



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

No.140

13<sup>th</sup> August 2019

Nauru

G.N.No. 582 /2019

**Legal Practitioners Act 1973  
Legal Practitioners (Admission) Rules 1973**

**NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE**

Notice is hereby given that the following legal practitioner from Nauru has lodged a petition seeking admission to practice as a pleader generally in the Supreme Court of Nauru.

- *Joni Edward*

Any person knowing any reason why the petition should not be granted may within 7 days of the date of this notice lodge with the Registrar of Courts at Yaren a written statement of the grounds of his objection.

Dated this 7<sup>th</sup> August 2019

**RONALD PRAKASH  
REGISTRAR OF COURTS**

G.N No. 583/2019

**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 28<sup>th</sup> May, 2019;

**DEPARTMENT OF CHIEF SECRETARY**

<b>Name</b>	<b>Transferred From: Home Affairs Department</b>	<b>Transferred To: Chief Secretary Department</b>
Tara Detogia	Development Officer Band 6.5 - \$10, 097 per annum	Director Band 13.2 - \$16, 978 per annum

Dated this 31<sup>st</sup> day of July, 2019

**BERNARD GRUNDLER  
CHIEF SECRETARY**

G.N.No. 584 /2019

**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 MULTICULTURAL AFFAIRS**

*(Secretariat)*

**POSITION** : Ancillary Officer  
**No OF POSITION** : One (1)  
**SALARY SCALE** : Special rate –16, 900 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

The role of the Ancillary Officer is to provide administrative support in order to contribute to the smooth operation of the Department of Multicultural Affairs. Perform duties in any specific office clerical occupation, requiring knowledge of office systems and procedures. This position is also a centralised supportive administrative and clerical role on request from other sections within the department i.e. Human Resources and Finance Section.

**PRINCIPAL RESPONSIBILITIES:**

- Works in the office of the SecMA
- Assist the personal Assistant to the SecMA for inter office errands on a daily basis
- Maintain office equipment in proper operating condition
- Deal the office requirements such as cleaning and maintenance
- Photocopying and scanning
- Monitoring and ordering inventory for office supplies
- Receiving, sorting and distributing incoming mail
- Upon request, will assist other sections within the department
- Carry out tasks as instructed by the SecMA

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum qualification – Year 12 School Leaver Graduation certificate
- Must have at least 1 year experience in the area of Ancillary Officer or similar
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and attention to detail
- Must have strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be able to work within a team environment

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 16<sup>th</sup> August, 2019.**

Dated this 9<sup>th</sup> day of August, 2019

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

G.N.No. 585 /2019

**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 MULTICULTURAL AFFAIRS**  
*(Secretariat)*

**POSITION** : Settlement Managers Assistant  
**No OF POSITION** : One (1)  
**SALARY SCALE** : Special rate –16, 900 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

The position of Settlement Officer – Managers Assistant (SO) is one which assists the Settlement Manager (SM) with all matters relating to services provided to the community through the Department of Settlement programs. The SO works with various ethnicities and individuals of different religious backgrounds as well as other service providers.

**PRINCIPAL RESPONSIBILITIES:**

- Working with the SM on ensuring the objectives of the department are being complied with and promoted
- Assisting the SM in the management of the Community Resource Centre and its logistical requirements
- Support established projects and initiatives consistent with the organisational objectives
- Implement and maintain settlement policies
- Undertaking relevant training in upgrading their skills and knowledge in the relevant area
- Taking directions from the SM and assisting in coordinating with service providers tasked with support for refugees in the settlement space
- Reporting and escalating issues to higher management when necessary
- Attending relevant meetings and workshop
- Complying with instructions of the SecMA and undertake tasks as allocated to them by either

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Must have completed up to year 12 school leavers
- At least 1 year experience in a job similar to the role of Settlement Officer – Managers assistant
- Must have experience in dealing with individuals from various nationalities and cultural backgrounds
- Effective communication skills, including problem solving skills and conflict resolution
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive a motor vehicle and have a valid drivers licence
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours

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- Must be willing and able to travel overseas for work purposes
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

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 16<sup>th</sup> August, 2019.**

Dated this 9<sup>th</sup> day of August, 2019

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

G.N No. 586/2019

**REVOCATION OF NAME FROM THE GOVERNMENT REGISTRY LIST AS**  
**MARRIAGE OFFICER AND FUNERAL OFFICIATOR**

It is notified for general information that Cabinet at its meeting held on Friday 9<sup>th</sup> August 2019, approved the revocation of the appointment of Pastor David Dabuae from the Government registry list as marriage officer and funeral officiator for and on behalf of the Nauru Congregational Church.

Dated this 9<sup>th</sup> day of August 2019.

**MARILYN T DEIRERAGEA**  
**REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES**