



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

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 184 / 2015

**PUBLIC SERVICE ACT 1998**  
**SECTION 14 (1)**  
**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment shall be on probation until confirmed with effect from the 16<sup>th</sup> of March, 2015

**DEPARTMENT OF HEALTH AND MEDICAL SERVICES**  
(Pharmacy)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Indella Stephen	Dispenser	Band 5-\$6540 pa

Dated this 08<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 185 / 2015

**PUBLIC SERVICE ACT 1998**  
**SECTION 14 (1)**  
**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment shall be on probation until confirmed with effect from the 16<sup>th</sup> of March, 2015

**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Darina Jacob	Foreign Service Officer	Band 6-\$9,349 pa
Engaro Kellen Adeang	Foreign Service Officer	Band 6-\$9,349 pa

Dated this 08<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 186 / 2015

**PUBLIC SERVICE ACT 1998**  
**NOTICE OF PROMOTION**

The provisional promotion of the following officer is hereby confirmed with effect from 16<sup>th</sup> March, 2015;

**DEPARTMENT OF HEALTH AND MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Anastacia Eobob	STI/HIV Communicable Disease Co-ordinator	Band 10-\$11,961

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 (s) of appeal and shall be lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

Dated this 08<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

**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 HOME AFFAIRS**  
**(Family & Community Services)**

Position	:	Director of Family & Community Services
Salary Level	:	Band 13 - \$14,225 pa
Primary Role	:	Responsible for the overall management and strategic direction of the FCS section. Must work in close collaboration with external stakeholders to improve the welfare of members of the community

**Responsibilities**

- Provide assistance to community members
- Identify the welfare needs of the family, children and disabled persons
- Liaise with the HOD and other national agencies or regional and international organizations to develop strategies to improve the welfare of community members
- Provide assistance to disable members of the communities
- Support outreach and engagement of service for resistant clients through creative resourceful strategies that build trust and confidence
- Conduct workshops and awareness programs on local culture
- Work with NGOs and community task force to implement policy and services delivery and take initiative to support families and disability
- Support project of community centre and Playground in the community
- Implement and monitor departmental plans, programs and policies
- Prepare the annual operational plan to be submitted in a timely manner
- Formulate strategies for development and/or improvement of FCS departmental plans

**Knowledge, Skills & Experience**

- Diploma in Management / Administration or any related fields with the minimum of 2 years relevant working experience
- Computer skills including work process, spread sheet
- Strong organisational and administrative skills
- Good oral and communications skills
- Ability to produce departmental project reports
- Ability to liaise effectively with external/internal stakeholders

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 187 / 2015 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 188 / 2015

**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 HOME AFFAIRS**  
**(Family & Community Services)**

Position : Child Protection Officer

Salary Level : Band 6 (\$9,349)

Primary Role : Responsible for the development and monitoring of the strategic goals of the section towards the improvement of welfare issues for the children of the community.

**Responsibilities**

- Participation and leadership of the children
- Liaison Officer connect with communities and conduct workshops to introduce child protection programs and programs to reduce violence against children
- 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 and child issues
- Develop strategies for communities to resolve family and child 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
- Report and investigate possible neglect or exploitation of children
- Develop public awareness campaigns against abuse, violence and exploitation of children

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 188 / 2015 (Cont'd)

- Actively support child clubs and other child-led activities that educate children on how to protect themselves and empower them to report and call for action in their communities
- Pilot training programs for social workers to provide support care to families and children and advocating for more effective national protection policies and child welfare reform

Knowledge, Skills & Experience

- Good verbal and written communication skills fluency in English and Nauruan
- Ability to write written reports to high standard
- Initiative to work alone without supervision
- Ability to plan and arrange workshops and seminars

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 189 / 2015

**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 HOME AFFAIRS**  
(Family & Community Services)

Position : Community Development Officer

Salary Level : Band 6 - \$9,349 pa

Primary Role : Responsible for the overall administration of the Annual Operational Plan for Family & Community Services working towards the Section's strategic Plan

G. N. No. 189 / 2015 (Cont'd)

Responsibilities

- Reports directly to the Director and is responsible for providing office management services for the preparation of the Annual Operational Plan to be submitted in a timely manner
- Work with senior local staff in the development of a strategic plan for the department
- Ensure that all delegated tasks are completed as directed by the Director
- Manage an effective office administration system to ensure that all correspondences of the Director is recorded and secured
- Conduct regular monthly meetings with all staff within the FCS Division
- Coordinate monthly meetings and monitor Divisional plans, programs and policies

Knowledge, Skills & Experience

- Good verbal and written communication skills fluency in English and Nauruan
- Ability to write written reports to high standard
- Initiative to work alone without supervision
- Ability to plan and arrange workshops and seminars
- Computer literate (Excel and Word)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 190 / 2015

**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 HOME AFFAIRS**  
**(Family & Community Services)**

Position	:	Family Welfare Officer
Salary Level	:	Band 6 - \$9,349 pa
Primary Role	:	Responsible for the management on the improvement of welfare issues of the family unit and working towards the strategic direction of the FCS.

**Responsibilities**

- Participation and leadership of the children
- Liaison Officer connect with communities and conduct workshops to introduce child protection programs and programs to reduce violence against children
- 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 and child issues
- Develop strategies for communities to resolve family and child 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
- Report and investigate possible neglect or exploitation of children
- Develop public awareness campaigns against abuse, violence and exploitation of children
- Actively support child clubs and other child-led activities that educate children on how to protect themselves and empower them to report and call for action in their communities
- Pilot training programs for social workers to provide support care to families and children and advocating for more effective national protection policies and child welfare reform

**Knowledge, Skills & Experience**

- Good verbal and written communication skills fluency in English and Nauruan
- Ability to write written reports to high standard
- Initiative to work alone without supervision
- Ability to plan and arrange workshops and seminars

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 190 / 2015 (Cont'd)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 191 / 2015

**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 HOME AFFAIRS**  
(Family & Community Services)

Position : Clerical Officer

Salary Level : Band 5 (\$6,540)

Primary Role : To maintain the clerical duties of the office of the Director of FCS

**Responsibilities**

- Process paper work
- Prepare stock-take inventory
- Maintain and compose appointment to the Director and the Secretary for Home Affairs
- Ensure that all matters are brought to the attention of the Division officer
- Compile draft monthly, annual and bi-annual reports
- Maintain the records of all Payment vouchers and quotations
- Other duties as may be directed by the Secretary for Home Affairs and the Directors of the Department

**Knowledge, Skills & Experience**

- Minimum qualification Year 12
- Good organizational and time management skills
- Ability to communicate effectively both oral and written format (English and Nauruan)



---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 191 / 2015 (Cont'd)

- Ability to work both independently with the departments providing administrative support to other members of the Department
- Demonstrated ability and experience in preparing records, and minute taking
- Willing to work after hours
- Able to correspond with other offices
- Computer literate

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 192 / 2015

**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 HOME AFFAIRS**  
(Clean and Green Project)

Position : Assistant Project Officer

Salary Level : Band 5 (\$9,810)

**Responsibilities**

- To check progress and attendance of all C&G employees
- Deliver and maintain tools or requirements as per request form from Supervisors
- Assist Project officer with delivery tools and submission of timesheets
- Provide assistance and guidance to employees
- Perform any duties as per directive by Project Officer (e.g. obtain quotes required by supply purchase)
- Maintain collection of rubbish
- Coordinate activities set out by Project Officer and Secretary for Home Affairs

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 192 / 2015 (Cont'd)

Knowledge, Skills & Experience

- Able to work odd hours during special or local celebration days
- Ability to communicate with workers and Supervisors in harmony
- Check tool inventory for maintenance or repair
- Supervise duties and duty allocation for workers

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than p.m., 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 193 / 2015

**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 HOME AFFAIRS**  
(Culture & Language)

Position : Assistant Language Co-Ordinator

Salary Level : Band 5 - \$6,540pa

Responsibilities

- Manage and track program expense budgets
- Coordinate with accounting to invoice clients
- Facilitate periodic evaluations of trainers and assessments of learner progress
- Assist in keeping language trainer contact information update and accurate in a central database
- Mediate conflicts that may arise between language trainer and participants
- Propose solution to service issues that arise. Escalate when appropriate and report any service issues to the Manager of Language Services

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 193 / 2015 (Cont'd)

Knowledge, Skills & Experience

- Lover of languages and learning/teaching languages
- Independent worker needs no direction on how to accomplish tasks
- Able to work under pressure and prioritize multiple tasks to occur simultaneously
- Demonstrate client-relations and customer service skills
- Outstanding verbal and written communication skills
- Problem solving able to address challenging issues propose and implement solutions
- Strong team player able to forge and maintain professional relationships as well as build ongoing relationships with a worldwide network of language trainers and learners

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than p.m., 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 194 / 2015

**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 HOME AFFAIRS**

*(Culture & Language)*

Position : Government Translator

Salary Level : Band 5 - \$6,540 pa

Responsibilities

- To translate World news and government statement issued by Cabinet and Parliament
- Conduct needs assessment intake with Language learner
- Liaise with the Education Department and schools to promote the Mother Language as part of the School Curriculum and Schools Life Program
- Collect data and compile resource for researchers on Nauru
- Perform outreach programme on (No Nauruan language, No Nauruan identity)
- Prepare local news daily or weekly through Media

---

No. 48

15<sup>th</sup> April, 2015

Nauru

---

G. N. No. 194 / 2015 (Cont'd)

- Propose solution to service issues that arise. Escalate when appropriate and report any service issues to the Manager of Language Services
- Preserve traditional, old Mother Language through songs and chant

Knowledge, Skills & Experience

- Successful completion of Year 11 or equivalent
- Experience in the management of correspondences
- Sound computer literacy skills
- High level of oral and written communications skills
- Love of language and learning/teaching languages

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5 pm, 30<sup>th</sup> April 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---

G. N. No. 195 / 2015

**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

Position : Quarantine Officer  
No. Of Position : Six (6)  
Salary Level : Band 6 - \$7,479 Pa

**DUTIES**

- Inspection of Agricultural commodities/goods entering the Republic
- Inspection and clearance of containers and cargo from both seaport and airport
- Boarding, inspection and clearance of vessel(s) entering the Republic

G. N. No. 195 / 2015 (Cont'd)

- Facilitation and approval of an import and export permit, phytosanitary certificate and other related documents
- A Quarantine officer is responsible for the seizure and destruction of agricultural commodities/goods that may bring harm to the Republic
- Willing to work at odd hours or after hours (if necessary for operational duties)
- Willing to take up further studies, particularly in agriculture whilst working relation to the Animal Act 1982
- A Quarantine Officer has and may exercise all the power governed under the Agricultural Act 1999 and the Plant & Animal Regulation
- A Quarantine Officer is responsible to the Principal Quarantine Officer

Qualifications

- Minimum of High school leavers certificate (Year 12)
- Good written and oral skills in both Nauruan and English
- Good computer skills (MSWord, Excel & Powerpoint)
- Must be able to write up reports

An advantage would be someone who is already pursuing further studies at any University(s) or other recognized institution(s) or has qualification in agricultural related studies.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00pm, 29<sup>th</sup> April, 2015.

Dated this 14<sup>th</sup> day of April, 2015

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

---