



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

No. 59

24th April, 2013

Nauru

G.N. No. 284 / 2013

APPOINTMENT OF ACTING CHIEF SECRETARY

It is notified for general information that pursuant to Article 25, (1) of the Constitution of Nauru, Cabinet on Thursday 11th April, 2013 has approved the appointment of Mr. Michael B. Cain to act as Chief Secretary effective from 17th April, 2013 until the return of the Acting Secretary, Mr. Bernard Grundler.

Dated this 16th day of April, 2013.

**BERNARD GRUNDLER
ACTING CHIEF SECRETARY**

G.N. No. 285 / 2013

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that pursuant to Article 68, Clause 3 of the Constitution of Nauru, Cabinet on Thursday 11th April, 2013 has approved the appointment of Ms. Melaney Bill to act as Secretary for Transport effective from Monday 15th April, 2013 until the return of the substantive Secretary for Transport, Mr. Lesi Olsson.

Dated this 16th day of April, 2013.

**BERNARD GRUNDLER
ACTING CHIEF SECRETARY**

G.N. No. 286 / 2013

APPOINTMENT OF ACTING SECRETARY TO CABINET

It is notified for general information that pursuant to Article 68, Clause 3 of the Constitution of Nauru, Cabinet on Thursday 11th April, 2013 has approved the appointment of the Acting Chief Secretary to act as Secretary to Cabinet effective from Wednesday 17th April, 2013 until the return of the substantive Secretary to Cabinet, Mr. Sasikumar Paravanoor.

Dated this 17th day of April, 2013.

**MICHAEL B. CAIN
ACTING CHIEF SECRETARY**

G.N. No. 287 / 2013

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS

It is notified for general information that Cabinet at its meeting held on Wednesday, 17th April, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Isireli Guivalu to act as Secretary for Telecommunications effective 17th April, 2013 until the return of the substantive Secretary for Telecommunications, Mr. Christopher Stephen.

Dated this 21st day of April, 2013.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 288 / 2013

NAURU POLICE FORCE ACT
NOTICE OF PROMOTION – SECTION 12 (1) (2)

The provisional promotion of the following officers is hereby notified for public notification with effect from 03rd April, 2013;

DEPARTMENT OF NAURU POLICE FORCE

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Jordie Edward	Senior Constable \$6,258pa (L4.1)	Sergeant \$7,125pa (L5.1)
Lance Agir	Senior Constable \$6,258pa (L4.1)	Sergeant \$7,125pa (L5.1)

Dated this 18th day of April, 2013.

RICHARD BRITTEN
COMMISSIONER OF POLICE

G.N. No. 289 / 2013

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 12th December, 2012;

DEPARTMENT OF CHIEF SECRETARY

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Marcus Aremwa	Higher Clerical Officer \$5,389pa (L2.2)	Deputy Paymaster \$7,704pa (L5.3)

Any officer of the Public Service may appeal to the above promotion under Section 20(3) of the Public Service Act 1998. An appeal shall be in writing setting out the ground of appeal and shall be lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 21st day of April, 2013.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 290 / 2013

NAURU POLICE ACT
NOTICE OF RESIGNATION

It is notified for general information that the following officers' resignation has been accepted effective from 03rd April, 2013;

DEPARTMENT OF NAURU POLICE FORCE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Jojaenie Ketner	Constable	\$5,968pa (L3.2)

Dated this 18th day of April, 2013.

RICHARD BRITTEN
COMMISSIONER OF POLICE

No. 59

24th April, 2013

Nauru

G.N. No. 291 / 2013

NAURU POLICE ACT
NOTICE OF RESIGNATION

It is notified for general information that the following officers' resignation has been accepted effective from 25th February, 2013;

DEPARTMENT OF NAURU POLICE FORCE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Sparkle Degia	Senior Constable	\$6,258pa (L4.1)

Dated this 18th day of April, 2013.

RICHARD BRITTEN
COMMISSIONER OF POLICE

G.N. No. 292 / 2013

NAURU POLICE ACT
RESIGNATION- SECTION 12(1)(2)

It is notified for general information that the following constable's resignation has been accepted.

NAURU POLICE FORCE

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Fredrick Dagan	Constable	05 th March, 2013

Dated this 07th day of March, 2013.

SIMPSON DEIDENANG
ACTING COMMISSIONER OF POLICE

No. 59

24th April, 2013

Nauru

G.N. No. 293 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation effective 03rd April, 2013 has been accepted and approved.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
George Quadina	Assistant Asset Officer	\$5,389pa (L2.2)

Dated this 16th day of April, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 294 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation effective 08th April, 2013 has been accepted and approved.

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Eiminora Caleb	Audit and Enforcement Officer	\$7,125pa (L5.1)

Dated this 16th day of April, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 295 / 2013

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 FINANCE

Position : Social Sector Planner
Salary : \$8,571pa (L7.1)
Primary Role : The position will also manage the issues relating to the Social Sector that emerge during implementation of projects; monitoring and reporting of donor assistance to Government and donors; provision of sound advice to the Government on planning matters; and provide general support to Nauru's bilateral and multilateral aid planning.

Duties : The Social Sector Planner will be responsible to the Director (Sector Planning)
:

1. Implement and monitor the social sector component of the National Sustainable Development Strategy (NSDS) inclusive of on-going development projects
2. Provide advice and support in relation to social sector planning and policy including appraising new policy initiatives from line Ministries/Departments
3. Maintain close collaboration with international and regional organisations active in the social sector and facilitate any partnership development programmes
4. Work with line agencies, key stakeholders and donor partners in the social sectors to maximise development assistance, its implementation and impact and ensure that assistance and reporting processes are aligned with national priorities and systems
5. Conduct physical inspection of social sector projects being implemented to ensure they meet all necessary requirements.
6. Arrange logistics/meeting schedules for social sector consultants and development partners visiting Nauru as required
7. Consolidate and communicate progress on sectoral and national strategies/plans in the social sector to the Government of Nauru and donor agencies
8. Liaise with the Aid Management Unit to verify financial components of social sector development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
9. Effectively represent the Government at meetings and relevant national, and international forums and programs
10. Any other duties specified by the Director (Sector Planning)

G.N. No. 295 / 2013(cont'd)

SKILLS & QUALIFICATIONS:

1. Bachelor degree in a relevant field such as development planning, economics, management, business or public sector policy and administration and five years' experience in a senior level position in Government
2. Knowledge of the planning cycle, design and management of programmes, projects and project management
3. Well developed analytical skills and attention to detail
4. Good organisational skills
5. Good interpersonal and communication skills
6. Good organisation skills and able to maintain accurate records
7. A capacity to work with an interdisciplinary perspective, including working outside normal office hours to achieve key deadlines
8. An understanding of the Public Service Act and a commitment to the values and principles this Act
9. Basic financial management skills and experience in preparing budgets and operational plans
10. Knowledge of the Social Sector in Nauru.
11. Knowledge of donor activities in Nauru and the Pacific

Applications should be submitted to the Acting Chief Secretary or Acting Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualifications attached with curriculum vitae and other relevant references no later than 5pm, Friday, 3rd May, 2013.

Dated 16th day of April, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 296 / 2013

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 JUDICIARY

JOB TITLE : FAMILY LIAISON OFFICER
SALARY LEVEL : \$7,704pa (5.3)
RESPONSIBLE TO : Chief Justice, Resident Magistrate and Deputy Registrar

DUTIES:

- Initiate volunteer scheme for liaison program between the community and the Family Liaison Officer
- Connect with communities and conduct workshops to introduce child protection programs and programs to reduce violence against women.
- Receive complaints about family problems and potential child abuse cases and arrange appropriate responses
- Liaise with police and other Government departments as appropriate
- Compile reports on family issues
- Develop strategies for communities to resolve family violence and related issues Liaise with the Education Department and schools to promote the school life Program and related programs to address family and child issues.
- Initiate and oversight a witness support program offering support for vulnerable victims who are reluctant to give evidence in court.

SKILLS & QUALIFICATIONS:

- Good verbal communication skills with fluency in Nauru and English
- Ability to prepare written reports to a high standard
- Initiative and ability to work without supervision
- Ability to plan and arrange workshops and seminar

Application should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 5:00pm, Friday 03rd May, 2013.

Dated this 17th day of April, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 297 / 2013

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 positions:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : KITCHEN AIDE
No. OF VACANCY : 2
SALARY : \$4,811pa (1.2) - \$185.04

PURPOSE OF THE POSITION:

The Kitchen Aide is responsible to perform routine, repetitive tasks under the direction of cooks. Assist the Cook with preparation of hospital meals and assign to RONH to prepare and serve meals to inpatients.

KEY RESPONSIBILITIES:

- Day to day responsibility for effective health services standards

DUTIES AND RESPONSIBILITIES

- Sign Timesheet at commencement of shift and at end of shift
- Report to Kitchen Supervisor at the start of each duty
- Responsible for yearly food handler medical check up
- Assist the Cook with preparation of meals
- Serve meals to inpatients and shift workers on time
- Keep kitchen (RONH), pantry and kitchen areas (stateside) clean at all including, sinks, floors, pots, dishes, serving bench, walls, cool room, fridge, freezer etc
- Help serve food for monthly luncheon award
- Other duties as directed by Kitchen Supervisor

HEALTH AND 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
- 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.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than **5pm, Thursday 2nd May, 2013.**

Dated this 21st day of April, 2013.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 298 / 2013

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 FINANCE
(Planning and Aid Division)

POSITION : Assistant Sector Planner
SALARY : \$7,704pa (L5.3)

ROLES & RESPONSIBILITIES:

1. The Assistant Sector Planner will be responsible to the Director, Sector Planning.
2. Undertake administrative duties including filing, managing the ordering, receipt and distribution of office supplies, ensuring adequate stores are kept on hand and assist other PAD staff with stocktaking and inventories
3. Assist with the preparation of payment documentation, end of month processes, entering data into computerised accounting system (FMIS) and ensure correct filing of financial records.
4. Assist with IT services and equipment
5. Assist the Sector Planners in their day-to-day work
6. Arrange logistics/meeting schedules for consultants and development partners visiting Nauru, including National Development Committee meetings
7. Assist with the appraisal and comment on new policy initiatives from line Ministries/Departments
8. Assist with the consolidation and communication progress on sectoral and national strategies/plans to the Government of Nauru and donor agencies
9. Work in concert with line agencies to prepare project proposals for the annual budget discussion
10. Assist in the verification of the financial components of development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
11. Any other duties specified by the Director (Sector Planning)

G.N. No. 298 / 2013(cont'd)

SKILLS & QUALIFICATIONS:

1. Bachelor degree or progress towards a degree in a relevant field such as development planning, economics, management, business or public sector policy and administration or three to five years' experience in a mid-level position in Government
2. Some knowledge of the planning cycle, design and management of programmes, projects and project management
3. Good analytical skills and attention to detail
4. Competent computer skills
5. Good interpersonal and communication skills
6. Very good organisation skills and able to maintain accurate records
7. A capacity to work independently and within a team environment
8. Be self-motivated, have strong integrity and commitment
9. An understanding of the Public Service Act and a commitment to the values and principles this Act

Applications should be submitted to the Acting Chief Secretary or Acting Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualifications attached with curriculum vitae and other relevant references no later than 5pm, Friday, 3rd May, 2013.

Dated 18th day of April, 2013.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF FINANCE

POSITION : Economic Sector Planner
SALARY : \$8,571pa (L7.1)

PURPOSE OF THE POSITION : The position will be responsible for managing the Economic Sector tasks including planning international assistance so that it supports Nauru's national goals and strategies; avoids duplication and overlapping efforts. The economic sector comprises macroeconomic management, agriculture, fisheries, mining, commerce, industry and business development, tourism and financial services.

The position will also manage the issues relating to the Economic Sector that emerge during implementation of projects; monitoring and reporting of donor assistance to Government and donors; provision of sound advice to the Government on planning matters; and provide general support to Nauru's bilateral and multilateral aid planning.

ROLES & RESPONSIBILITIES:

1. The Economic Sector Planner will be responsible to the Director (Sector Planning)
2. Implement and monitor the social sector component of the National Sustainable Development Strategy (NSDS) inclusive of on-going development projects
3. Provide advice and support in relation to economic sector planning and policy including appraising new policy initiatives from line Ministries/Departments
4. Maintain close collaboration with international and regional organisations active in the economic sector and facilitate any partnership development programmes
5. Work with line agencies, key stakeholders and donor partners in the economic sectors to maximise development assistance, its implementation and impact and ensure that assistance and reporting processes are aligned with national priorities and systems
6. Conduct physical inspection of economic sector projects being implemented to ensure they meet all necessary requirements.
7. Arrange logistics/meeting schedules for economic sector consultants and development partners visiting Nauru as required
8. Consolidate and communicate progress on sectoral and national strategies/plans in the social sector to the Government of Nauru and donor agencies

G.N. No. 299 / 2013

9. Liaise with the Aid Management Unit to verify financial components of economic sector development projects to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
10. Effectively represent the Government at meetings and relevant national, and international forums and programs
11. Any other duties specified by the Director (Sector Planning)

SKILLS & QUALIFICATIONS:

1. Bachelor degree in a relevant field such as development planning, economics, management, business or public sector policy and administration and five years' experience in a senior level position in Government
2. Knowledge of the planning cycle, design and management of programmes, projects and project management
3. Well developed analytical skills and attention to detail
4. Good organisational skills
5. Good interpersonal and communication skills
6. Good organisation skills and able to maintain accurate records
7. A capacity to work with an interdisciplinary perspective, including working outside normal office hours to achieve key deadlines
8. An understanding of the Public Service Act and a commitment to the values and principles this Act
9. Basic financial management skills and experience in preparing budgets and operational plans
10. Knowledge of the Social Sector in Nauru.
11. Knowledge of donor activities in Nauru and the Pacific

Application should be lodged in writing or electronically by stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments and addressed to the Chief Secretary's department or the Acting Director of Human Resources & Labour no later 5pm, Friday 3rd May, 2013.

Dated this 18th day of April, 2013.

Michael B. Cain
ACTING CHIEF SECRETARY

No. 59

24th April, 2013

Nauru

G.N. No. 300 / 2013

CORRIGENDUM

In Government Gazette No. 53/2013, G.N.No. 235- 260/ 2013, dated 10th March, 2013;

DELETE:-

No. 53

10th March, 2013

Nauru

INSERT:-

No. 53

10th April, 2013

Nauru

DATED this 24th day of April, 2013.

KARA HALSTEAD
GAZETTE OFFICER.
