



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 60

27th April, 2018

Nauru

G.N. No. 290 / 2018

PUBLIC SERVICE ACT 2016
SECTION 16 (1a, b)

Pursuant to the powers in that vested in me, under Section 16, (1) (a) &(b) of the Public Service Act 2016, I, David Ranibok Adeang, M.P, Acting President and Minister responsible for the Public Service, do hereby create the following positions with effect from 12th April, 2018.

DEPARTMENT OF EDUCATION

Creation of Positions:

Directorate of TVET

Name of Position	No. of Position	Salary Range (per annum)
TVET Advisor	1	Band 12 – 12.2 \$14, 494 - \$15, 399

Administration

Name of Position	No. of Position	Salary Range (per annum)
Multi-skilled Bus Driver	2	Band 3.5 – Band 3.9 \$6, 941 - \$8, 126

Dated this 23rd day of April, 2018.

HON. AARON STEIN COOK, MP
ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N. No. 291 / 2018

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR NAURU FISHERIES AND MARINE RESOURCES AUTHORITY

It is notified for general information that on Tuesday 24th April 2018, Cabinet approved the appointment of Ms. Sra-Yosie Reiyetsi as acting Chief Executive Officer for Nauru Fisheries and Marine Resources Authority during the absence of the substantive Chief Executive Officer, Mr. Charleston Deiye from Monday 30th April to Wednesday 16th May 2018.

Dated this 24th day of April, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N. No. 292 / 2018

APPOINTMENT OF ACTING SECRETARY FOR LAND MANAGEMENT

It is notified for general information that on 20th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Peniasi Nakautonga as acting Secretary for Land Management effective from 20th – 23rd April 2018, until the return of the Secretary Mr. Wess Tamakin.

Dated this 24th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 293 / 2018

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL

It is notified for general information that on 20th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Ms. Kerryn Kwan as acting Secretary for Justice & Border Control effective from 22nd -27th April, 2018 until the return of the Secretary for Justice & Border Control, Mr. Graham Leung.

Dated this 24th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 294 / 2018

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY & ENVIRONMENT

It is notified for general information that on 20th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Reagan Moses as acting Secretary for Commerce, Industry & Environment from 22nd April – 13th May 2018, until the return of the Secretary for Commerce, Industry & Environment, Mrs. Berilyn Jeremiah.

Dated this 24th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 295 / 2018

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 20th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Ms. Stephanie Tebouwa, as acting Secretary for Finance effective from 22nd April – 14th May, 2018.

Dated this 24th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 296 / 2018

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATION, MEDIA & ICT

It is notified for general information that on 20th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Criden Appi as acting Secretary for Telecommunication, Media & ICT effective from 20th April – 2nd May 2018, until the return of the substantive Secretary Mr. Joel Waqa.

Dated this 24th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 297 / 2018

APPOINTMENT OF ACTING SECRETARY FOR CORPORATE SERVICES

It is notified for general information that on 24th April 2018, Cabinet pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Manager for Contracts, Mrs. Clarissa Scotty as acting Secretary for Corporate Services effective from 29th April – 6th May 2018 until the return of the substantive Secretary for Corporate Services, Ms. Peta Gadabu.

Dated this 26th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 298 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27(2)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's appointment is on a probationary period with immediate effective 23rd March, 2018.

DEPARTMENT OF EDUCATION
(Schools)

NAME	POSITION	SALARY BAND
Dogin Detageouwa	Caretaker	Band 1 - \$6, 013 per annum

Dated this 20th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

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 COMMERCE, INDUSTRY & ENVIRONMENT
(Agriculture Section)

POSITION : Extension & Marketing Officer
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF POSITION: The Agriculture Extension and Marketing Officer is focal point between Community and Directorate for Agriculture relating to crop production and livestock market and general development.

PRINCIPAL RESPONSIBILITIES:

- Focal point for the districts of Aiwo, Buada, Boe and Yaren.
- Promote and design agriculture activities.
- Assist and advice on agricultural techniques and methodologies.
- Responsible for the multiplication and or mass production of focal crop production and livestock.
- Responsible to introduce foreign crop production and livestock that are drought tolerant.
- Conduct field work, nursery propagation with communities on crop production and livestock. Assist in promoting and delivering crop production and livestock methodologies and techniques.
- Conduct crop production and livestock survey and able to present findings and recommendations.
- Coordinate and communicate with community, farmers and relevant stakeholders on agricultural issues.
- Carry out activities or as may assigned by the Director.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Desirable qualification: Certificate in Agriculture or equivalent.
- Highly developed communication skills in English both in writing and orally.
- Good public relations skills and interpersonal skills.
- Ability to work within a team environment and under own supervision using initiatives.
- Ability to work effectively and contribute positively and innovatively towards Agriculture goals and objectives.
- Ability to produce documents to a high standard of presentation and output using Microsoft Office suite (including Word, Excel) software applications.

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 **5pm, Friday 4th May, 2018.**

Dated this 20th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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 COMMERCE, INDUSTRY & ENVIRONMENT
(Climate Change Section)

POSITION : Mitigation Officer
SALARY SCALE : Band 7 - \$9, 244 per annum

RESPONSIBILITIES:

- Review and update all national feasibility studies, assessments and documents that potentially relate to CC Mitigation.
- Review the Master Ln Use Plan and incorporate Climate Changes Mitigation into the Reforestation activities. Estimate of emission offsets are to be calculated and provided for national records comparisons against neighbouring countries within the region and other major international emitters such as Australia, NZ, USA, China, India etc. (In cooperation with NRC and CCO)
- Develop and official carbon training study document specifically for the Republic of Nauru, and provide advice to Government on a timely basis with regards to current international activity in the carbon market and feasibly opportunities for Nauru if any.
- Review, improve and maintain existing National Greenhouse Gas Inventories (in coordination with CCO)
- Implement objectives of the National Energy Policy Framework and maintain calculation of the carbon emission reduction amounts against fossil fuel consumption (in collaboration with NUA and DPPD)
- Develop and implement a National Climate Change Mitigation Strategy (in consultation with CCO, NUA, NRO, RONPHOS etc.)
- Source funding obtains Mitigation Assessment software (e.g. GACMO, MARKAL, LEAP, WASP etc.) tool and utilize to execute national calculations and generate scenario projections for economic development through use of Renewable Energy and provide recommendations accordingly for the NSDS and other related strategies. The Mitigation Officer will have full responsibility of the software program and undertake role as primary operator (in coordination with AMU)
- Conduct reviews of existing laws and maintenance of a CC levy/fee for incoming passengers on international flights and ferries, monitor progress and submit further recommendations to CCO as needed.
- Improved access to technology transfer for Climate Change Mitigation applicable to national circumstances.

G.N. No. 300 / 2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of a tertiary level or a minimum of 3 years of experience in the field of Climate Change Mitigation.
- Required to have a second knowledge of the processes of the international negotiations conducted at the United Nations Framework Convention on Climate Change.
- Must have at least 2 years of experience and involvement within any Environment institute or organization other than the one employed in.
- Certified Computer skills for word documenting, excel spreadsheet processing and Power Point presentations are necessary.

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 **5pm, Friday 4th May, 2018.**

Dated this 20th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 301 / 2018

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 CHIEF SECRETARY
(Births, Deaths & Marriages)

POSITION : Gazette Officer
SALARY RANGE : Band 7: \$9, 244 - \$11, 555 per annum

RESPONSIBILITIES:

- Maintain a current list of email addresses in the distribution folder.
- Maintain copies (both e-copy and original hard copy) of all gazette notices from the various departments/entries.
- Proof-reading to ensure both e-copy and original copy have the same information.
- Check information used in the notice mirror the information in the Nauru Public Services Act 2016 (where applicable); This includes numbering of sections and subsections.
- Confirm that name and surname of employees or the beneficiaries listed in the notice match the BDM records.
- Create work plans for archiving gazettes notices.
- Produce and submit monthly reports to the Registrar summarising and undertaken during that period.
- Provide customer service to customers requiring assistance at the Registry; and
- Performs such other related duties as may be assigned from time to time by the Registrar.

G.N. No. 301 / 2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be computer literate.
- Must have good written and oral communication skills.
- Must have valid drivers' license.
- High standard of integrity and honesty.
- Must be fluent in both Nauruan & English languages.
- Ability to work independently without supervision.
- Ability to work along with other at the Registry and with other stake holders; and
- Ability to perform under pressure.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Tuesday 8th May, 2018.**

Dated this 26th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 302 /2018

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 CHIEF SECRETARY
(Births, Deaths & Marriages)

POSITION : Archives & Records Keeper
No. OF POSITION : One (1)
SALARY RANGE : Band 8a: \$10, 586 - \$13, 232 per annum
RESPONSIBLE TO : Registrar

PRIMARY PURPOSE OF POSITION: To maintain and update the Registry's Archives on Births, Deaths & Marriages records including dissolution of marriages, adoptions and change of names.

DUTIES & RESPONSIBILITIES:

- Maintain and update archiving system on Births, Deaths & Marriages records including dissolution of marriages, adoptions and change of names.
- Create work plans for the archiving and back-up system.
- Produces and submits weekly or monthly reports to the Registrar summarising work undertaken during that period.
- Provide customer service to customer's requiring assistance at the Registry; and
- Performs such other related duties as may be assigned from time to time by the Registrar.

G.N. No. 302 / 2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must know how to handle old documents with care; and
- Must be a computer literate.
- High standard of integrity and honesty.
- Must be fluent in the Nauruan language.
- Ability to work independently without supervision.
- Ability to work with other staff at the Registry and with other stake holders; and
- Ability to work under pressure.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Tuesday 8th May, 2018.**

Dated this 26th day of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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 Office)

POSITION : Technical Legal Officer
No. OF POSITIONS : One (1)
SALARY RANGE : Band 10: \$12, 918 - \$16, 147 per annum

RESPONSIBILITIES:

- Provide technical advice and guidance to Taxpayer Services and Compliance Officers and Revenue Officers, in the more difficult cases.
- Analyse financial statements and records to identify risks to revenue.
- Provide independent review of technical decisions, tax objection reports and technical advice to clients.
- Prepare written reports and recommendations in respect of appropriate action in regards to NRO revenue related legislation.
- Assist in the training and capacity building of NRO staff in technical related.

SELECTION CRITERIA:

- Relevant experience in tax administration, accounting or law, or the ability to quickly acquire these skills.
- ability to interpret and apply revenue related legislation, or the ability to quickly acquire.
- Good problem solving and analytical skills.
- Excellent communication skills; both written and oral
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Relevant tertiary qualifications in accounting, law, business, financial studies, or similar will be favourably considered.

Applications should be lodged in writing or electronically 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 **5pm, Friday 11th May, 2018.**

Dated this 26th of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

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 Office)

POSITION : Senior Revenue Services Officer
No. OF POSITIONS : One (1)
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

RESPONSIBILITIES:

- Provide accurate and timely customer advice to enable compliance with revenue laws and commercial obligations.
- Provide practical assistance for customers who need it to understand their obligation.
- Ensure customers are provided with appropriate accurate and timely notifications of their revenue commercial and other obligations.
- Maintain up-to-date customer revenue files including registration details, assessment/invoicing information, returns, declarations, due dates, disputes and technical/legal analytical materials.
- Properly record to prescribed standards and file, customer correspondence, interview notes, submissions and reports according prescribed standards.
- Provide pre-emptive customer reminders on pending payment obligations.
- Proactively follow-up both new and old debt following prescribed procedures.
- Manage assessment or invoicing disputes in conjunction with Technical/Legal Officer as required.
- Through the Technical/Legal Officer, escalate appropriate complaints and disputes to the Deputy Secretary (Revenue)
- Keep the Deputy Secretary (Revenue) and Technical/Legal Officer informed about insignificant case matters, trends and emerging or sensitive issues.

QUALIFICATIONS:

- High integrity and reliability.
- Customer relationship management skills.
- Formal writing abilities.
- Commercial awareness.
- Ability to preserve to ensure compliance.
- Ability to work with financial and accounting information.
- Intermediate level skills in Microsoft Office applications including Word and Excel.

Applications should be lodged in writing or electronically 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 **5pm, Friday 11th May, 2018.**

Dated this 26th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 305 / 2018

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 Office)

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

RESPONSIBILITIES:

- Carry out Tax Audits on individual and company taxpayers.
- Prepare written audit reports identifying any errors and omissions and recommending appropriate action.
- Prepare amended assessments to reflect 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 assistance to Audit and Enforcement Officers to resolve more complex aspects of their work.

SELECTION CRITERIA:

- Relevant experience in tax administration, accounting or compliance activities, or the ability to quickly acquire these skills.
- An understanding of taxation legislations 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 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 **5pm, Friday 11th May, 2018.**

Dated this 26th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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 Office)

POSITION : Taxpayer Services Officer
No. OF POSITIONS : One (1)
SALARY RANGE : Band 7: \$9, 244 - \$11, 555 per annum

RESPONSIBILITIES:

- 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 required.

QUALIFICATIONS:

- An understanding of 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 NRO.
- Relevant tertiary qualifications in Accounting, Business, Financial Studies, or similar will be favourably considered.

Applications should be lodged in writing or electronically 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 **5pm, Friday 11th May, 2018.**

Dated this 26th day of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

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 COMMERCE, INDUSTRY & ENVIRONMENT
(Environment Section)

POSITION : Chemicals Officer
SALARY SCALE : Band 6.5 - \$10, 097 per annum

PRIMARY PURPOSE OF POSITION: To provide advice and coordination of efforts on the management of chemicals that have been identified to be detrimental to the health and environment and not restricted to within the international chemical treaties, and in particular to promoting and facilitating effective planning, development and implementation of action plan, strategies and regulatory.

RESPONSIBILITIES: the position reports directly to the Director of Environment and may have obligations with key stakeholders within the chemicals and waste sector;

- Establish and provide secretariat support to the Chemicals and Waste Technical Working Group (CWTWG)
- Ensure development of inventories of listed chemicals and coordinate training programs with key stakeholders.
- Ensure the effective delivery of Nauru's Chemical and Waste Management Policy Framework and Legislation through quality strategic and statutory planning, in particular development, review, and implementation of relevant strategies and plans for the management of listed chemicals.
- Provide technical advice on a range of sustainable development, environmental matters and policy development that may be affected by chemicals mismanagement.
- Provide support in the establishment and/or identification of national labs that could/would utilized for assessing or collating sample testing.
- Ensure measures are implemented for good practice chemical management through provision of advice, information and capacity building to relevant stakeholders.
- Ensure implementation of awareness and education programs to different levels of stakeholders on chemicals management.
- Ensure as required measures are implemented for the protection of the environment and Health of Nauru.

G.N. No. 307 / 2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- A qualification or some experience in Environment/Waste/Chemicals Management is preference.
- Well versed in Microsoft Office application.
- Ability to communicate effectively both in English and Nauruan language.
- Ability to conduct interviews and produce reports.
- Ability to be able to present in meetings.
- Ability to manage and implement projects.
- Ability to plan, prioritize, and co-ordinate workload in order to meet deadlines.
- Ability to work within a team environment and under own supervision using initiative.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Thursday 10th May, 2018.**

Dated this 27th day of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 308 / 2018

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 JUDICIARY

POSITION : Assistant Clerk of Court
SALARY SCALE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF POSITION: Role and responsibility of the Assistant Clerk of Court is to assist the Clerk of Court and the Administrative Officer during court sessions and for administrative purposes for the court and any other direction from the Chief Justice and the Resident Magistrate.

RESPONSIBILITIES: develop and maintain adequate filing system to ensure confidentiality, security and accessibility of personal records accurately and efficiently in line with statutory requirement.

- Typing of records of proceedings by the Courts.
- Providing general typing assistance to the general office of letters, memorandum and all other typing requirements.
- Answering of telephones from the general public.
- Maintain the registry of incoming and outgoing correspondences and files.
- Minute taking during Court sessions.
- Receiving and filing of court documents.
- Prepare court documents;
 1. Bench warrant(s)
 2. Committal warrant(s)
 3. Bail(s)
 4. Court list etc.

G.N. No. 308 / 2018 (Cont'd)

- Updating register(s)
- Serving court document.
- Assisting the Clerk of Court.
- Daily checking of the Resident Magistrates out tray.
- Attend to the counter to ensure that the public is served.
- Keep the daily registry of employee personal files movement.
- Other duties as may be directed by the Resident Magistrate or the Administrative Officer.
- In addition, the receptionist is to work as the Assistant Court Clerk and ensure that all works of the Court Clerk and Assistant Court Clerk are completely daily.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification Year 12 Education with at least 2 Years of relevant experience; Leave Certificate is desirable.
- Planning and organisational skills.
- Time management skills.
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people with all levels, negotiate positive outcomes with internal and external customers.
- Excellent IT skills (particularly Excel, Word & Access)
- Excellent communication skills.
- Must be sober habits, diligent, pay attention to details, trustworthy and honest.
- Possess a positive attitude towards customer service and the ability to deliver quality outcomes while maintaining a high attention to detail.
- Be a team player and possess the ability to work effectively and contribute positively and innovatively towards Judiciary goals and objectives.
- A high degree of capacity to learn quickly.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Thursday 10th May, 2018.**

Dated this 27th of April, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 309 / 2018

PUBLIC SERVICE ACT 2016
PART 7, SECTION 85

It is notified for general information that Mr. Clem Iwugia from the Ministry of Justice & Border Control has been retired on voluntary grounds from the Public Service of Nauru effective 10th April, 2018.

Dated this 27th day of April, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

ENGAGEMENT TO MARRY

NAME OF PARTIES: Dux Thoma of Nibok District and
Kyreena Ratabwi of Yaren District

DATE OF ENGAGEMENT: 25th April, 2018

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