



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

No. 172

10<sup>th</sup> September 2020

Nauru

G.N. No. 684/2020

**APPOINTMENT OF A JUDGE OF THE SUPREME COURT OF NAURU**

In exercise of the powers vested in me under *Article 49(2)* of the *Constitution* of Nauru, I, LIONEL ROUWEN AINGIMEA, MP, President of the Republic of Nauru, hereby appoint:

**MOHAMMED SHAFIULLAH KHAN**

As a Judge of the Supreme Court of Nauru, until he attains his retirement age pursuant to the *Supreme Court Act 2018*.

Given under my hand and seal this Ninth day of September, Two Thousand and Twenty.

**HON. LIONEL ROUWEN AINGIMEA, MP**  
**PRESIDENT OF THE REPUBLIC OF NAURU**

G.N. No. 685/2020

**APPOINTMENT OF A DIRETOR OF THE**  
**NAURU AIR CORPORATION BOARD**

It is notified for general information that, pursuant to the Nauru Air Corporation Act 1995 as amended by the Nauru Air Corporation (Amendment) Act 2016 and the Nauru Air Corporation (Amendment) Act 2018, Cabinet at its meeting held on Thursday, 3<sup>rd</sup> September, 2020 approved to appoint, Mr. Richard Aremwa as Director of the Nauru Air Corporation Board with immediate effect.

Dated this 3<sup>rd</sup> day of September, 2020

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

**PUBLIC SERVICE ACT 2016**  
**SECTION 16 (3)**

**RECLASSIFICATION OF POSITIONS**

Pursuant to the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, do hereby, effective immediately alter the classification of the following positions;

**DEPARTMENT OF MEDIA**  
*(Nauru Media Bureau)*

**Alteration of Designation**

<b>Current Designation</b>	<b>No. of Position</b>	<b>Altered Designation</b>
Assistant Director of Media Band 11.1 - \$20,220 per annum	1	Assistant Technician Band 5 - \$12,983 per annum

Dated this 2<sup>nd</sup> day of September, 2020

**H.E. HON. LIONEL ROUWEN AINGIMEA, M.P**  
**PRESIDENT AND MINISTER**  
**RESPONSIBLE FOR PUBLIC SERVICE**

G.N. No. 687/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 12<sup>th</sup> September, 2019;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Itaia Dowabobo	Nurse Aide Level 1	Band 5 -\$8, 476 per annum

New salary scale at Band 4.1 -\$12, 248 per annum (gross) effective 29<sup>th</sup> June 2020.

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 688/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 9<sup>th</sup> May, 2014;

**DEPARTMENT OF POLICE FORCE**  
*(Administration)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Sera Karl	Staff Liaison Officer	Band 7 -\$8, 599 per annum

Dated this 3<sup>rd</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 689/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 14<sup>th</sup> November, 2019;

**DEPARTMENT OF TRANSPORT**  
*(Directorate Civil Aviation)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Sherlima Bernicke	Senior Security Officer	Band 5 -\$9, 270 per annum
Rickson Akiri	Senior Security Officer	Band 5 -\$9, 270 per annum
Sheryl Iga	CAS ID Security Officer	Band 5 -\$9, 270 per annum

New salary scale at Band 4.1 -\$12, 248 per annum (gross) effective 29<sup>th</sup> June 2020.

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 690/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 14<sup>th</sup> August 2020;

**DEPARTMENT OF NAURU POLICE FORCE**  
*(Administration)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Jody Enos	Cleaner	Band 1.1 - \$ 9,724 per annum (gross)

DATED this 9<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 691/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 6<sup>th</sup> August, 2020;

**DEPARTMENT OF HOME AFFAIRS**  
*(Youth Affairs)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Annabelle Scotty	Director of Youth Affairs	Band 12.1 -\$21, 837 per annum

Dated this 1<sup>st</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 692/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 12<sup>th</sup> August, 2020;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
David Dowiyogo	Operations Manager	Band 11.1 -\$20, 220 per annum

Dated this 27<sup>th</sup> day of August, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 693/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 21<sup>st</sup> February, 2020;

**DEPARTMENT OF POLICE FORCE**  
*(Administration)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Annette Iga	Senior Personal Assistant	Band 9.2 -\$13, 531 per annum

New salary scale from Band 9.2 -\$13, 531 to Band 8.1 -\$16, 052 per annum (gross) effective 29<sup>th</sup> June 2020

Dated this 2<sup>nd</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 694/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 8<sup>th</sup> October, 2019.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Lucia Tamakin	Nurse Aide Level 1	Band 5 - \$8,476 per annum (gross)

New Band – Band 4.1 - \$12.248 per annum effective 29/6/2020.

Dated this 3<sup>rd</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 695/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer appointment is effective as of 11<sup>th</sup> September, 2019;

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

<b>Name</b>	<b>Position</b>	<b>Salary Scale</b>
Belle Amwano	Nurse Aide Level 2	Band 5.2 - \$8,741 per annum (gross)

New salary scale at Band 4.3 -\$12, 554 per annum (gross) effective 29<sup>th</sup> June 2020

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 696/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 27**  
**APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment shall be on probation for the following officer;

**DEPARTMENT OF NATIONAL & EMERGENCY SERVICES**  
*(Life Guard Services)*

<b>NAME</b>	<b>POSITION/SALARY</b>	<b>EFFECTIVE DATE</b>
Ali Golmohammadian	<b>Life Guard</b> Band 5 - \$8, 899 per annum	30 <sup>th</sup> October, 2019

New salary scale from Band 5 -\$8, 899 to Band 4.1 -\$12, 248 per annum (gross) effective 29<sup>th</sup> June 2020.

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 697/2020

**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 24<sup>th</sup> August, 2020;

**DEPARTMENT OF NAURU POLICE FORCE**  
*(Administration)*

<b>NAME</b>	<b>TRANSFERRED FROM: PRESIDENCY</b>	<b>TRANSFERRED TO: NAURU POLICE FORCE</b>
Lisa Karl	Government Information Officer Band 7.1 - \$14, 863 per annum	English Teacher & Counsellor Band 9.1 - \$17, 336 per annum

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 698/2020

**PUBLIC SERVICE ACT 2016**  
**SECTION 27A (2)**

**NOTICE OF PROMOTION**

The provisional promotion of the following officer is hereby notified for public notification with effect from 1<sup>st</sup> August, 2020;

**DEPARTMENT OF TRANSPORT**  
*(Directorate Civil Aviation)*

<b>NAME:</b>	<b>FROM:</b>	<b>TO:</b>
Maria Dongobir	Cleaner Band 1.1 -\$9, 724 per annum	Domestic Supervisor Band 2.1 -\$ 10, 501 per annum

Dated this 2<sup>nd</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 699/2020

**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**  
*(N.R.C.O)*

**POSITION** : Revenue Service Officer  
**No. OF POSITION** : Two (2)  
**SALARY RANGE** : Band 4.1- \$12,248 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

To provide guidance and Assistance to NRO Clients and carry out Administrative duties so that correct GON revenue are collected.

**DUTIES & RESPONSIBILITIES:**

- Provide advice and assistance to client to enable them to comply with their revenue payment obligations.
- Prepare and maintain accurate client correspondence and processing files
- Process administrative Forms ensuring all Data is captured in an accurate and timely manner.
- Upload revenue Data to FMIS in an Accurate and timely manner.
- Other Duties as directed.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Relevant Tertiary qualification in Accounting, Business, Finance Studies, or similar will be favourable considered.
- Relevant Experience in Administration of revenue Laws, or the ability to quickly acquire these skills.
- Understanding of institutional and accounting systems and process, or the ability to quickly acquire.
- Excellent Communication Skills, both Written and oral
- Basic level skills in Microsoft Office Word, Excel, PowerPoint etc.
- Ability to work together with a small team of staff, and contribute to the Successful operations of the NRO.
- Willingness to take on Multi-faceted Task as Required.

Applications should be submitted to the Acting 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, Friday 11<sup>th</sup> September, 2020.**

Dated this 10<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 700/2020

**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**  
***(Schools)***

**POSITION** : Teacher Degree (Secondary)  
**SALARY RANGE** : Band 9.1 - \$17,336 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

To teach secondary subjects in the Nauru Secondary School.

**DUTIES & RESPONSIBILITIES:**

- Delivered of the academic program with well prepared & appropriate syllabus material
- Have through knowledge of your subject(s) including the curricula & the pedagogy
- Participate in in-service training & professional developments provided by the department
- Collaborate with other teachers to design & implement learning resources.
- Understand the types of assessment that promote learning & reflection in students
- Develop knowledge & understanding of individual students & their learning needs.
- Provide a high level of pastoral care and wellbeing of all students.
- Set & maintain clear behavioural & learning expectations for students
- Teach in a manner that is effective for engaged student learning.
- Support colleagues through sharing of resources & expertise, providing constructive feedback, team-teaching and/ or mentoring.
- Keep a Workplan Book & enter all the necessary details of the work covered & lesson plans
- Ensure student profile information is complete, accurate & stored safely.
- Ensure student attendance roll is update & marked accurately on a daily basis.
- Complete all marking of student work, homework, assessment tasks & examinations
- Provide a Formal Reports on any external workshop/conference attended & any other data submissions required by the Principal in a timely manner.
- Provide Student Report Cards to parent/guardians at end of each Semester
- Maintain accurate records of communication in relation to student issues & ensure the Security & confidentiality of information.
- Perform ancillary duties, that is, ground, bus etc.
- Uphold the values & Expectations as described in the 'Code of Conduct'
- Adhere to Public Service Act 2016; Education Act 2011, Nauru Education Assistance Trust Act 2017 & all relevant policies
- Perform any other duties compatible with the position as directed by the Principal/Deputy Principal.

G.N. No. 700/2020(Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Bachelor in Education or higher qualification & specialising in a particular field/subject
- 5 Years or more
- Interact well with the Students
- Creative learning environment
- Good at Lesson plan design
- Able to use varied teaching strategies
- Administer effective assessments
- Able to Identify student needs
- Good at communication with parent & other stakeholders
- Able to collaborate with other teachers & staff
- Maintaining a professional appearance
- Demonstrating a commitment to the profession

Applications should be submitted to the Acting 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, Friday 18<sup>th</sup> September, 2020.

Dated this 9<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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G.N. No. 701/2020

**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 PARLIAMENT**  
*(Secretariat)*

**POSITION** : Executive Secretary to Private Members  
**No. OF POSITION** : One (1)  
**SALARY RANGE** : Band 4.1- \$12,248 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The Executive Secretary is responsible in executing secretarial duties to the Private Members of the Members of Parliament. The position is subject to the conditions applying under the Public Service Act 1998. The Appointee will be required to work extended hours to meet the exigencies of the Parliament. Any Person who is, or is seen to be, active in political or electoral affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of this position and cannot be considered.

**DUTIES & RESPONSIBILITIES:**

- Drafting letters & Executing directions of the Private Members;
- Maintain filing & general Administration work
- Maintain & compose Appointment schedules for the Private Members
- Assist in the arrangements for travel for the Private Members
- Ensure that all matters are brought to the attention of the clerk of the Private Members
- Answer general enquiries through Digital Communication
- Observe & participate in the organisational & Health Safety standard processes & Practices
- Provide work updates on produced written reports
- Receives documents, mails for the endorsement or attention of the Private Members
- Ensure visiting dignitaries, members of parliament, the general public are treated with the standard work protocols in meeting with the Private Members
- Assist visitors on office location for Private Member & provide briefing on visitation etiquette & appointment schedules
- Perform official errands for the Private Members on Letter Deliveries, etc.
- Treat all matters arising with due process & diligence, and utmost confidentiality;
- Perform any other duties as may be required by Parliament.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- High School Leaver's Certificate or must have at least tertiary certificate in office management, and in the field of parliamentary environment.
- Have experience in secretarial duties
- Proficiency in computer literacy, written & oral communications
- Have leadership & managerial qualities
- Must have a driver's licence
- Excellent customer relation & Communication skills
- Sober habits & be of congenial Character
- Punctual, Proactive, and efficient
- Computer literacy
- Secretarial duties

G.N. No. 701/2020(Cont'd)

- Planning & organisation
- Time Management
- People management
- Maintain confidentiality

Applications should be submitted to the Acting 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, Friday 11<sup>th</sup> September, 2020.**

Dated this 4<sup>th</sup> day of September, 2020

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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