



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

No. 02

5th January, 2023

Nauru

G.N.No. 04/2023

**APPOINTMENT OF ACTING SECRETARY FOR CLIMATE CHANGE AND NATIONAL
RESILIENCE**

It is notified for general information that on Wednesday 4th January 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Anadella Edward, Director for Higher Ground Initiative to act as Secretary for Climate Change and National Resilience from 7th January 2023 until the return of the substantive Secretary Mr. Reagan Moses on 16th January 2023.

DATED this 4th day of January, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 05/2023

**APPOINTMENT OF ACTING SECRETARY FOR DEPARTMENT OF ENVIRONMENTAL
MANAGEMENT AND AGRICULTURE**

It is notified for general information that on Wednesday 4th January 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. Bryan Star, Director of Environment to act as Secretary for Department of Environmental Management and Agriculture from 7th January 2023 until the return of the substantive Secretary Mrs. Berilyn Jeremiah on 15th January 2023.

DATED this 4th day of January, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 06/2023

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL

It is notified for general information that on Wednesday 4th January 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Bhavna Geeta Narayan to act as Secretary for Justice and Border Control from 14th January 2023 until the return of the substantive Secretary for Justice and Border Control, Mr. Jay Udit.

DATED this 4th day of January, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 07/2023

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Thursday 22nd December 2022, Cabinet, pursuant to Article 68, clause (1) (a) of the Constitution of Nauru has approved the appointment of the Secretary for Justice, Mr. Jay Udit to act as Secretary for Multicultural Affairs from 22nd December 2022 to 29th December 2022.

DATED this 23rd day of December, 2022.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 08/2023

APPOINTMENT OF ACTING EXECUTIVE CHAIRMAN EIGIGU HOLDINGS CORPORATION

It is notified for general information that Cabinet on Thursday 22nd December, 2022 has approved to appoint Mrs. Twiggy Phillip as Acting Executive Chairlady of the Eigigu Holdings Corporation effective from Thursday, 22nd December 2022 until the return of the Executive Chairlady, Ms. Loni Cain.

Dated this 22nd day of December, 2022.

OPHELIA CALEB
SECRETARY TO CABINET

G.N.No. 09/2023

REVOCATION AND APPOINTMENT OF A DIRECTOR OF THE BOARD
NAURU FIBRE CABLE CORPORATION (NFCC)

It is notified for general information that on Friday, 30th December 2022 Cabinet has approved the following:

- (a) To revoke the appointment of Mr. Bure Ika as Director of the Board of the Nauru Fibre Cable Corporation with immediate effect; and
- (b) To appoint Mr. Kane Amandus as the new Director of the Board of the Nauru Fibre Cable Corporation effective immediately.

DATED this 30th day of December, 2022.

OPHELIA CALEB
SECRETARY TO CABINET

G.N.No. 10/2023

PUBLIC SERVICE ACT 2016
SECTION 27A(2a)

NOTICE OF PROMOTION

It is notified for general information the following officer's promotion is effective as follows:

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Secretariat Division)

NAME	FROM	TO	EFFECTIVE
Michaela Karl	Office Manager Band 8.1 - \$18,679 per annum	Finance and Administration Manager Band 10.1 - \$20,641 per annum	14/7/2022

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27A, (2a)

NOTICE OF TRANSFER

It is notified for general information the following officer's transfer is effective as follows:

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(National Rescue & Fire Services)

NAME	TRANSFERRED FROM:	TRANSFERRED TO:	EFFECTIVE
Alfonso Deireragea	Finance & Administration Manager Band 10.1 - \$20, 641 per annum	Office Manager Band 8.1 - \$18,679 per annum	14/7/2022

DATED this 3rd day of January, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2b)

NOTICE OF APPOINTMENT

It is notified for general information the following officer's appointment is effective as follows:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Secretariat)

NAME	POSITION	EFFECTIVE
Gaylene Tannang	Referral Coordinator Band 8.1 - \$16,052 per annum	13/06/2022

New banding (Band 8.1 -\$18,679 per annum) effective 1/7/2022.

DATED this 29th day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 83(1)

NOTICE OF RESIGNATION

It is notified for general information the following public service officer's resignation is effective as follows:

DEPARTMENT OF EDUCATION
(Schools)

NAME	POSITION	EFFECTIVE
Lulu Jane Ageidu	Teacher Aide Band 6.1 - \$15,172 per annum	30/9/2022

DATED this 21st day of December, 2022

IPIA GADABU
ACTING 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 CLIMATE CHANGE & NATIONAL RESILIENCE
(Secretariat)

POSITION : Water Monitoring Officer
SALARY RANGE : Band 6.1 - \$15,172 gross salary per annum

PRIMARY PURPOSE OF ROLE:

- The Water Monitoring Officer is responsible for providing assistance to the Water Division in the implementation of Nauru Water Hygiene and Sanitation Policy (NWSHP)

DUTIES/RESPONSIBILITIES:

- Ensure availability of accurate, complete and up-to-date information required for effective water and sanitation projects to ensure quality of water improvement.
- Assist the Water unit in organising a program for World Water Day in addition to water sanitation and hygiene promotion.
- Update water monitoring analysis information on database monthly
- Monthly examination of drought risk and informing relevant authorities of significant risks
- Ensure climate change adaptation incorporated into planning
- Identify policy and plan improvements and training needs

G.N.No. 14/2023 (Cont'd)

- Assist in implementing the NWSHP
- Liaise with members WTG and report monitoring results to WTG
- Work collaboratively with WTG
- Provide logistics support to Water Division
- Provide secretarial support for WTG
- Determine demand for freshwater (with Bos, NUC)
- Develop equitable system for controlling demand, conserving water and minimising waste and losses (NUC, PAD, NRC)
- Assist in development of Nauru Water Master Plan (with WTTC)
- Develop schemes to increase public participation in planning, management, conservation and protection of water resources and other tasks assigned by Director Water

QUALIFICATIONS & EXPERIENCE:

- Year 12 Completed
- Required to have a sound knowledge of the processes of the international negotiations conducted at the UNFCCC
- Minimum qualification of a tertiary level or a minimum of 3 years of experience in the field of Climate Change/Environment is preferred
- Fluency in English
- Team player and positive attitude to learn
- Excellent communication and customer skills
- Excellent organisational and problem-solving skills
- IT proficiency in standard computer and software (word processing, excel, presentations, Skype, databases and internet web-based tools)

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 15/2023

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 ENVIRONMENTAL MANAGEMENT & AGRICULTURE
(Environment)

POSITION : Higher Clerical Officer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- To assist and support staff for effective work output in daily Administrative matters.

DUTIES/RESPONSIBILITIES:

This position Reports directly to the Environment Director: -

- Daily updates and manages a filing system, create an electronic system to keep track of all correspondences both local and overseas.
- Prepare Quotes, payment requisition and maintain receipts
- Follow-up payments vouchers
- Assist in preparations of financial reports and budget preparations
- Procurement of office needs local and overseas.
- Any other duties as directed by His / Her superiors.

QUALIFICATIONS & EXPERIENCE:

- A pass in form 6 or equivalent in any High school
- Certificate in Secretariat work and Basic Bookkeeping would be preferable
- Preferable 1-2 years' work experience in Administrative work.
- Ability to communicate effectively in English verbally and written
- Excellent organizational abilities, including to plan, prioritize and coordinate workload in order to meet deadlines.
- Good Public Relation and Customer Services.
- Able to use Microsoft office software applications.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 16/2023

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
(Commerce & Business Development)

POSITION : Business Development Officer
SALARY : Band 6.1 - \$15,172 per annum

PRIMARY PURPOSE OF ROLE:

- The Business Development Officer is responsible for supporting the Director of Commerce and Business Development in providing well -informed advice to the Secretary and Government on matters relating to the SME development, promote and develop legislations and policies that encourage SME development and growth, foster and promote Government-Private sector Partnership. The position will also be responsible for administration relating to the Micro-Finance loan project funded by Taiwan.

DUTIES/RESPONSIBILITIES:

- Respond to any concerns and queries related to Micro-Finance project raised over the phone or in person
- Maintain client loan re-payment files
- Assist the Director monitor and evaluate Micro-Finance client's businesses
- Assist the Director in drafting letters and delivering them to clients (Payment reminders)
- Obtain quotations for expenditure against the Directorate budget, as directed
- Monitor expenditure of the Directorate budget and maintain Directorate personnel files
- Provide secretarial function (i.e. Invitations, catering, taking notes and drafting minutes etc) for Directorate meetings
- Arrange logistics and meeting schedules for visiting missions, consultations or high-level meetings as required by the Director CBD or Deputy Secretary (PAD)
- Manage electronic filing of key documents, records of actions/ issues /decisions and important communications in the shared PAD folder
- Liaise with line manager to ensure that all urgent tasks are delegated to others or backfilled in advance of known periods of absence
- Support other PAD functions and staff during periods of peak workload, as directed by the Deputy Secretary (PAD)
- Other tasks as required or directed

QUALIFICATIONS & EXPERIENCE:

Essential:

- High school completion

Desirable:

- Certificate or diploma in administration/management related field of studies
- At least 3 years relevant experience in managing or administering donor-supported projects
- High degree of computer literacy
- Strong work ethic and willingness to assume higher duties as required
- Knowledge of public administration

G.N.No. 16/2023 (Cont'd)

- Proficient in English (oral and written)
- Good public relations and customer service skills

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 17/2023

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
(Planning and Aid Division)

POSITION : Economic Sector Specialist
SALARY : Band 11.1 - \$22,210 per annum

PRIMARY PURPOSE OF ROLE:

- The Economic Sector Specialist is responsible for the coordination and facilitation of donor-supported activities within the Economic sector of Nauru's National Sustainable Development Strategy (NSDS).
- At the sector level, the Economic Sector Specialist supports the development of sector plans on Annual Operational Plans (AOP) for relevant departments. The Specialist helps to develop and capture Key Performance Indicator data across the sector, participate in important sectoral forums and work closely with line agencies to identify sectoral priorities.
- The Economic Sector Specialist is expected to maintain familiarity with all donor-supported projects and associated funding agreements within their sectoral portfolio, whilst line agencies are directly responsible for project implementation, Economic Sector Specialist facilitates implementation through ad-hoc support to resolve high-level issues, monitoring of funds disbursement and participation in project review missions, steering committees or similar activities. The specialist also liaises with Treasury colleagues, donors and relevant department staff to ensure that donor funds are made available and disbursed in a timely and accountable manner that meets the terms of donor agreements.

DUTIES/RESPONSIBILITIES:

Sector oversight:

- Ensure familiarity with the NSDS and relevant international and regional strategies and plans
- Monitor and evaluate the Economic Sector's performance against NSDS goals
- Contribute sectoral updates and data to NSDS reporting, as required

G.N.No. 17/2023 (Cont'd)

- Assist line agencies to develop sector priorities in advance of donor consultations or the annual budget process
- Support development of relevant AOPs and sector plans, as required
- Review sectoral AOPs, strategies and budgets
- Participate in key sectoral meetings, as required
- Other duties as needed and/or directed

Project oversight:

- Ensure familiarity with all donor-supported projects within the sector portfolio, including those where supported is provided through Technical Assistance, training, contractors and gifting of assets
- Coordinate with the Director, Planning and Director, Aid and contribute project/sectors updates or data as required
- Prepare input to Government of Nauru financial and NSDS reports, as well as reports of relevant international or regional organisations
- Work closely with line agency staff to maximise expenditure of donor funding prior to expiry of agreements and proactively work with line agencies to identify ways to accelerate spending, if required
- Facilitate the development of new projects and liaise with departments and donors to resolve issues for existing projects
- Support the Accountant in completing fund reconciliations and audits, in accordance with funding agreement terms
- In close collaboration with the Director, Aid, Project Managers, and line agency staff, take proactive measures to ensure that project agreements are updated or extended to reflect implementation requirements
- Maintain electronic copies of key documents, communications and records of decisions
- Participate in high-level meetings and engage in executive decision-making, as required
- Contribute project updates and projections to reports as required by the Director, Planning and Director, Aid

QUALIFICATIONS & EXPERIENCE:

- Bachelor degree in a field relevant to the sector portfolio, public administration, management, economics or business
- Advanced qualification relevant to the sector portfolio
- Experience in (1) project development, management, audit or accounting systems
- Experience in public administration
- Experience managing or administering donor-supported projects
- Experience in accounting or finance-related roles
- Experience in managing or administering donor-supported projects
- Experience using Microsoft Excel, Word and PowerPoint

Desirable:

- Experience with the Nauru Financial Management Information System (FMIS)
- Knowledge of relevant sectoral international agreements
- High degree of computer literacy
- Strategic thinking and creativity
- Problem solving skills
- Proactive attitude
- Confident liaison and decision-making skills
- Willingness to undertake new tasks
- Strong ability to read and interpret complex written information and make appropriate recommendations

G.N.No. 17/2023 (Cont'd)

- Understanding or ability to acquire understand of basic accounting principles
- Ability to analyse and interpret financial data
- Ability to draft high-level reports
- Excellent liaison and written and verbal communication skills
- Confidence, when required, to lead meetings and communicate with high-level stakeholders
- Strong organisational skill and ability to balance competing priorities within set timelines
- Ability to work well under pressure and collaborate within a small team
- Strong work ethic and commitment to professional conduct

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 18/2023

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 HEALTH & MEDICAL SERVICES
(Health Training & Development)

POSITION : Health Planning Officer
SALARY : Band 9.1 - \$19,113 per annum

PRIMARY PURPOSE OF ROLE:

- The Health Planning Officer is responsible for supporting the divisions in developing strategic and operational plans and reporting on the implementation of these plans. This includes, but not limited to, annual operational plans, procurement planning, workforce planning, quarterly and annual reporting, annual review, etc. All planning and reporting to be based upon analysing and interpreting of approved data.

DUTIES/RESPONSIBILITIES:

- Coordinate and support the development of annual operational plans and budgets with each division.
- Support each division that requires specific work plans to augment their annual operational plan, e.g. Finance and Revenue to do a procurement plan, Human Resources for Health to do recruitment and succession plan, Training and Development to do a training plan, etc.
- Work closely with the health database analyst to produce national statistical bulletins to inform reporting, including trend analysis, and to address monitoring and evaluation (M&E) requirements.
- Coordinate quarterly Annual Operational Plan (AOP) progress reports.

G.N.No. 18/2023 (Cont'd)

- Coordinate the annual health and medical services report in collaboration with the Health Executive Team.
- Compile and maintain relevant documents, reports and recommendations and assist the Health Executive Team to draft policy briefs and position papers.
- Coordinate and carryout surveys and studies relevant to sector performance and knowledge generation at the request of the Health Executive Team
- Support divisions in meeting their project and partner reporting requirements.
- Compile and maintain copies of all legislation relevant to the Ministry of Health and Medical Services and assist the Health Executive Committee to ensure legislation and regulations are current and comprehensive
- Function as a contributing team member while meeting deadlines and productivity standards.
- Undertake any additional duties assigned by your supervisor as duties may vary from time to time to meet changing needs

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 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.

QUALIFICATIONS & EXPERIENCE:

- Suitable degree qualifications from a recognised institute in public health, or Health Administration/Management, or a business or administration qualification with experience in the health sector
- Relevant health experience
- Experience in planning, budgeting and reporting, desirably in the health sector
- Ability to lead and coordinate staff
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities
- Understanding of public sector procedures

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 19/2023

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 MEDIA
(Nauru Media Bureau)

POSITION : Reporter / Photographer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- This position reports firstly to the Mwinen ko Manager in providing news stories, features and articles for use on the department's newspapers. A photographer brings life to a click of a picture, with aims to signify in recording the still images that are produced into a product.

DUTIES/RESPONSIBILITIES:

- Capture and edit visual content for multiple platforms.
- Produce photography in various methods including printed/digital media.
- Deliver final product to various places including internal and external customer, Media graphic designers and corporate communications.
- Perform retouching and image adjustments after shoots.
- Promote the business to clients and the public
- Purchase or requisition supplies.

QUALIFICATIONS & EXPERIENCE:

- Certificate and Media Journalism
- At least 3 to 4 years' experience in Reporting
- Must have a degree in journalism
- Clean criminal and driving record
- Enthusiasm – Stamina – Determination
- Perseverance – Excellent in oral or written skills
- Interpersonal skill – 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 communication skill, with at the ability to speak and listen, as well as clearly express their ideas
- Ability to work extra hours as may be required by Media Department

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 13th January, 2023.**

DATED this 21st day of December, 2022

IPIA GADABU
ACTING CHIEF SECRETARY