



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

---

No. 64

27<sup>th</sup> April, 2016

Nauru

---

G. N. No. 306 / 2016

**APPOINTMENT OF ACTING REGISTRAR OF THE LIQUOR LICENSING BOARD**

It is notified for general information that Cabinet on Monday 25<sup>th</sup> April 2016, pursuant to Clause 8, subsection (3) of the Liquor Licensing Ordinance 1967, has approved the appointment of Ms. Ophelia Caleb to act as Registrar of the Liquor Licensing Board effective from the 27<sup>th</sup> of April 2016 until the return of the substantive Registrar of the Liquor Licensing Board, Mrs. Justina Akubor on the 01<sup>st</sup> of May, 2016.

Dated this 25<sup>th</sup> day of April, 2016.

**OPHELIA CALEB**  
**ACTING SECRETARY TO CABINET**

---

G. N. No. 307 / 2016

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER OF RONPHOS CORPORATION**

It is notified for general information that on Thursday 21<sup>st</sup> April 2016, pursuant to the Ronphos (Amendment) Act 2016, Section 10, subsection 12A, Cabinet has approved the appointment of Mr. Chelser Buraman to act as Chief Executive Officer of Ronphos Corporation effective on 20<sup>th</sup> April 2016, until the return of the substantive Chief Executive Officer, Mr. Jim Gearing on the 02<sup>nd</sup> of May, 2016.

Dated this 21<sup>st</sup> day of April, 2016.

**OPHELIA CALEB**  
**ACTING SECRETARY TO CABINET**

---

G. N. No. 308 / 2016

**ELECTORAL ACT 2016**  
**(SECTION 43(3)(d))**

**APPOINTMENT OF WITNESSES IN RESPECT OF APPLICATIONS BY PERSON TO HAVE HIS OR HER NAME ENTERED ON OR TRANSFERRED TO A ROLL**

Pursuant to Section 43 (3)(d) of the Electoral Act 2016 (“the Act”), I Joseph Cain, Electoral Commissioner, Do hereby appoint the following persons to be witnessing officers in respect of applications made under Section 43 (1) of the Act by any person to have his or her name entered on or transferred to a Roll, and in respect of witnessing a statutory declaration made by a person, other than an applicant, under Section 43 (2) of the Act in support of an application made under Section 39 or 41 of the Act, as the case may be:

1. Reverend Roger Mwareow
2. Reverend David Deluckner
3. Reverend Morley Thoma
4. Pastor Bernard Grundler
5. Pator Stanley Dabuue
6. Pator Ruth Garabwan
7. Pasot Jasimiel Jeremiah
8. Pasot Damien Adeang
9. Ms Itumae Detabene (Clerical Officer- Electoral Commissioner)

Dated this 27<sup>th</sup> day of April, 2016.

**JOSPEH CAIN**  
**ELECTORAL COMMISSIONER**

G. N. No. 309 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

It is notified general information that the following resignation has been accepted.

**DEPARTMENT OF JUSTICE & BORDER CONTROL**  
(Prison & Correctional Services)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Beatrice Kamtaura	Correctional Officer Band 6 - \$8, 077 pa	12 <sup>th</sup> March, 2016

Dated this 18<sup>th</sup> day of April, 2016.

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

G. N. No. 310 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

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

**DEPARTMENT OF LAND MANAGEMENT**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Fabian Ribauw	Secretary for Land Management Band 17 - \$27, 000 pa	17 <sup>th</sup> March, 2016

Dated this 18<sup>th</sup> day of April, 2016.

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

---

G. N. No. 311 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 84 (1-2)**

It is notified for general information that the following officer's resignation has been accepted effective from 29<sup>th</sup> February, 2016.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>SALARY</u></b>
Rykers Solomon	Secretary for Health & Medical Services	\$ 27, 000pa

Dated this 19<sup>th</sup> day of April, 2016.

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

---

G. N. No. 312 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Director Taxpayer Services  
No OF POSITION : One (1)  
SALARY RANGE : Band 12: \$14,494pa - \$19,023pa

**PRIMARY PURPOSE** : The Director has primary responsibility for managing the Taxpayer Service Division. The occupant will have managerial and operational responsibilities of all tax laws administered by the Nauru Revenue Office (Employment and Service Tax Act, Revenue Administration Act and Business Tax Act). The job requires the occupant to develop specialised technical knowledge of these laws and understanding of activities designed to assist the taxpayers voluntarily comply with their tax obligations. These activities will include proactive reactive service initiatives that will help all sectors of the community to have access to the information necessary to enable them to comply.

**DUTY STATEMENTS**

- Assist with the implementation of tax reform.
- Manage all the functions of the Taxpayer service Division.
- Identify areas where there is a need for improved taxpayer education and develop suitable products.
- Provide advice and make decisions on the application of the income tax law for all employment and business taxpayers.
- Assist the Deputy Secretary in resolving disputes on the application of the tax laws.
- Identify staff training requirements and in assisting in staff development.
- Any other duties as required by the Deputy Secretary.

**SELECTION CRITERIA**

- Managerial and/or supervisory experience will be favourably considered;
- Ability to understand and interpret taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- Excellent communication skills, both written and oral;
- Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Relevant tertiary qualifications in Business, Financial Studies, or relevant experience.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20<sup>th</sup> April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

G. N. No. 313 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Junior Revenue Officer  
No OF POSITION : One (1)  
SALARY RANGE : Band 5: \$7,063pa - \$8,829pa

**DUTY STATEMENTS**

- Develop and maintain adequate filing systems to ensure confidentiality, security, and accessibility of personal drivers' licence records accurately and efficiently in line with statutory requirement;
- Accurately process applications for drivers' licences, for both Nauruan citizens and non – residents;
- Accurately record and input data into Driver Licence data base;
- Maintain and update driver licence listings for Nauru Police Force;
- Attend to counter enquiries relating driver licencing issues, in a timely manner;
- Perform other miscellaneous clerical duties

**SELECTION CRITERIA**

- An understanding of customer service protocols;
- Excellent communication skills, both written and oral;
- Ability to work under pressure and meet deadlines;
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Ability to work together with a small team of staff, and contribute to the successful operations of the NCRO;

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

---

G. N. No. 314 / 2016

**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 FINANCE**  
**(Nauru Revenue Officer)**

POSITION : Senior Tax Auditor  
No OF POSITION : One (1)  
SALARY RANGE : Band 8: \$10,586pa - \$13,232pa

**DUTY STATEMENTS**

- Carry out audits on individual and company taxpayers;
- Prepare written and audit reports identifying any errors and omissions and recommending appropriate action;
- Prepare amended assessments to reflex the outcome of tax audits;
- Make recommendations on the application of the penalty and prosecution provisions of the law and impose additional tax as directed;
- Provide assistant to Audit Enforcement Officers to resolve more complex aspects of their work.

**SELECTION CRITERIA**

- Relevant experience in taxation administration, accounting or compliance activities, or the ability to quickly acquire these skills;
- An understanding of taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- Good problem solving and analytical skills;
- An ability to work in a potentially confrontational environment;
- Excellent communication skills both written and oral;
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

---

G. N. No. 315 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Audit Enforcement Officer  
No OF POSITION : Two (2)  
SALARY RANGE : Band 7: \$9,244pa - \$11,555pa

**DUTY STATEMENTS**

- Undertake compliance activities in the field, including inspection of relevant taxpayer records.
- Take action to enforce taxpayer obligations where a person has failed to comply with a reminder issued after the due date or extended due date. This will include registrations, filling returns and payment of taxes.
- Make recommendations on the imposition of additional tax.
- Assist the Director to gather relevant intelligence on taxpayer groups or individuals that can be used in taxpayer profiling and risk assessment.
- Assist senior auditors, in a support capacity, in carrying out tax audits on individual and company taxpayers.

**SELECTION CRITERIA**

- Relevant experience in tax administration or compliance activities in respect of adherence to laws, or the ability to quickly acquire these skills.
- An understanding of taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- An ability to work in a potentially confrontational environment;
- Excellent communicational skills both written and oral;
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Well developed interpersonal skills with the ability to work together with a small team of staff, and contribute to the successful operations of the NCRO;
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be will be favourably considered

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

G. N. No. 316 / 2016

**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 FINANCE**  
**(Nauru Revenue Officer)**

POSITION : Senior Taxpayer Services Officer  
No OF POSITION : Two (2)  
SALARY RANGE : Band 8: \$10,586pa - \$13,232pa

**DUTY STATEMENTS**

- Provide Technical advice and assistance to taxpayer clients to enable them to comply with their taxation obligations;
- Conduct information sessions and taxpayer education activities on the new taxation regime for the business community, with support from the Reform Implementation Adviser;
- Promote culture of client service, accountability and transparency within the Nauru Customs & Revenue Office (NCRO);
- Determine Tax Identification Number (TIN) registration requirements of taxpayer clients;
- Oversee processing of daily transactions into Financial Management Information System (FMIS);
- Other duties as directed.

**SELECTION CRITERIA**

- Ability to understand and interpret taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- An understanding of institutional and accounting systems and processes, or the ability to quickly acquire;
- Excellent communication skills, both written and oral;
- Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Ability to work together with a small team of staff, and contribute to the successful operations of the NCRO;
- Relevant tertiary qualifications in Business, Financial Studies, or similar.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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



G. N. No. 317 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Taxpayer Service Officer  
No OF POSITION : Two (2)  
SALARY RANGE : Band 7: \$9,244pa - \$11,555pa

**DUTY STATEMENTS**

- Provide Technical advice and assistance to taxpayer clients to enable them to comply with their taxation obligations;
- Determine Tax Identification Number (TIN) registration requirements of taxpayer clients;
- Process TIN registration applications;
- Process monthly tax remittance forms, ensuring all data is captured in a timely manner
- Other duties as directed.

**SELECTION CRITERIA**

- Ability to understand and interpret taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- An understanding of institutional and accounting systems and processes, or the ability to quickly acquire;
- Excellent communication skills, both written and oral;
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Ability to work together with a small team of staff, and contribute to the successful operations of the NCRO;
- Relevant tertiary qualifications in Business, Financial Studies, or similar will be favourably considered.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

---

G. N. No. 318 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Administration Officer  
No OF POSITION : One (1)  
SALARY RANGE : Band 6: \$8,078pa - \$10,097pa

**DUTY STATEMENTS**

- Provide Technical advice and assistance to taxpayer clients to enable them to comply with their taxation obligations;
- Prepare and maintain accurate client revenue correspondence and processing files;
- Process administrative forms ensuring all data is captured in an accurate timely manner;
- Upload revenue data to FMIS in an accurate timely manner;
- Assist the Accountant/Business Analyst and the bank deposit reconciliations;
- Other duties as directed.

**SELECTION CRITERIA**

- An understanding of institutional and accounting systems and processes, or the ability to quickly acquire;
- Excellent communication skills, both written and oral;
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Ability to work together with a small team of staff, and contribute to the successful operations of the NCRO;
- Relevant tertiary qualifications in Business, Financial Studies, or similar will be favourably considered.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 22<sup>nd</sup> day of April, 2016

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

---

G. N. No. 319 / 2016

**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 FINANCE**  
(Nauru Revenue Officer)

POSITION : Director Compliance  
No OF POSITION : One (1)  
SALARY RANGE : Band 12: \$14,494pa - \$19,023pa

**PRIMARY PURPOSE OF THE POSITION;** The job has primary responsibility for managing the Compliance Division and carries managerial and operational responsibilities of all tax laws administered by the Nauru Revenue Office. The job requires the occupant to develop specialised technical knowledge of these laws and an understanding of compliance improvement activities designed to ensure that taxpayers voluntarily comply with their tax obligations. These programs will include enforcement and taxation audit.

The occupant will be required to understand and analyse technical issues, and apply tax technical knowledge and judgement to resolve this issues.

**DUTY STATEMENTS**

- Assist with the implementation of tax reform;
- Manage all the functions of the Compliance Division Manage;
- Develop and implement a simple risk assessment process (including intelligence gathering) to identify existing and emerging revenue risks;
- Work with Deputy Secretary and Director Taxpayer Services to develop strategies to mitigate emerging risks.
- Develop and implement a taxpayer audit program.
- Identify staff training requirements and assist in staff development
- Any other duties as required by the Deputy Secretary

**SELECTION CRITERIA**

- Managerial and/or supervisory experience will be favourably considered;
- Ability to understand and interpret taxation legislation and its application in a taxation environment, or the ability to quickly acquire;
- Excellent communication skills, both written and oral;
- Intermediate level skills in Microsoft Office applications including Word, Excel, PowerPoint etc;
- Relevant tertiary qualifications in Business, Financial Studies, or relevant experience.

---

No. 64

27<sup>th</sup> April, 2016

Nauru

---

G. N. No. 319 / 2016 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than 5:00pm, Wednesday 20th April, 2016.

Dated this 24<sup>th</sup> day of April, 2016

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

---

G. N. No. 320 / 2016

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Dylan Rimmer from Australia and  
Kauai Oppenheimer of Aiwo District  
  
Sergeant Triouw Hiram of Boe District and  
Mariska Duburiya of Buada District.

DATE OF ENGAGEMENT: 21<sup>st</sup> January, 2016  
01<sup>st</sup> April, 2016

**HON. BARON DIVAVESI WAQA, MP**  
**MINISTER IN CHARGE**

---