



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

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No. 60

23<sup>rd</sup> March, 2023

Nauru

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G.N.No. 329/2023

**APPOINTMENT OF ACTING REGISTRAR FOR BIRTHS, DEATHS AND MARRIAGES**

It is notified for general information that on Friday 17<sup>th</sup> March 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Rosie Raidi to act as Registrar for Births, Deaths and Marriages from 17<sup>th</sup> March 2023 to 24<sup>th</sup> March 2023.

DATED this 22<sup>nd</sup> day of March, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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

**NOTICE OF PROMOTION**

It is notified for general information the following officers' promotion is effective as follows:

**DEPARTMENT OF NATIONAL EMERGENCY SERVICES**  
*(National Rescue & Fire Services)*

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>EFFECTIVE</b>
Julven Ribauw	Senior Firefighter Band 6.1 - \$15,172 per annum	Brigade Operations Officer Band 8.1 - \$18,679 per annum	6/3/2023
Kid Raw Dageago	Firefighter Band 5.1 - \$14,313 per annum	Senior Firefighter Band 6.1 - \$15,172 per annum	6/3/2023
Tango Hubert	Senior Firefighter Band 6.1 - \$15,172 per annum	Fire Lieutenant Band 7.1 - \$16,389 per annum	6/3/2023
Joshua Eobob	Firefighter Band 5.1 - \$14,313 per annum	Senior Firefighter Band 6.1 - \$15,172 per annum	6/3/2023
Mel Halstead	Firefighter Band 5.1 - \$14,313 per annum	Senior Firefighter Band 6.1 - \$15,172 per annum	6/3/2023
Nanitten Temaki	Fire Lieutenant Band 7.1 - \$16,389 per annum	Fire Shift Captain Band 8.1 - \$18,679 per annum	6/3/2023
Greco Stephen	Firefighter Band 5.1 - \$14,313 per annum	Senior Firefighter Band 6.1 - \$15,172 per annum	6/3/2023
Sheen Aliklik	Firefighter Band 5.1 - \$14,313 per annum	Senior Firefighter Band 6.1 - \$15,172 per annum	6/3/2023
Rajiv Deireragea	Fire Shift Captain Band 8.1 - \$18,679 per annum	Deputy Fire Chief Field Marshal Band 10.1 - \$20,641 per annum	6/3/2023

DATED this 17<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 331/2023

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

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**  
(Labour Mobility Unit)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Rulando Reweru	Administration Officer Band 4.1 - \$13,503 per annum	23/8/2023

DATED this 15<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 332/2023

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

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF JUDICIARY**  
(Secretariat)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Odel Gobure	Assistant Clerk of Court Band 4.1 - \$13,503 per annum	11/10/2022

DATED this 15<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 333/2023

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

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information the following officer's appointment on probation is effective as follows:

**DEPARTMENT OF EDUCATION**  
(Schools)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Priscilla Seymour	Assistant Chief Liaison Band 7.1 - \$16,389 per annum	10/1/2023

DATED this 17<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 334/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF EDUCATION**  
(Administration)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Chelsea Eoe	Media Promotion Officer Band 8.1 - \$18,679 per annum	20/1/2023

DATED this 15<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF LAND MANAGEMENT**  
*(Land & Survey)*

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Telson Agir	Senior Chainman Band 3.1 - \$12,503 per annum	27/2/2023

DATED this 15<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 336/2023

**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 CHIEF SECRETARY**  
*(Human Resource & labour)*

**POSITION** : Development Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

- Ensure GON sponsorship records updated with other training related report when required by HOD as well maintain records and production of reports on Student Internship Program.

**DUTIES/RESPONSIBILITIES:**

- Regular update and maintain training database
- Assist the Manager in preparation of monthly/annual report
- Regularly update and maintain record of GON support fund
- Compilation of data for report purposes
- Managing database of Student Internship Program
- Any other matters relating to NPS capacity building

**QUALIFICATIONS & EXPERIENCE:**

- Certificate in Office Management or equivalent level qualification in other areas
- Acceptable: Year 12 or Form 7 School Leaver Certificate or other equivalent tertiary entry level
- At least 2 years work experience in administrative duties
- Must have excellent command of spoken and written English
- Must have sound/adequate knowledge of Public Service Act 2016
- Computer literate
- Must have excellent interpersonal skills
- Must possess skills to undertake research
- Must be able to work with limited supervision

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 21<sup>st</sup> April 2023.**

DATED this 21<sup>st</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 337/2023

**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 CHIEF SECRETARY**  
*(Human Resource & labour)*

**POSITION** : Policy Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

- Policy Officer assists the Manager Policy & Planning in developing, implementing and monitoring the Strategic and Operational Plans and developing and reviewing organisational and departmental policies.

**DUTIES/RESPONSIBILITIES:**

- Collate relevant information required for quarterly report to Secretary for Corporate Services.
- Assist in developing and reviewing policies which affect the Public Service.
- Assist the Manager with collation of department annual reports to be tabled in Parliament in timely fashion.
- Develop a schedule for timely review, update and circulation of PS policies.
- Inform, advice or notify relevant parties as required by the Unit.
- Assist in developing, implementing and monitoring the Strategic and Operational Plans of the Ministry in collaboration with other key personnel.
- Collect, analyse and compile data on social, economic and political issues.
- Prepare working papers. Reports and briefs designed to aid in the process of planning, policy formulation and problem solving.
- Report to Manager Policy & Planning and Secretary Corporate Services on developments and changes in legislation, regulation, international standards and other relevant research
- Perform related work as may be required.

**QUALIFICATIONS & EXPERIENCE:**

- 3 years of relevant work experience in research, evaluation and management field
- Must be computer literate and possess analytic skills
- Must have planning and project management skills
- Must be fluent in English and Nauruan languages
- Must possess excellent written English skills
- Must be loyal, hardworking and trustworthy.

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 21<sup>st</sup> April 2023.**

DATED this 21<sup>st</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 338/2023

**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 EDUCATION**  
*(Schools)*

**POSITION** : Caretaker Cleaner Toilet  
**SALARY** : Band 1.1 - \$10,720 per annum

**PURPOSE OF THE ROLE:**

Ensure cleanliness and upkeep of school lavatories/toilets is maintained.

**DUTIES/RESPONSIBILITIES:**

- Ensure all student and staff toilets are cleaned and hygienic
- Ensure all toilets in working order
- Monitor and report damages/vandalism to lavatories
- Monitor and report toilet conditions for repair and maintenance
- Assist the Environment Officer in maintaining and beautifying the school toilets
- Submit orders for store (cleaning) items in a timely manner to Environment Officer or School Principal/TICs
- Adhere to the Public Service Act 2016, Education Act 2011 and other relevant policies
- Perform any other tasks compatible to the position as directed by the Director of Schools through the Principal and Deputy Principal

**QUALIFICATIONS & EXPERIENCE:**

- Willing to work manual labour
- Cleaner and caretaker work
- Leadership skills
- Management skills
- Interpersonal skills
- Organising skills
- Computer literate
- Proficient in English and Nauruan language
- Diligent

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 14<sup>th</sup> April, 2023.**

DATED this 21<sup>st</sup> day of March, 2022

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 339/2023

**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 ENVIRONMENTAL MANAGEMENT & AGRICULTURE**  
*(Agriculture)*

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

**PURPOSE OF THE ROLE:**

The primary purpose of the role is to work directly with households in the community. To facilitate and help growers grow own food for their livelihood and food security.

**DUTIES/RESPONSIBILITIES:**

- This position reports directly to the Extension & Marketing officer for the agricultural operations and activities
- To have sound knowledge of food security and the reason for improved food and nutrition;
- Facilitate, communicate. Helping growers in their decision making and ensuring that appropriate knowledge is implemented to obtain the best results;
- Consult and advocate helping households to identify their problem and find their own solution;
- Conduct household visits for monitoring and evaluation of food crops regularly;
- Helping households to boosting local produce;
- Considerate and looking after resources/tools after usage;
- Works well with the team during field work;
- Provide sound advice and written update on a monthly basis;
- Support and assist with sowing seeds, collection of raw materials, propagation and preparation of planting materials and the distribution of seedlings and compost at exhibitions;
- Assist, prepare and set up agricultural items for show casing during national and international events;
- Attend staff meetings and staff training as required;
- Fulfil other tasks as assigned

**QUALIFICATIONS & EXPERIENCE:**

- Year 10 school leavers
- Experience in home gardening and planting;
- Voluntary work in community projects;
- Able to work in a team and to be proactive;
- Ability to organise and manage own workload;
- Problem solving ability;
- Demonstrate commitment to work and experience and working with a team;
- Communication and interpersonal skills;

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 14<sup>th</sup> April, 2023.**

DATED this 21<sup>st</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 340/2023

**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 INTERNAL AFFAIRS**  
*(Youth Affairs)*

**POSITION** : Senior Youth Officer  
**SALARY RANGE** : Band 6.1 - \$15,172 per annum

**PRIMARY PURPOSE OF ROLE:**

A Senior Youth Officer, works with the youth to facilitate their social, personal and physical development through informal education

Duties include to organising and running community programmes, helping the youth understand values and ideas and building their confidence and life skills

**DUTIES & RESPONSIBILITIES:**

- To organise educational programs and youth recreational activities such as sports, arts and drama whilst assessing their health, social and emotional requirements
- To work with people between the ages of 18 to 35 by planning and managing community events and running social events for those struggling with their social life, health problems and anti-social behaviour
- Senior Youth Officer typically work in colleges, schools, religious youth groups, county-council community centres and youth centres
- They tend to work for about 35 to 40 hours per week. However, they may also work extended hours based on service demand
- Recruiting, training and managing staff and volunteers
- Identifying and pursuing sources of funding for projects that will help improve services and resources for young people
- Communicating with parents and community groups by forwarding their interests
- Gaining trust and respect from the youth to develop lasting relationships with them
- Establishing boundaries for the youth and correcting inappropriate behaviour

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- School Leavers Certificate
- Certificate in Community programme
- At least one or two years of experience working with young people, whether voluntary or paid
- They can acquire experience through working with Youth in the community, volunteering in youth organisations or undertaking individual work with young people
- Ideal candidates have experience planning and organising recreational events for the youth and performing office administration duties, such as creating business plans and writing reports

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 14<sup>th</sup> April 2023.**

DATED this 21<sup>st</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 341/2023

**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 PRESIDENCY**  
*(Secretariat)*

**POSITION** : Museum Assistant  
**SALARY RANGE** : Band 4.1 - \$13,503 gross salary per annum

**PRIMARY PURPOSE OF POSITION:**

The Museum Assistant is responsible to assist the Director, the assistant Director the Curator in any aspect of museum operations as required such as preparation of exhibits, collections, processing and performance of security surveillance, preparation of objects for storage and conducting research.

**DUTIES & RESPONSIBILITIES:**

- Assist with processing collections including registering, accessioning, cataloguing, packing, unpacking, maintaining inventory, and documentation
- Assist in setup and assembly of storage areas for collection according to curatorial standards; cleans collection and storage areas as needed
- Prepares various reports regarding collection activities and condition of objects as requested
- Conducts research in identification and interpretation of museum collections
- Respond to enquiries regarding collection from museum visitors; acts as museum receptionist
- Performs specific tasks that are components of exhibit planning, installation, and maintenance; prepares graphics, illustrations, labels, and artefact mounts and construction of exhibit cases
- Assist in the maintaining of museum collection database through data entry and editing
- Assist on organization of and implementation of public programs such as workshops, education programs and special events; may assist in preparation of education materials, promotional materials. And mailing lists
- Organizes special viewing of collection; arranges showings and selects exhibits based on audience; prepares displays
- Assist in restoration and preservation work on relics and on National Heritage Sites
- Any duties assigned by the Director

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Higher School Leaving Certificate
- Excellent written and verbal communication skills
- Ability to organise; present and communicate messages effectively through design
- Excellent project management and organisational skills
- Knowledge of working with museum databases and IT issues
- Good team work skills
- Excellent research and IT skills
- Experience in metal work, welding, panel beating

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 14<sup>th</sup> April, 2023.**

DATED this 21<sup>st</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 342/2023

**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 JUSTICE & BORDER CONTROL**  
*(Financial Intelligence Unit)*

**POSITION** : Assistant Supervisor Finance Intelligence Unit  
**SALARY RANGE** : Band 13.1 - \$26,002 per annum

**PRIMARY PURPOSE OF ROLE:**

Duties involve monitoring and supervising financial institutions and similar entities for the purpose of ensuring compliance with Nauru's Anti-Money Laundering and Terrorist Financing laws, regulations and implementing the necessary measures to secure compliance in accordance with established polices and international standards. Assist in the implementation of the necessary measures to secure compliance with registration and submission of Compliance Programmes and other obligations, and in conducting examinations on supervised entities. Works closely with an assist the FIU Office in analysis of financial intelligence, information and suspicious transaction reports (STRs) and suspicious matter reports (SMRs) and related matters

**DUTIES & RESPONSIBILITIES:**

- Communicate polices and guidelines to supervised entities to deter and detect money laundering and terrorist financing
- Conducts outreach and awareness training to supervised entities and other stakeholders to inform, clarify and update on AML/CFT obligations
- Assist in the creation, development and implementation of AML/CFT training Programmes and communications strategies
- Examines and recommends compliance Programmes submitted by supervised entities to the FIU for approval
- Conducts compliance checks on supervised entities including onsite and offsite examination in accordance with FIU's policies
- Produces report on the Compliance activities including reports on compliance examination conducted
- Provides timely feedback to Financial Institutions and other stakeholders, approval of Compliance Programmes and appointment of Compliance officers
- Identifies ML/TF risks and provides risk mitigation solutions
- Notifies/ communicates urgent information to the FIU Supervisor
- Maintains the FIU compliance databases such as the e-register of supervised entities
- Establishes and maintains effective communication channels with reporting entities and other stakeholders
- Procedures information for public release relating to the education and prevention of money laundering and terrorist financing
- Complies with security and confidentiality requirements of the FIU
- Works closely with the FIU Officer in analysis of financial intelligence, information and suspicious transactions reports (STRs) and suspicious matter reports (SMRs)
- Attends to any other duties allocated by the FIU Supervisor
- Provides Support role to FIU Supervisor

G.N.No. 342/2023 (Cont'd)

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- At least 2 years' experience in an analytical, research, risk & compliance and investigative environment, Business Registration process and compliance may be an added advantage
- Sound knowledge of Money Laundering and Terrorism related legislations and regulations
- Satisfactory knowledge of Anti-Money Laundering and Terrorist Financing compliance framework
- Proficient in preparing and presenting compliance training using Microsoft applications
- Considerable knowledge of modern methods and techniques of intelligence gathering, analysis and investigation
- Ability to establish and maintain effective working relationship and networking amongst the FIU, financial and related institutions and law enforcement agencies both domestically and internationally
- Satisfactory understanding of banking and financial products and financial legislation and policies pertaining to an or have completed some law units from a university anti-money laundering (AML) and terrorism financing (TF)
- Some project management skills will be an added advantage
- High level research, investigative, analytical, critical thinking, problem solving and decision-making skills
- Sound oral and written communication skills inclusive of interviewing and report writing skills
- Be a team player with strong interpersonal skill
- Must have the ability to provide support and fit in the role of the FIU Officer
- Must have high levels of honesty, integrity and ethics
- Must be able to maintain high levels of confidentiality at all times
- Fluent in Nauruan Language as officer will be required to translate to stakeholders and the public

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 343/2023

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Solicitor General)*

**POSITION** : Pleader Civil Litigation  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Solicitor General. Under the general supervision and guidance of the Solicitor General, the pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Handle civil cases against the Republic under the guidance of the Solicitor General;
- Attend Court with Solicitor General to represent the Republic in civil and criminal matters;
- Assist the Solicitor General in the preparation of legal opinions and advice to the Government;
- Carry out and perform tasks assigned by the Solicitor General;
- Carry out research and provide advice to the Solicitor General;
- Draft pleadings, memoranda and correspondence;
- Attend meeting with stakeholders;
- Otherwise generally provide support to the Office of the Solicitor General

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleadings Course and Advocacy Course
- Experience working in a law office desirable
- Strong analytical and research skills;
- Strong Advocacy skills;
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Computer literate;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Must be able to maintain high levels of confidentiality at all times

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 344/2023

**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 JUSTICE & BORDER CONTROL**  
*(Corporations, Partnership, Associations & Trust Registration)*

**POSITION** : Pleader Corporations & Business  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

The pleader will provide support to the Corporations, Partnership, Associations and Trust Registration Division and reports directly to the Secretary for Justice and Deputy Registrar of Corporations. Under the general supervision and guidance of the Secretary for Justice, the Pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Carry out and perform tasks assigned from time to time by the Secretary for Justice;
- Receive and process applications, including for registrations of corporations, partnerships, associations, trusts, business names, beneficial owners, private security, business licences and import licences;
- Assist the Registrar in establishing and maintaining and keeping a Register of Corporations and other registers;
- Attend meetings with stakeholders
- Otherwise generally support the work of the Corporations, Partnership, Associations and Trust Registration Division.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleadors Course and Advocacy Course
- Experience working in a law office or business registration and licensing office is desirable
- Excellent analytical and research skills;
- Ability to interpret and apply written law
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Computer literate

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 345/2023

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Human Rights)*

**POSITION** : Pleader Human Rights  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

To provide assistance to the Director Human Rights in fulfilling the objective of the Office of Human Rights which is to work with key agencies on monitoring, implementing, reporting and following up on human rights efforts in Nauru.

To assist the Office of the Public Legal Defenders in family cases

**DUTIES & RESPONSIBILITIES:**

Assist the Director Human Rights in:

- Collating information for the drafting of treaty and Universal Periodic Review (UPR) reports by conducting interviews, organizing meetings and researching
- Coordinating consultations for the collection of information for the drafting of treaty and UPR reports
- Drafting recommendations implementation plans for treaty and UPR recommendations
- Maintain and manage an electronic and physical filing system for master copies of documents and reports in relation to treaties and the UPR
- Drafting memorandums in relation to work that need to be carried out by the Office of Human Rights
- From time to time will be required to conduct presentations for international, regional and national forums in relation to the work of the Office of Human Rights
- Through the Director for Human Rights, assist the Office of the Public Legal Defenders in representing legal aid clients for family court matters

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Must have Pleaders Certificate or valid practicing certificate
- Must have achieved good grades in the Pleaders Course
- Must have a valid driver's license;
- Standard computing skills in working with Office works or any other similar software;
- Organizational skills and be competent in time management
- Sound communication and networking skills
- Fluency or able to communicate in Nauruan and English both in writing or in speaking
- Is able to take and follow instructions

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 7<sup>th</sup> April 2023.**

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 346/2023

**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 JUSTICE & BORDER CONTROL**  
*(Intellectual Property)*

**POSITION** : Pleader Intellectual Property  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

The pleader will provide support to the Intellectual Property Section and reports directly to the Secretary for Justice. Under the general supervision and guidance of the Secretary for Justice, the Pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Carry out and perform tasks assigned from time to time by the Secretary for Justice;
- Receive applications for registrations of intellectual property;
- Under the guidance of the Secretary for Justice, carry out research on applications received for registration of intellectual property;
- Assist with establishing and maintaining registers for copyright, trademarks and patents;
- Attend meetings with stakeholders
- Otherwise generally support the work of the Intellectual Property Section

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleadors Course and Advocacy Course
- Experience working in a law office or intellectual property office is desirable
- Excellent analytical and research skills;
- Ability to interpret and apply written law
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Computer literate

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 347/2023

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Legislative Drafting)*

**POSITION** : Pleader Legislative Drafting  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Principal Legislative Drafter. Under the general supervision and guidance of the Principal Legislative Drafter, the pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Handle civil cases against the Republic under the guidance of the Principal Legislative Drafter;
- Attend Court with PLD to represent the Republic in civil and criminal matters;
- Assist the PLD in the preparation of legal opinions and advice to the Government;
- Carry out and perform tasks assigned by the PLD;
- Carry out research and provide advice to the PLD;
- Draft pleadings, memoranda and correspondence;
- Attend meeting with stakeholders;
- Otherwise generally provide support to the Office of the PLD

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleaders Course and Advocacy Course
- Experience working in a law office is desirable
- Strong analytical and research skills;
- Strong Advocacy skills;
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Computer literate;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Must be able to maintain high levels of confidentiality at all times

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 348/2023

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Public Prosecutions)*

**POSITION** : Pleader Prosecutions  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Director Public Prosecutions. Under the general supervision and guidance of the DPLD, the pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Handle civil cases against the Republic under the guidance of the DPP;
- Attend Court with DPP to represent the Republic in civil and criminal matters;
- Assist DPP in the preparation of legal opinions and advice to the Government;
- Carry out and perform tasks assigned by the DPLD;
- Carry out research and provide advice to the DPLD;
- Drafting pleadings, memoranda and correspondence;
- Attend meeting with stakeholders;

Otherwise generally provide support to the Office of the DPLD

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleaders Course and Advocacy Course
- Experience working in a law office desirable
- Strong analytical and research skills;
- Strong Advocacy skills;
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Computer literate;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Must be able to maintain high levels of confidentiality at all times

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**