



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

No. 318

8th December, 2022

Nauru

G.N.No. 1312/2022

SUPREME COURT OF NAURU

LEGAL VACATION

PURSUANT to section 110 of the Supreme Court Act 2018, I hereby order and direct that a Legal Vacation shall commence on 16 December 2022 and conclude on 13 January 2022.

During the **Legal Vacation** the business of the Supreme Court will be conducted as follows: -

- 1) No Criminal or Civil Cases or Matters will be heard during the vacation except by direction of a Judge or Registrar of Courts;
- 2) The Registry will be open to receive ordinary process from Monday to Friday each week between the hours of 10.00 am and 12.00 throughout the vacation from Monday to Friday each week between the hours of 10.00 am and 12.00 noon;
- 3) In case of “*special urgency*”, application may be made to the Registrar of Courts or a Court Officer on duty;
- 4) The time of the vacation shall not be reckoned in the computation of the times appointed or allowed by the Civil Procedure Rules for amending, delivery, or filing of any pleadings.

Given under my hand and the seal of the Supreme Court this 8th day of December, 2022.

**MOHAMMED SHAFIULLAH KHAN
ACTING CHIEF JUSTICE**

G.N.No. 1313/2022

**APPOINTMENT OF ACTING SECRETARY FOR CLIMATE CHANGE
AND NATIONAL RESILIENCE**

It is notified for general information that on Wednesday 30th November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Anadella Edward to act as Secretary for Climate Change and National Resilience from Thursday 24th November, 2022 until the return of the substantive Secretary for Climate Change and National Resilience on Thursday 8th December, 2022.

DATED this 7th day of December, 2022.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1314/2022

APPOINTMENT OF ACTING SECRETARY FOR ICT

It is notified for general information that on Wednesday 2nd November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Ophelia Caleb to act as Secretary for ICT from 3rd November 2022 until the return of the Director of ICT, Administration, Mrs. Nadia Ika on 6th of November 2022.

DATED this 10th day of November, 2022.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1315/2022

APPOINTMENT OF ACTING SECRETARY FOR ICT

It is notified for general information that on Tuesday 8th November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved to extend the appointment of Ms. Ophelia Caleb as Acting Secretary for ICT till the 10th of November, 2022.

DATED this 10th day of November, 2022.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 1316/2022

APPOINTMENT OF ACTING SECRETARY FOR ICT

It is notified for general information that on Tuesday 8th November 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Nadia Ika to act as Secretary for ICT from 10th November 2022 until the return of the substantive Secretary Mr. Geoffrey Harris on 13th November 2022.

DATED this 11th day of November, 2022.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1317/2022

APPOINTMENT OF ACTING SECRETARY FOR SPORTS

It is notified for general information that on Friday 2nd December 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. John Tannang to act as Secretary for Sports from 8th December 2022 until the return of the substantive Secretary for Sports on December 23rd 2022.

DATED this 7th day of December, 2022.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1318/2022

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
(Administration)

POSITION : Assistant Asset & Procurement Manager
SALARY RANGE : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

- The role holder has a primary responsibility of assisting the Assets Manager as best as he/she can

DUTIES & RESPONSIBILITIES:

- Prepare and maintain an excel list of all students in the schools
- Use the list to record all items provided to students
- Maintain a record on all loan or hire agreements
- Maintain an excel list of all supplies provided to the schools and the Head Office
- Maintain the assets register/inventory list for all schools and Head Office
- Assist the Asset Manager for Preparing reports
- Adhere to Public Service Act 2016, Education Act 2011 and relevant policies

KNOWLEDGE, SKILLS & EXPERIENCE:

- Year 12 completion
- Competent in mathematical data work
- Have experience in using computer

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 16th December 2022.**

DATED this 28th day of November, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1319/2022

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 INFORMATION COMMUNICATION & TECHNOLOGY
(Administration)

POSITION : Asset Officer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- Manages asset data, contributes to the development and monitoring of the department's maintenance system by developing, maintaining, analysing and reporting from the department's asset information systems as well as provides asset information & condition data to both the Secretary of ICT and Administration

DUTIES/RESPONSIBILITIES:

- Responsible for sim card issuance, replacement and register
- Update Government directory
- The Assets Officer is fully accountable for the quality and integrity of advice provided in relation to the information system. The role defers to the department planners on complex issues, those that relate to a change in priorities or those that require a higher level of delegation.
- Maintain, audit and update data and spatial graphics, and provide accurate and timely information for planning and project development, to ensure the integrity of departments' databases (which include inventory, engineering history, condition and benchmarking information)
- Provide assessment reports and analysis to assist in the selection, and asset and network performance evaluation.
- Undertake modelling, develop local databases, spreadsheets, spatial maps and graphics on asset condition and asset inventory to enable the development of departments' systems, maintenance strategies and the forward plan.
- Ensure the integrity and compliance with contract specifications for data collection contracts, including auditing and benchmarking data to enable the development of an informed maintenance program.
- Organise, facilitate and conduct plant and equipment inspections, both separately and as part of a departments team, to ensure updated information on all plant and equipment including vehicles.
- Liaise with external agencies to reach agreement on the conditions for access to ICT assets that will provide safe conditions.
- Reconcile with procurement agents, on consignment, freight forwarder and in country collection point.
- Submit monthly report to ICT Director administration on asset management
- Monitor and register use of all asset including Sim cards, tools, equipment, Vehicle and stores

QUALIFICATIONS & EXPERIENCE:

- Bachelor or Certificate in Logistic
- Minimum Office Management Certificate II
- Certificate II in Computing
- 6 Years of administration or logistics
- Digital minded, commitment, punctual attentive, decision-making, trustworthy, attention to details, excellent organisational skills.

G.N.No. 1319/2022 (Cont'd)

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 23rd December, 2022.**

DATED this 5th day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY
