



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

No. 67

30th May, 2012

Nauru

G.N.No. 277/ 2012

TRAVEL PROPOSAL FOR SECRETARY FOR FINANCE FOR FEMM 2012.

It is notified for general information that Cabinet at its meeting held on Wednesday, 23rd May, 2012 approves;

- a) The proposal travel by the Secretary for Finance to accompany the Minister for Finance to the Forum Economic Ministers Meeting (FEMM) in Tarawa on 2 to 4 July, 2012 and;
- b) Javan Tamakin, Deputy Secretary for Treasury to act in the position of Secretary for Finance for the period of 2 to 4 July, 2012.

Dated this 24th day of May, 2012.

**BERNARD GRUNDLER
ACTING SECRETARY TO CABINET**

G.N.No. 278/ 2012

**PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53(1)**

It is notified for general information that the following resignation has been accepted with effect from 14th May, 2012.

DEPARTMENT OF SPORTS
(Epon Keramen)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Horasio Cook	Administrative Officer	\$7,704pa (L5.3)

DATED this 24th day of May, 2012.

**BERNARD GRUNDLER
ACTING CHIEF SECRETARY**

G.N.No. 279/ 2012

PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53(1)

It is notified for general information that the following resignation has been accepted with effect from 15th May, 2012.

DEPARTMENT OF HOME AFFAIRS
(Nauru Media)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Robert Remikio Scotty	Transmission Operator	\$4,811pa (L1.2)

DATED this 24th day of May, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 280/ 2012

PUBLIC SERVICE ACT 1998
SECTION 57
RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE

IT IS NOTIFIED for general information that Mr. Salik Hedmon from the Education Department (Kayser College) be retired from the Public Service of Nauru effective from 22nd December, 2011.

DATED this 24th day of May, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 281/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CIVIL AVIATION

POSITION : **Electrician Assistant**

SALARY/SCALE : **\$5,101pa – (\$196.19 per fortnight) -L2.1**

DUTIES:

- To assist Aerodrome officer in maintaining and servicing of equipments
- To assist Aerodrome officer in assessing electrical and mechanical equipment and systems
- Assist in preparing reports
- Will be required to act as aerodrome officer from time to time
- Perform other duties as required

COMPETENCIES:

- Proven ability to take ownership of responsibilities
- Exercise mature judgement
- To make feasible recommendations and sound decisions
- Ability to write reports concisely and clearly
- Ability to work with colleagues to achieve project goals
- Maintain harmonious working relationship
- Must be able to work with Microsoft Excel and Word
- Must be willing to travel for continuous learning
- Must be of sober habits

QUALIFICATION & EXPERIENCE:

- Certificate in electrical engineering or equivalent
- 1-2 years operations and maintenance experience as a electrician
- Knowledge International electrical standards
- A good command of oral and written English
- Experience in installation, maintenance and operation of electrical facilities such as secondary generators, electrical power distribution, airport lighting and communications
- To possess a valid driver's licence
- To have absence of any criminal record

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than **5.00pm, Wednesday 6th June, 2012.**

Dated this 24th day of May, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 282/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF NAURU POLICE FORCE
(Administration)

POSITION : **Human Resource Officer**

SALARY LEVEL : **\$6,837pa (L4.3)**

DUTIES :

- Maintain the Nauru Police Force Structure, Staff Establishment and Job Descriptions in accordance with the Public Service Commission and in support of the NPF Strategic and Annual Plans.
- Develop and maintain human resource management policies and procedures to assist in the ongoing operation of the Nauru Police Force.
- Provide essential procedural Human Resource advice on policies (eg. Suspensions and Dismissals) in accordance with the Public Service Act and Nauru Police Force Act 1972.
- Develop and manage the Nauru Police Force Performance Management program to promote individual performance improvement.
- Identify, develop and deliver essential Human Resource training to all staff of the Nauru Police Force to improve the level of understanding of Human Resource practices.
- Participate in the selection and recruitment of police and security staff as required.
- Ensure development and recording of accurate Pay entitlements and provide timely communication to the Public Service pay team.
- Compile and maintain leave entitlements database all staff and provide monthly reports to the Executive through respective team leader.
- Maintain all personal records of all Nauru Police Force members to assist in Career Succession Planning.
- Where required, assist Nauru Police Force staff on all international travel arrangements and documentation.

QUALIFICATIONS :

- Background and relevant experience in Human Resource Management.
- Advanced computer literacy and knowledge of appropriate software programs.
- Implement and manage Change.
- Communicate and influence staff at all levels.
- Apply Equal Employment Opportunity Principles
- Analytical and Problem solving skills.
- Policy development and implementation skills.
- Strong commitment to ethical practice.
- Knowledge of the Police Act and Public Service Act and its applicability within the Nauru Police Force.
- Knowledge of the Standing Orders of the Nauru Police Force.

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- Sound knowledge and understanding of human resource management and development policies and practices.
- Demonstrate professional, ethical and integrity standards.
- Commitment to achieving organizational outcomes.
- Manage and supervise staff within the respective area.
- Relevant qualifications or experience relating to the position

Applications should be provided in writing or electronically word processed stating name, age and qualifications with Curriculum Vitae attached, and submitted to the Directorate of Human Resources & Labour and the Chief Secretary's Department no later than **5.00pm, Friday 8 June 2012..**

DATED this 25th day of the month of May 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 283/ 2012

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Ilias Halstead of Meneñ District and
Jeizianna Deraudag of Denigomodu District.

Mark Garabwan of Denigomodu and
Phillis Degia of Anetan District

Jim-Lorien Halstead of Meneñ District and
Shy-Line Kun of Nibok District

DATE OF ENGAGEMENT:

21st May, 2012
25th May, 2012
30th May, 2012.

HON. SHADLOG BERNICKE, MP
MINISTER IN CHARGE
