



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

No. 62

24<sup>th</sup> March, 2023

Nauru

G.N.No. 362/2023

**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 JUSTICE & BORDER CONTROL**  
*(Corporations, Partnership, Associations & Trust Registration)*

**POSITION** : Deputy Registrar of Corporations  
**SALARY RANGE** : Band 10.1 - \$20,641 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Secretary for Justice & Border Control as the Registrar. Under the general supervision and guidance of the Registrar, The Deputy Registrar may perform such functions and exercise such powers as the Registrar may in writing from time to time direct or authorise him or her to do.

**DUTIES & RESPONSIBILITIES:**

- Assist the Registrar in the performance of functions and exercise of powers as the Registrar may in writing from time to time direct or authorise him or her to do
- Assist the Registrar in managing the Corporations, Partnership, Associations and Trusts Registration Division
- Assist the Registrar in establishing, maintaining and keeping a Register of Corporations and other registers
- Receive and process applications, including for registration of corporations, partnerships, associations, trusts, business names, beneficial owners, private security, business licences and import licences
- Attend meetings with stakeholders
- Assist with public education and awareness
- Attend in-house and external meetings and other official activities as necessary
- Assist the Registrar with the general supervision of the Corporations, Partnership, Associations and Trusts Registration Division
- Perform such other duties as may be assigned from time to time  
Otherwise generally support the work of the Corporations, Partnership, Associations and Trust Registration Division.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Must completed Pleaders Course and Advocacy Course or have completed some law units from a university
- Experience working in a law office or business registration and licensing office is desirable

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- Excellent analytical and research skills;
- Ability to interpret and apply written law
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Computer literate

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 363/2023

**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 JUSTICE & BORDER CONTROL**  
*(Office of the Public Legal Defender)*

**POSITION** : Pleader Public Defender  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Director for Public Legal Defender. Under the general supervision and guidance of the DPLD, the pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Handle civil cases against the Republic under the guidance of the DPLD;
  - Attend Court with DPLD to represent the Republic in civil and criminal matters;
  - Assist DPLD in the preparation of legal opinions and advice to the Government;
  - Carry out and perform tasks assigned by the DPLD;
  - Carry out research and provide advice to the DPLD;
  - Drafting pleadings, memoranda and correspondence;
  - Attend meeting with stakeholders;
- Otherwise generally provide support to the Office of the DPLD

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**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleaders Course and Advocacy Course
- Experience working in a law office is desirable
- Strong analytical and research skills;
- Strong Advocacy skills;
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Computer literate;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Must be able to maintain high levels of confidentiality at all times

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 7<sup>th</sup> April 2023**.

DATED this 20<sup>th</sup> day of March, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

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