order.
 - Maintain and update electronic Hansard database records for official reporting purposes.
- Provide written reports or as when required.

G.N. No. 29 / 2018 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum Qualifications in year 12.
- Demonstrated proven experience in basic computing or digital communication technologies or software programs.
- Minimum of one (1) year of work experience in a Parliamentary administration or court environment.
- High level of keyboarding/word processing competency.
- Demonstrates ability to transcribe and edit to a specified standard in an efficient manner using relevant technology.
- Highly knowledgeable of English grammar, syntax and usage.
- Excellent translation skills from Nauruan to English.
- Capacity to work as a team positively, cooperatively and with good time management skills.
- Possess positive attitude with good time management skills.
- Willingness to accept responsibilities, multitasking and working odd hours.
- Strong problem-solving and accuracy skills.
- Excellent written and verbal communication skills both English and Nauruan.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 30 / 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:

PARLIAMENT

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

PRIMARY PURPOSE OF THE POSITION

The Hansard Reporter is responsible for undertaking a range of activities associated with the recording, editing and production of transcripts of Parliamentary proceedings. The position emphasizes reporting expertise resulting in accurate and efficient transcription and production of transcript. Other duties include preparing reports and other work related duties as assigned from the competent authority.

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational health and Safety procedures.
- Prepare and edit reports of the proceedings of the Parliament by;
 - Transcribing recorded audio or visual information onto Microsoft Word application.

G.N. No. 30 / 2018 (Cont'd)

- Ensuring accuracy is embedded in the transcribing process for consistency.
- Using the research skills necessary to quickly obtain information to clarify meaning and confirm reports.
- Acquiring knowledge of legislative procedures, standing and sessional orders and Parliamentary procedures.
- Posting computed draft transcript reports on the Department's computer network for final editing by the Hansard Editor.
- Contribute to the effective and efficient operations of the Hansard Division by;
 - Undertaking training in new technologies and software programs.
 - Contributing to an effective team by the application of high levels of interpersonal skills.
 - Providing inputs to Division's management and decision making processes as requested.
 - Fostering trust and cooperation.
 - Maintaining a routine of self-development in skills and development.
- Ensuring maintenance and upkeep of digital communication technology and workstations are in good working order.
- Maintain and update electronic Hansard database records for official reporting purposes.
- Provide written reports or as when required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum Qualifications in year 12.
- Demonstrated proven experience in basic computing or digital communication technologies or software programs.
- Minimum of one (1) year of work experience in a Parliamentary administration or court environment.
- High level of keyboarding/word processing competency.
- Demonstrates ability to transcribe and edit to a specified standard in an efficient manner using relevant technology.
- Highly knowledgeable of English grammar, syntax and usage.
- Excellent translation skills from Nauruan to English.
- Capacity to work as a team positively, cooperatively and with good time management skills.
- Possess positive attitude with good time management skills.
- Willingness to accept responsibilities, multitasking and working odd hours.
- Strong problem-solving and accuracy skills.
- Excellent written and verbal communication skills both English and Nauruan.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 31 / 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:

PARLIAMENT

POSITION : Secretary – Public Accounts Committee (PAC) Intern
No OF POSITION : One (1)
SALARY : Band 5.5 - \$8, 829 per annum

PRIMARY PURPOSE OF THE POSITION

The Secretary – PAC Intern is responsible in executing clerical duties to the Committees. Other duties include assisting, understudying and observing the work related duties as assigned from the competent authority.

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational health and Safety procedures.
- Provide clerical support to the Public Accounts Committee as directed by the Secretary of the Public Accounts Committee.
- Assisting in composing meeting or appointment schedules and conference bookings.
- Preparation of conference room for Committee meetings, meeting appointments, etc.
- Managing incoming and outgoing calls.
- Attend customer enquiries and provide a timely response.
- Maintain and manage office clerical requirements, filing work, deliveries, etc.
- Assist in the facilitation travel arrangements for the PAC Chairman and the Committee.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Perform any other duties as may be required by the Clerk, Deputy and Assistant Clerk of Parliament.
- Liaising with other Departments, State-Owned Enterprises, corresponding foreign Parliaments and Parliamentary Associations.
- Perform protocol duties to visiting foreign dignitaries and Nauru's bilateral or multi-lateral relations.
- Provide written reports or as when required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Appropriate and relevant tertiary qualifications.
- Minimum Qualifications in year 12.
- General knowledge in secretarial and clerical duties.
- Significant experience working in administration, parliamentary or court environment.
- Excellent typing skills and competencies to undertake dictation.
- Computer literate.
- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practises and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.

G.N. No. 31 / 2018 (Cont'd)

- Sober habits and be of congenial character.
- Punctual, proactive and efficient.
- Proficient in calendar management, meetings coordination and filing work.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 32 / 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:

PARLIAMENT

POSITION : Security Guard
No OF POSITION : One (1)
SALARY : Band 2.5 - \$6, 361 per annum

PRIMARY PURPOSE OF THE POSITION

The role requires the occupant to guard, patrol and monitor premises to prevent theft, violence or infraction of rules. Maintain security and respond to alarms and calls of distress/ other duties include preparing written reports and other work related duties as assigned from the competent authority.

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational health and Safety Hazards in the workplace.
- Patrol internal premises of the Parliament building and detect signs of intrusion, break-ins, unauthorized entries, violent behaviours and misconduct, natural disaster warnings, and evacuation settings.
- Communicate or sound alarm proceedings and attend investigative disturbance.
- Monitor and authorize entrance and departure of employees, visitors and guests.
- Ensure security of doors, windows and any point of entry to be firmly secured before closing time of a working day.
- Call police, health, or fire departments in cases of emergencies for assistance.
- Communicate to employees, visitors and guests on property preservation, safety and protection and emergency procedures.
- Answer telephone calls to take messages, answer questions and provide information during business hours.
- Warn persons of rule infractions or violations and apprehend or evict violators form premises using force when necessary.
- Secure the parking lot every Parliament sitting for Parliamentary Members only.

G.N. No. 32 / 2018 (Cont'd)

- Report any violation of rules to the Team Leader for further disciplinary or investigative actions.
- Conduct emergency drills whenever required or at times when the premises and human life is being jeopardize.
- Write daily reports on patrolling activities and any other detected signs of disasters, disturbances and distress calls.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Appropriate qualifications in security and guarding, first aid certifications and or related field in policing.
- Minimum Qualifications in year 12.
- Minimum of three (3) years of work experience in the Police Force or Security environment.
- Solid knowledge of security and protection, emergency drill procedures and Occupational Health and Safety procedures.
- Attention to detail with good hearing and eyesight.
- Observant, responsible, reliable and trustworthy.
- Assertive with good interpersonal skills.
- Possess positive attitude with good time management skills.
- Willingness to accept responsibilities, multitasking and working odd hours.
- Strong problem-solving and accuracy skills.
- Good written and verbal communication skills both English and Nauruan.
- Basic computer skills.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 33 / 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:

PARLIAMENT

POSITION : Executive Secretary to Public Accounts Committee (PAC)
No OF POSITION : One (1)
SALARY : Band 5.5 - \$8, 829 per annum

PRIMARY PURPOSE OF THE POSITION

The Executive Secretary to PAC is responsible in executing administrative duties to the Committees. Other duties include researching, compiling, assisting, understudying and observing the work related duties as assigned from the competent authority.

G.N. No. 33 / 2018 (Cont'd)

PRINCIPAL RESPONSIBILITIES

- Observe and participate the Occupational health and Safety procedures.
- Provide administrative support to the Public Accounts Committee as directed by the Secretary of the Public Accounts Committee.
- Maintain meeting or appointment schedules.
- Managing incoming and outgoing calls.
- Attend customer enquiries and provide a timely response.
- Maintain and manage office administration requirements.
- Facilitate travel arrangements for the PAC Chairman and the Committee.
- Other duties not limited to typing, scanning and photocopying.
- Treat all matters arising with due process and diligence, and utmost confidentiality.
- Perform any other duties as may be required by the Clerk, Deputy and Assistant Clerk of Parliament.
- Liaising with other Departments, State-Owned Enterprises, corresponding foreign Parliaments and Parliamentary Associations.
- Perform protocol duties to visiting foreign dignitaries and Nauru's bilateral or multi-lateral relations.
- Provide written reports or as when required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Appropriate and relevant tertiary qualifications.
- Minimum Qualifications in year 12.
- General knowledge in administrative duties.
- Significant experience working in administration, parliamentary or court environment.
- Excellent typing skills and competencies to undertake dictation.
- Computer literate.
- Excellent customer relation and communication skills.
- Proven ability and willingness to work under pressure for extended and/or irregular hours.
- Sound understanding of the practises and procedures of the Westminster system of Parliamentary democracy as practised by the Parliament of Nauru.
- Sound knowledge of Nauruan politics and current affairs.
- Sober habits and be of congenial character.
- Punctual, proactive and efficient.
- Proficient in calendar management, meetings coordination and filing work.

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, Wednesday 24th January, 2018.**

Dated this 9th day of January, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 34 / 2018

APPOINTMENT OF FR. KELETO LEMO MSC TO BE EMPOWERED TO SOLEMNIZE MARRIAGES AND OTHER RELIGIOUS CEREMONIES FOR AND ON BEHALF OF THE NAURU CATHOLIC CHURCH.

It is notified for general information that Cabinet at its meeting held on 8th January 2018, pursuant to Section 20 of the Births, Deaths and Marriages Act 1957, recognises the new Parish Priest Fr. Keleto Lemo MSC, as empowered to solemnise marriages and other religious ceremonies for and on behalf of the Catholic Church, replacing Fr. Saimon Kokoria MSC.

Dated this 8th day of January 2018.

MARILYN T. DEIRERAGEA
REGISTRAR
BIRTHS, DEATHS AND MARRIAGES

G.N. No. 35 / 2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Dyke Scarlet Daoe of Meneng District and
Maritz Lynritza Fritz of Buada District.

Ongeb Agigo of Aiwo District and
Gloris Edina Grundler of Yaren District.

DATE OF ENGAGEMENT: 15th January, 2018
16th January, 2018.

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