



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

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No. 54

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

Nauru

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G. N. No. 203 / 2015

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

The provisional promotion of the following officer is hereby notified for public notification with immediate effect.

**DEPARTMENT OF TELECOMMUNICATION**  
(Nauru Media Bureau)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Bronson Kamtaura	Senior Technician Band 6 \$9,349 pa	Chief Technician Band 9 \$11,230 pa

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 lodge with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

Dated this 09<sup>th</sup> day of April, 2015

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

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No. 54

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

Nauru

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G. N. No. 204 / 2015

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

The provisional promotion of the following officer is hereby notified for public notification with immediate effect.

**DEPARTMENT OF EDUCATION**

<b><u>NAME</u></b>	<b><u>PROMOTED FROM</u></b>	<b><u>PROMOTED TO</u></b>
Lovita Detabene	Teacher Degree Band 11-\$12,660 pa	Principal - Kayser College Band 12-\$13,420 pa

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 lodge with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

Dated this 09<sup>th</sup> day of April, 2015

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

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G. N. No. 205 / 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 HOME AFFAIRS**  
***(MEDIA DIVISION)***

POSITION : ADMINISTRATIVE OFFICER  
NO. OF POSITION : 1  
SALARY LEVEL : Band 6 - \$9,349 pa

PRIMARY PURPOSE OF POSITION: Provide high level administrative support for the Executive officers of the Media Bureau.

G. N. No. 205 / 2015 (Cont'd)

**DUTIES:**

- Plan, administer and control budgets for contracts, equipment and supplies
- Direct or coordinate the supportive services department of a business, agency or organization
- Monitor the facility to ensure that it remains safe, secure and well maintained
- Prepare and revise operational reports and schedules to ensure accuracy and efficiency
- Recommend Hiring and terminating clerical and administrative personnel
- Set goals and deadlines for the department
- Oversee the maintenance and repair of machinery, equipment and electrical and mechanical systems
- Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental and security standards and with government regulations
- Acquire, distribute and store supplies
- Conduct classes to teach procedures to staff
- Participate in architectural and engineering planning and design, including space and installation
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records
- Manage leasing of facility space
- Dispose of, or oversee the disposal of, surplus or unclaimed property

**QUALIFICATIONS:**

- Must be able to work in a team and individually
- Must be able to make difficult decisions and solving problems
- Excellent communication skills, with the ability to speak and listen as well as clearly express their ideas
- Ability to make swift decisions, work through stressful situations and solve problems quickly
- Ability to work extra hours as may be required by Media Bureau
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities
- Exceptional creativity and innovation
- Excellent time management and organizational skills
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Professional approach to time, costs and details

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G. N. No. 205 / 2015 (Cont'd)

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 5:00 pm, 15<sup>th</sup> May, 2015.

Dated this 28<sup>th</sup> day of April, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 206 / 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 HOME AFFAIRS**  
***(MEDIA DIVISION)***

POSITION : Administrative Assistant

NO. OF POSITION : 1

SALARY LEVEL : Band 5 - \$6,540 pa

**PRIMARY PURPOSE OF POSITION:** responsible for assisting the Executive officer and the Director of Media to administer the day to day affairs of the department in terms of establishment staff changes and movements in line with established policies and of the Nauru Public Service Act 1998; and other necessary work requirements for smooth operations.

**DUTIES:**

- Compilation of monthly reporting of the Unit's activities within the Bureau
- Drafting letters and executing directions of the Executive Officer or the Director of Media
- Corresponds and liaise with line agencies, public service departments on any matters of the Nauru Media Bureau
- Compile tracking and registration of all Nauru Media Bureau records
- Compile and furnish monthly or quarterly plans on office requirement reorders
- Operate office equipment and manage equipment replenishments within the limited quota in the financial year
- Assist in preparation and sustainability of the Nauru Media budget
- Assist in stock-take inventory of the Media's office plant & equipment, furniture and
- Stationeries

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G. N. No. 206 / 2015 (Cont'd)

- Assist the Executive officer or Director of Media on staff travel and bookings and establishment staff changes and movements
- Ensure that all matters are brought to the attention of the Executive officer or Director Media
- Treat all matters arising with due process and diligence
- Perform any other duties as may be required by the Media Bureau

**QUALIFICATIONS:**

- Has good organizational and time management skills
- Ability to communicate effectively both in oral and written format (Nauruan and English)
- Ability to work both independently and with a team, providing administrative support to other members of the media team
- Ability to work extra hours as may be required by the Media Bureau
- High quality customer service skills, including taking and processing phone enquiries
- Demonstrated ability and experience in financial management, budget preparations, records management and minute taking
- Must be punctual, enthusiastic, efficient and diligent in relation to all Nauru Media activities

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 5:00 pm, 15<sup>th</sup> May, 2015.

Dated this 28<sup>th</sup> day of April, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 207 / 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 HOME AFFAIRS  
*(MEDIA DIVISION)*

POSITION : TECHNICIAN  
NO. OF POSITION : 1  
SALARY LEVEL : Band 5 - \$6,540 pa

PRIMARY PURPOSE OF POSITION:

DUTIES:

- Assist to maintain record keeping and general administration work
- Assist to maintain services and repairs of the TV studio equipment and other multimedia devices and office equipment
- Assist to ensure that the performance of the technical equipment complies with statutory requirements and meets the manufacturers specifications
- Assist and develop skills to operate equipment at specified sites and in office
- Assist and develop skills to complete incident reports according to procedures
- Assist and develop skills to carry out preventative maintenance
- Assist and develop skills to carry out fault repair work
- Perform other duties as may be required by the Nauru Media

QUALIFICATIONS:

- Has good organizational and time management skills
- Ability to communicate effectively both in oral and written format (English and Nauruan)
- Ability to work both independently and with a team, providing technical support to other members of the media team
- Basic computer skills in Microsoft word and Excel and or technical equipment
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities

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Dated this 28<sup>th</sup> day of April, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 208 / 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 HOME AFFAIRS**  
***(MEDIA DIVISION)***

POSITION : TV PRESENTER/REPORTER

NO. OF POSITION : 1

SALARY LEVEL : Band 5 (\$6,540)

**PRIMARY PURPOSE OF POSITION:** The position reports firstly to the Chief Reporter/ Editor in providing new stories, features and articles for use on television, radio and newspapers. Journalists also research, investigate and present news and current affairs for television, radio and on the newspaper. Their aim is to present information in a fair, balanced and accurate way through news bulletins.

Broadcast journalists can fill a number of roles within the media including editor, reporter, presenter/news anchor, producer and correspondent.

**DUTIES:**

- Generating ideas for stories and features and following leads from agencies, the police, the public, press conferences and other sources
- Pitching ideas to editors and commissioners
- Researching and collating evidence and information to support a story using a relevant information sources such as the internet, archives, data bases, etc.;
- Writing scrips for bulletins, headings and reports;

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- Selecting appropriate locations, pictures and sounds and exercising editorial judgement on the best angle to approach a story from;
- Identifying necessary resources and deploying/managing technical crews for locations shoots, including sound operators and camera crew;
- Preparing and presenting material 'on air' for both pre-recorded and live pieces;
- Identifying potential interviewees, briefing them, preparing interview questions and conducting both live and recorded interviews
- Preparing timings for each news item and monitoring these during broadcast
- Deciding on the running order for bulletins and making any necessary changes during broadcast
- Developing and maintaining local contacts and assuming a public relations role
- Understanding and complying with media law and industry code of conduct
- Staying up to date with privacy, contempt and defamation law
- Liaising with editors, sub-editors, designers and photographers
- Meeting deadlines for story news
- Dealing with complicated talents/interviewees
- Poor communication and co-operation with other relevant staffs

#### QUALIFICATIONS:

Degree in Journalism/Media

#### SKILLS ABILITIES AND EXPERIENCE

- At least 2 to 3 years in a reporting position
- Clean criminal and driving record
- Excellent oral or written skills
- Interpersonal skills
- An in interest in broadcast media, particularly News reporting
- Able to work in a team and individually
- Creative thinker
- Must be able to make difficult decisions and solving problems
- Excellent IT skills
- Excellent communication skills with the ability to speak and listen as well as clearly express ideas
- Ability to make swift decisions, work through stressful situations and solve problems quickly
- Has good organizational and time management skills
- Ability to work extra hours as may be required by Media Bureau

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Dated this 28<sup>th</sup> day of April, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 209 / 2015

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Sasikumar Thoma of Aiwo District and  
Dancia Kaierua of Meneng District

Kazzam Baui of Meneng District and  
Javima Agir of Buada District

Handsome-Kruese Detageouwa of Nibok District and  
Renee Dait Olsson of Anetan District

DATE OF ENGAGEMENT: 24<sup>th</sup> April, 2015  
08<sup>th</sup> May, 2015  
08<sup>th</sup> May, 2015

**HON. BARON DIVAVESI WAQA M.P**  
**MINISTER IN CHARGE**

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