



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

No. 405

20th September, 2024

Nauru

G.N.No. 1277/2024

**APPOINTMENT OF ACTING CHAIRMAN AND ACTING CHIEF EXECUTIVE OFFICER FOR
NAOERO POSTAL SERVICES CORPORATION**

It is notified for general information that Cabinet on Monday, 16th September 2024 has approved to appoint the following: -

- Mrs. Jettarina Addi to act as Chairperson for Nauru Postal Services Corporation from 18th September, 2024 until the return of the substantive Chairman, Mr. Samuel Grundler.
- Mrs. Andromeda Amram, to act as Chief Executive Officer for Nauru Postal Services Corporation from 19th September 2024 until the return of the Acting Chief Executive Officer, Mr. Onassis Dame.

Dated this 16th day of September, 2024.

**OPHELIA CALEB,
SECRETARY TO CABINET**

G.N.No. 1278/2024

APPOINTMENT OF ACTING CHAIRPERSON FOR NAURU LANDS COMMITTEE

It is notified for general information that Cabinet on Wednesday, 18th September 2024 has approved to appoint Ms. Juliana Buraman, to act as the Chairperson of Nauru Lands Committee from 18th September, 2024 until the return of the Acting Chairperson, Mrs. Romina Amwano on 7th October, 2024.

Dated this 18th day of September, 2024

**OPHELIA CALEB,
SECRETARY TO CABINET**

G.N.No. 1279/2024

APPOINTMENT OF ACTING CHAIRMAN FOR NAURU UTILITIES CORPORATION

It is notified for general information that Cabinet on Wednesday, 18th September 2024 has approved to appoint Mr. Leo Scotty, to act as the Chairman of Nauru Utilities Corporation from 24th September, 2024 until the return of the Chairman, Mr. Abraham Aremwa on 23rd October, 2024.

Dated this 18th day of September, 2024

**OPHELIA CALEB,
SECRETARY TO CABINET**

G.N.No. 1280/2024

**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., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 14th August 2024 reclassify the following positions.

DEPARTMENT OF PRESIDENCY

Reclassification of Positions

Current Designation (Secretariat)	No. of Positions	Reclassified Designation (Secretariat)
Government Information Officer Band 8.1 -\$18, 679 per annum	1	Senior Information Officer Band 8.1 -\$18, 679 per annum
Administrative Assistant GIO Band 4.1 -\$13, 503 per annum	1	Information Officer Band 4.1 -\$13, 503 per annum

DATED this 05th day of September, 2024.

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

PUBLIC SERVICE ACT 2016

SECTION 16(1a)

CREATION OF POSITIONS

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1a of the Public Service Act 2016, I LIONEL ROUWEN AINGIMEA, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 14th August, 2024 create the following positions.

DEPARTMENT OF PRESIDENCY

Creation of positions

Designation (Secretariat)	No. of Positions	Salary Band (Secretariat)
Digital Information Officer	1	Band 4.1 - \$13,503 per annum
Information Officer	1	Band 4.1 - \$13,503 per annum

DATED this 05th day of September, 2024.

HON. LIONEL ROUWEN AINGIMEA, M.P
ACTING PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 1282/2024

PUBLIC SERVICE ACT 2016
SECTION 27(2b)

NOTICE OF APPOINTMENT

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

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(National Emergency & Ambulance Services)

NAME	POSITION	EFFECTIVE
Jakey Adire	Emergency & Ambulance Services Officer Band 5.1 - \$14,313 per annum	20/12/2023

DATED this 17th day of September, 2024

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 1283/2024

PUBLIC SERVICE ACT 2016
SECTION 27A(2a)

NOTICE OF PROMOTION

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

DEPARTMENT OF CHIEF SECRETARY
(Expatriate Recruitment & Welfare)

NAME	FROM	TO	EFFECTIVE
Nomai Thoma	Clerical Officer Band 4.1 - \$13, 503 per annum	Expatriate Recruitment Officer Band 7.1 - \$16, 389 per annum	11/9/2024

DATED this 19th day of September, 2024

LEONA WAIDABU
CHIEF SECRETARY

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 : Digital Information Officer
SALARY : Band 4.1 - \$13,3503 per annum

PURPOSE OF THE ROLE:

The Digital Information Officer will be required to perform the digital and administrative aspects of the office associated with the conduct of a comprehensive program to inform the public of the activities and objectives of Government business; including working on the bulletin layout, daily notices, photographing and maintaining the website.

DUTIES/RESPONSIBILITIES:

- Layout of Nauru Bulletin (training provided)
- Take photos; occasionally record short videos/interviews and basic editing
- Work closely with the Government of Nauru's ICT Department to coordinate the upload of relevant GIO documents and materials to the official government website
- Monitor GIO's Facebook and presence on the government website (website training provided)
- Assist with creating Facebook graphics/content
- Prepare and disseminate information, utilising all major mediums of communication (eg: email, social media, website)
- Distribute news and information content in a timely manner
- Operating basic office equipment such as photocopiers and scanners
- Maintain document filing and records
- Upkeep of the office mailing list and events calendar
- Attend official functions as required for news coverage
- Perform any other duties as required by the GIO management
- Must be able to work outside of normal working hours if and when required, E.g. parliamentary sittings, elections and meeting deadlines for the Nauru Bulletin

QUALIFICATIONS & EXPERIENCE:

- Minimum of year 12 qualification
- Experience and good understanding on the use of a computer (Word, Excel, Publisher and programs such as Canva, Adobe or similar)
- Experience in or understanding the use of a camera, photo editing, and graphics

G.N.No. 1284/2024 (Cont'd)

- Experience in or understanding of media-related functions and systems will be an advantage
- Good understanding on the use of Facebook and other social media
- Good command of the English language
- Willing to learn and work as a team

Applications should be lodged to the Acting 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 4th October, 2024.**

DATED this 18th day of September, 2024

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 1285/2024

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 : Information Officer
No: Position : (1)
SALARY : Band 4.1 - \$13,3503 per annum

PURPOSE OF THE ROLE:

Reports to the GIO director. Ensures the flow of news and information for the purpose of strengthening democratic processes and accountability through the effective delivery of government news.

The Information Officer assists in writing for the Nauru Bulletin which provides the platform for news and information and maintains the GIO's avenues of new dissemination

DUTIES/RESPONSIBILITIES:

- News writing (on-the-job training provided)
- Conduct interviews, gather information for news stories

G.N.No. 1285/2024 (Cont'd)

- Responsible and accountable to the government
- Assist in providing continual stream of government news and information to our readers/audience
- Support and maintain the dissemination of news and information content
- Assist in maintaining content for the GIO and Office of the President's pages on the official government website and Facebook page
- Assist in ensuring news (notices via email, Nauru Bulletin, media releases and Facebook) are distributed in a timely manner
- Assist in identifying relevant avenues for the dissemination of information, including available domestic and international media outlets and to present the information in a manner easily understood by the target audiences
- Co-host any TV or radio presentations such as for policy news, parliament sittings, general elections coverage, as required
- Attend official functions as required for news coverage
- Must be able to work outside of normal working hours if and when required, E.g. parliamentary sittings, elections and meeting deadlines for the Nauru Bulletin

QUALIFICATIONS & EXPERIENCE:

- Minimum of Year 12 qualification. Tertiary qualification preferably in the field of public relations, media or governance is an advantage
- Experience in media related functions and systems is an advantage
- Good command of the English language and good writing skills
- Experience and good understanding on the use of a computer (Word, Excel, Publisher)
- Good understanding of or willing to learn programs such as Canva, Adobe or similar, is an advantage
- Understanding the use of Facebook and other social media is an advantage
- Willing to learn on the job

Applications should be lodged to the Acting 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 4th October, 2024.**

DATED this 18th day of September, 2024

LEONA WAIDABU
CHIEF SECRETARY
