



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

No. 112

16th June, 2023

Nauru

G.N.No. 669/2023

APPOINTMENT OF ACTING CHAIRMAN OF NAURU FIBRE CABLE CORPORATION

It is notified for general information that Cabinet on Friday, 16th June 2023 has approved to appoint Mr. Kane Amandus to act as Chairman of Nauru Fibre Cable Corporation effective on 16th June 2023 until the return of the substantive Chairman, Mr. Laben Taldon on 31st July 2023.

Dated this 16th day of June, 2023.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 670/2023

APPOINTMENT OF MEMBERS OF THE NAURU TOURISM CORPORATION

It is notified for general information that on Friday, 16th June 2023 Cabinet has approved of the following:

- 1) Pursuant to Section 11 of the Nauru Tourism Corporation Act 2019, approves the appointment of the following persons to be the Directors of the Board of the Nauru Tourism Corporation with immediate effect for another period of 2 years:

1. Director (Menen Hotel Rep)	Mrs. Juliana Pitcher
2. Director (Community Rep)	Ms. Jacobean Olsson
3. Director (Nauru Airline Rep)	Mrs. Daskia Alona
4. Director (Private Sector Rep)	Ms. Gem Dowiyogo
5. Ex Officio Director	Mrs. Lara Daniel
6. Ex Officio Director	Mrs. Berilyn Jeremiah
7. Ex Officio Director	Mr. Mahlon Brechtefeld
- 2) Approve and appoint Mrs. Juliana Pitcher as the substantive Chairman of the Nauru Tourism Corporation with immediate effect.
- 3) Pursuant to Section 23 of the Nauru Tourism Corporation act 2019 approves to appoint Ms. Gem Dowiyogo as Chief Executive Officer and Secretary to the Board of the Nauru Tourism Corporation with immediate effect.
- 4) Approve to rescind the position of Chief Executive Officer from Ms. Jacobean Olsson and appoint Ms. Jacobean Olsson as Deputy Chief Executive Officer of Nauru Tourism Corporation with immediate effect.

DATED this 16th day of June, 2023.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 671/2023

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 SPORTS
(Community in Sports Unit)

POSITION : Community Development Officer
SALARY : Band 5- \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

To develop and enhance all sports in Nauru in working closely with National Federations and to assist, train and deliver sporting course, programs to all Sporting bodies.

DUTIES/RESPONSIBILITIES:

- To carry out the implementation of community sports program activities as set out in the Annual Operation Plan and Budget.
- Maintain files and records and submit monthly reports of community program activities
- Record minutes of meetings with community committees and stakeholders
- Maintain records of inventories for plants and equipment used in the program
- Develop modes of regular and effective communication and program promotion through media such as flyers, newsletters or the internet.
- Carry out the monitoring and evaluation of program activities
- Carry out program related tasks as required by the Department of Sports

QUALIFICATION AND EXPERIENCE:

- Should have completed Year 12 schooling or an appropriate tertiary qualification preferred Good communication and report writing skills.
Good knowledge of relevant administrative procedures and project management.

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 June 2023.**

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 672/2023

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 MEDIA
(Nauru Media Bureau)

POSITION : Reporter/Photographer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- This position reports firstly to the Mwinen ko Manager in providing news stories, features and articles for use on the department's newspapers. A photographer brings life to a click of a picture, with aims to signify in recording the still images that are produced into a product.

DUTIES/RESPONSIBILITIES:

- Capture and edit visual content for multiple platforms.
- Produce photography in various methods including printed/digital media.
- Deliver final product to various places including internal and external customer, Media graphic designers and corporate communications.
- Perform retouching and image adjustments after shoots.
- Promote the business to clients and the public
- Purchase or requisition supplies.

QUALIFICATIONS & EXPERIENCE:

- Certificate and Media Journalism
- At least 3 to 4 years' experience in Reporting
- Must have a degree in journalism
- Clean criminal and driving record
- Enthusiasm – Stamina – Determination
- Perseverance – Excellent in oral or written skills
- Interpersonal skill – interest in broadcast media, particularly news reporting
- Able to work in a team and individually
- Creative thinker
- Must be able to make difficult decisions and solving problems
- Excellent communication skill, with at the ability to speak and listen, as well as clearly express their ideas
- Ability to work extra hours as may be requires by Media Department

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 June, 2023.**

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 673/2023

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
(Nauru Revenue Office)

POSITION : Senior Taxation Services Officer
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

To provide guidance and assistance to NRO clients in more complex cases, deliver taxpayer information sessions and carry out administrative duties so that correct GON revenues are collected.

DUTIES/RESPONSIBILITIES:

1. Provide technical advice and assistance to taxpayer clients to enable them to comply with their taxation obligations
2. Conduct information sessions and taxpayer education activities on the new taxation regime for the business community, with support from the Reform Implementation Adviser
3. Promote a culture of client service, accountability and transparency within the Nauru Revenue Office (NRO)
4. Determine Tax Identification Number (TIN) registration requirements of taxpayer clients
5. Oversee processing of monthly tax remittance forms to ensure all data is captured in a timely manner
6. Upload details of daily transactions into Financial Management Information System (FMIS)
7. Other duties as directed

QUALIFICATIONS & EXPERIENCE:

- Ability to understand and interpret taxation legislation and its application in a taxation environment
- An understanding of institutional and accounting systems and process, or the ability to quickly acquire
- Excellent communication skills, both written and oral
- Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc
- Ability to work together with a small team of staff, and contribute to the successful operations of the NRO
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 674/2023

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
(Nauru Revenue Office)

POSITION : Audit & Enforcement Officer
SALARY : Band 6.1 - \$15,172 per annum

PRIMARY PURPOSE OF ROLE:

To undertake compliance activities to ensure that taxpayers are correctly complying with the provisions of the Nauru tax law contained in the Revenue Administration Act 2014, Business Tax Act 2016 and Employment & Services Tax Act 2014.

DUTIES/RESPONSIBILITIES:

1. Undertake compliance activities in the field, including inspection of relevant taxpayer records
2. Take action to enforce taxpayer obligations where a person has failed to comply with a reminder issued after the due date or extended due date. This will include registrations, filing returns and payment of taxes
3. Make recommendations on the imposition of additional tax
4. Assist the Director compliance to gather relevant intelligence on taxpayer groups or individuals that can be used in taxpayer profiling and risk assessment
5. Assist senior auditors, in a support capacity, in carrying out tax audits on individual and company taxpayers.

QUALIFICATIONS & EXPERIENCE:

1. An understanding of taxation legislation and its application in a taxation environment, or the ability to quickly acquire
2. Strong skills in analysis of complex tax technical issues and interpretation and application of Nauru tax laws
3. A technical and practical knowledge of the systems, processes and policies used to administer tax laws generally
4. Strong written and oral communication skills, with the ability to effectively communicate with a broad range of stakeholders
5. Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc
6. An ability to work in a potentially confrontational environment

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 675/2023

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 FOREIGN AFFAIRS & TRADE
(Multilateral Affairs)

POSITION : Director
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

- This is a permanent position created in the Department of Foreign Affairs and Trade

DUTIES/RESPONSIBILITIES:

- Providing advice to the Secretary (HOD) on Nauru's foreign relations and strategies
- Liaising and coordinating with Donor Partners and International Organisations on their assistance programme in close consultation with the Aid Management Unit and relevant government departments and agencies
- Representing Nauru at bilateral, multilateral, regional and international meetings abroad
- Preparations of Cabinets Papers
- Processing attendance of Nauru's representatives to international meetings
- Maintaining a list and profile of Nauru's representatives to all international meetings to facilitate government's human capacity building programmes
- Developing, evaluating and implementing policy initiatives
- Budgetary responsibilities
- Implementing the Foreign Relations and Trade policy statement and the National Sustainable Development strategy (NSDS); and
- Performing any other duties as may be required by the Division and the Secretary (HOD)

QUALIFICATIONS & EXPERIENCE:

- Bachelor or equivalent to international relations, political science or diplomacy field
- Work experience of 2 years on the job training or related field
- Fluent in English and Nauruan
- Proactive and have keen interest in the job
- Good oral and written communication skills
- Good analytical skills and research skills
- Computer literate and able to work flexible hours
- Meeting people

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 676/2023

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 FOREIGN AFFAIRS & TRADE

POSITION : Foreign Services Officer
SALARY : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

- This is a permanent position created in the Department of Foreign Affairs and Trade

DUTIES/RESPONSIBILITIES:

- Manages the IAD manual and electronic document storage, cataloguing and archiving system
- Identifying the potential multilateral partners and donor partners in which Nauru's diplomatic relations and development opportunities can be promoted and supported
- Implementation of NSDS
- Maintain records or incoming and outgoing correspondences
- Perform administrative duties not limited to photocopying, typing and scanning
- Maintaining an updating file records
- To be always and be willing to be rotated within the Department and to travel abroad on Government business
- To be able and be willing to be posted to overseas missions
- Any other duties assigned by Supervisors

QUALIFICATIONS & EXPERIENCE:

- Diploma or equivalent to international relations, political science or diplomacy field
- Work Experience of 2 years on the job training or related field
- Fluent in English and Nauruan
- Proactive and have a keen interest in the job
- Good oral and written communication skills
- Good analytical skills and research skills
- Computer literate and able to work flexible hours
- Meeting people

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 677/2023

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 HEALTH
(Health Operations)

POSITION : Groundsman
SALARY : Band 2.1 - \$11,577 per annum

PRIMARY PURPOSE OF ROLE:

- To ensure cleanliness of both RON Hospital and Naoero Public Health Centre environment and surroundings to meets the minimum infection control standards

DUTIES/RESPONSIBILITIES:

- Thorough cleanliness of hospital and Naoero Public Health Centre's grounds and surroundings
- Proper use of hand tools and lawn care equipment to maintain length of grass and trees within the two sites
- Trim trees and shrubs to maintain their appearance, including overgrown weeds
- Plant new plants and care for them as they grow
- Pick up natural waste and garbage that accumulates for proper disposal
- Keep grounds free from rubbish and other unwanted debris
- Monthly wiping and/or washing down of external walls of buildings
- Daily emptying of wheelie bins
- Must comply with infection control procedures at all times when cleaning in assigned areas
- Must maintain confidentiality of patient information at all times
- To organise and check availability of equipment and inform Team Leader for any equipment needs or replacements required
- To ensure equipment are properly and thoroughly maintained such as, cleaning mops, buckets and other cleaning equipment, after completion of tasks
- To properly store and secure equipment after completion of tasks to prevent damages or loss (e.g store mops to dry and not leave it to soak in bucket of dirty water)
- Undertake quality assurance activities
- Spot cleaning – wipe off stains, dirt's on the spots, pick up rubbish/trash on the spot
- Report faulty equipment to the designated supervisor
- Comply with policies and procedures
- Report any concerns or issues regarding pest control, damage parts of the areas within the hospital
- Liaise with other staffs, visitors regarding housekeeper's requirements
- Attend Mandatory and other training courses as necessary
- Attend team meetings and support member
- Responsible for completing daily cleaning checklist and signed by the unit OIC

HEALTH & SAFETY

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given

G.N.No. 677/2023 (Cont'd)

- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Year 10 School certificate or certificate and training related field require
- 2 years in field of Caretaker/Cleaner or equivalent
- Good understanding of written/spoken English
- Good understanding and application of Basic Life Support
- Good understanding and application of Occupational Health and Safety
- Good understanding and application of Infection Control
- Good understanding and application of Safe Training and moving techniques

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No.678/2023

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

PRIMARY PURPOSE OF ROLE:

- Assist the Administrative Officer and Executive Secretary on all matter of the ICT
- Assist in recording and registering file movements for further processing
- Assist in updating, registering and distribution of all incoming, outgoing internal and external mails
- Attend and process all incoming telephone enquiries
- Maintain confidentiality of any information received in the workplace at all times
- Maintain a clean and tidy work environment
- Undertake quality assurance activities
- Other duties as directed by the management
- Responsible to Log all ICT Tools Equipment

G.N.No. 678/2023 (Cont'd)

DUTIES/RESPONSIBILITIES:

- Deals with in-office communications
- Taking and delivering messages
- Filing
- Data entry
- Running errands
- General organisation as directed

QUALIFICATIONS & EXPERIENCE:

- Equivalent to a year 12 qualifications
- Certificate IV in office Management
- Experience in Office management work
- Organisational skills
- Prioritisation of duties
- Teamwork
- Information Management
- Delivery result
- Customer Service

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 679/2023

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 LAND MANAGEMENT
(Land & Survey)

POSITION : Chainman
SALARY : Band 2.1 - \$11,577 per annum

PRIMARY PURPOSE OF ROLE:

- Be punctual, well physically fit at all times
- To prepare survey equipment for surveying
- To clear line of sight for proper measurements
- To set up prism on location where surveyor directed them
- To clean and keep survey equipment in safe
- Can communicate with surveyors during field work and are responsible to the survey team

DUTIES/RESPONSIBILITIES:

- Prepare at all times
- To assist the Senior Surveyor and Surveyor when out in the field

QUALIFICATIONS & EXPERIENCE:

- Complete 9-10
- Physically and Mentally fit
- Strong well, fit and understanding survey duty can withstand outdoor duty

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 30th June, 2023.**

DATED this 14th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY