



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

No. 98

25th May, 2023

Nauru

G.N.No. 522/2023

PUBLIC SERVICE ACT 2016
SECTION 16(1a)

CREATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1 (a) of the Public Service Act 2016, I, MARTIN HUNT, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective immediately create the following position.

DEPARTMENT OF PEOPLE WITH DISABILITIES

Creation of position

Current Designation	No. of Positions	Salary Band
Secretariat Division		
Finance Officer	1	Band 5.1 - \$14,313 per annum

DATED this 23rd day of May, 2023.

H.E. HON. MARTIN HUNT, M.P
ACTING PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016
SECTION 16 (3)

RECLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I, MARTIN HUNT, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 13th December 2022 alter the classification of the following position.

DEPARTMENT OF MINISTERIAL
(Secretariat)

Alteration of Designation

Current Designation	No. of Positions	Altered Designation
Manager Finance & Administration Band 11.1 - \$22,210 per annum	1	Director Finance & Administration Band 12.1 - \$24,075 per annum

DATED this 23rd day of May, 2023.

H.E. HON. MARTIN HUNT, M.P
ACTING PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

PUBLIC SERVICE ACT 2016
SECTION 16

CREATION, RECLASSIFICATION AND ABOLISHMENT OF POSITIONS

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1 (a), (b) and Subsection 3 of the Public Service Act 2016, I, MARTIN HUNT, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 1st July 2022 create, reclassify and abolish the following positions.

DEPARTMENT OF JUDICIARY & COURTS

Reclassification of Positions

Current Designation	No. of Positions	Reclassified Designation
Secretariat Division		
Chief Justice Special rate	1	Chief Justice Special rate
Registrar Special rate	1	Registrar Band 14.1 - \$31,803 per annum
Resident Magistrate & Registrar Supreme Court Special rate	1	Resident Magistrate Band 13.1 - \$26,002 per annum
Deputy Registrar Supreme Court Band 11.1 – 22,210 per annum	1	Deputy Registrar Supreme Court Band 12.1 - \$24,075 per annum
Deputy Registrar District Court Band 10.1 - \$20,264 per annum	1	Deputy Registrar District Court Band 12.1 - \$24,075 per annum
Budget Officer Band 8.1 - \$16,052 per annum	1	Manager Finance & Administration Band 10.1 - \$20,641 per annum
Court Reporter Band 8.1 - \$16,052 per annum	1	Court Reporter Band 10.1 - \$20,641 per annum
Assistant Clerk of Court (Asylum Seeker) Band 4.1 - \$12,248 per annum	1	Assistant Clerk of Court Band 6.1 - \$15,172 per annum
Assistant Clerk of Court Band 4.1 - \$12,248 per annum	2	Assistant Clerk of Court Band 6.1 - \$15,172 per annum
Supreme Court Associate (Expat) Special rate	2	Research Associate Band 12.1 - \$24,075 per annum

Creation of Positions

Designation	No. of Position	Salary
Secretariat Division		
IT Management Systems Officer	1	Band 7.1 - \$16,389 per annum
Compliance & Liaison Officer	1	Band 7.1 - \$16,389 per annum
Court Reporter	1	Band 10.1 - \$20,641 per annum
Court Interpreter	2	Band 7.1 - \$16,389 per annum
Cleaner	2	Band 1.1 - \$10,720 per annum
Personal Assistant	1	Band 7.1 - \$16,389 per annum

G.N.No. 524/2023 (Cont'd)

Abolishment of Positions

Designation	No. of Positions	Salary
Secretariat Division		
Judge Associate	1	Special rate

DATED this 23rd day of May, 2023

H.E. HON. MARTIN HUNT, M.P
ACTING PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 525/2023

PUBLIC SERVICE ACT 2016
SECTION 11

DEPARTMENT ESTABLISHMENT

PURSUANT TO the powers in that behalf vested in me, under Section 11 Subsection (a) of the Public Service Act 2016, I, MARTIN HUNT, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 1st July 2022 establish the positions within the Section under the following Department.

DEPARTMENT OF JUDICIARY & COURTS

Designation	No. of Positions	Salary
Secretariat Division		
Chief Justice	1	Special rate
Registrar	1	Band 14.1 - \$31,803 per annum
Resident Magistrate	2	Band 13.1 - \$26,002 per annum
Deputy Registrar Supreme Court	1	Band 12.1 - \$24,075 per annum
Deputy Registrar District Court	1	Band 12.1 - \$24,075 per annum
Research Associate	2	Band 12.1 - \$21,837 per annum
Personal Assistant	2	Band 7.1 - \$16,389 per annum
Manager Finance & Administration	1	Band 10.1 - \$20,641 per annum
Court Reporter	2	Band 10.1 - \$20,641 per annum
Chief Probation Officer	1	Band 9.1 - \$19,113 per annum
IT Management Systems Officer	1	Band 7.1 - \$16,389 per annum
Compliance & Liaison Officer	1	Band 7.1 - \$16,389 per annum
Court Interpreter	2	Band 7.1 - \$16,389 per annum
Clerk of Court (Family Matters)	1	Band 7.1 - \$16,389 per annum
Clerk of Court (Asylum Appeals)	1	Band 7.1 - \$16,389 per annum
Clerk of Court (Civil)	1	Band 7.1 - \$16,389 per annum
Clerk of Court (Appeal)	1	Band 7.1 - \$16,389 per annum
Clerk of Court (Criminal)	1	Band 7.1 - \$16,389 per annum
Assistant Clerk of Court	3	Band 6.1 - \$15,172 per annum

G.N.No. 525/2023 (Cont'd)

Law Librarian	1	Band 5.1 - \$14,313 per annum
Cleaner	2	Band 1.1 - \$10,720 per annum

DATED this 23rd day of May, 2023.

H.E. HON. MARTIN HUNT, M.P
ACTING PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 526/2023

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on Monday 15th May 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mr. Andy Cain to act as Secretary for Finance from 13th May 2023 until the return of the substantive Secretary for Finance on 16th May, 2023.

DATED this 18th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 527/2023

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that on Friday 19th May 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mrs. Christiana Detenamo to act as Secretary for Foreign Affairs and Trade from 19th May 2023 until the return of the substantive Secretary Mr. Dominic Tabuna on 12th June 2023.

DATED this 19th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 528/2023

APPOINTMENT OF ACTING SECRETARY FOR HEALTH AND MEDICAL SERVICES

It is notified for general information that on Monday 15th May 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mr. Ipia Gadabu to act as Secretary for Health and Medical Services from 15th May 2023 until the return of the substantive Secretary for Health and Medical Services on 29th May, 2023.

DATED this 18th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 529/2023

APPOINTMENT OF ACTING SECRETARY FOR INFRASTRUCTURE AND DEVELOPMENT

It is notified for general information that on Thursday 11th May 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mr. Mike Dagiario to act as Secretary for Infrastructure and Development from 12th May 2023 until the return of the substantive Secretary for Infrastructure and Development, Ms. Annalina Solomon.

DATED this 18th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 530/2023

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL

It is notified for general information that on Friday 19th May 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Ms. Bhavna Narayan to act as Secretary for Justice and Border Control from 19th May 2023 until the return of the substantive Secretary for Justice and Border Control, Mr. Jay Udit.

DATED this 19th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 531/2023

APPOINTMENT OF ACTING SECRETARY FOR MEDIA

It is notified for general information that on Friday 19th May 2023, Cabinet, pursuant to Article 68 (3) of the Constitution of Nauru, has approved the appointment of Mr. Kimmy Dabwido to act as Secretary for Media from 19th May 2023 until the return of the substantive Secretary Ms. Kaelyn Dekarube on 29th May 2023.

DATED this 19th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 532/2023

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Friday 19th May 2023, Cabinet, pursuant to Article 68 (1) (a) of the Constitution of Nauru, has approved the appointment of Mrs. Leona Waidabu to act as Secretary for Multicultural Affairs from 19th May 2023 to 27th May, 2023.

DATED this 19th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 533/2023

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Friday 19th May 2023, Cabinet, pursuant to Article 68 (1) (a) of the Constitution of Nauru, has approved the appointment of Mr. Jay Udit to act as Secretary for Multicultural Affairs from 28th May 2023 to 5th June, 2023.

DATED this 19th day of May, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 534/2023

**REVOCATION OF APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER
NAOERO POSTAL SERVICES CORPORATION**

It is notified for general information that Cabinet on Tuesday, 23rd May 2023 has approved the following:

1. to revoke the appointment of the Mr. Saskumar Paravanoor as Chief Executive Officer of the Naoero Postal Services Corporation effective immediately; and
2. to appoint Mr. Andy Cain as Interim Chief Executive Officer of the Naoero Postal Services Corporation effective immediately until further notice.

DATED this 23rd day of May, 2023.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 535/2023

LAND TRANSFER

As according to Cabinet Submission No. 308/2023 – consent for Transfer of Land Ownership between Deci Temaki and Prima Reagan was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘Arror’, Portion No. 73 which is situated in the district of Aiwo.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	New Landowner	Proposed Share
AIWO	73	cl.	ARROR	DECI TEMAKI	1/4	PRIMA REAGAN	1/4

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

**H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT**

G.N.No. 536/2023

LAND TRANSFER

As according to Cabinet Submission No. 309/2023 – consent for Transfer of Land Ownership between Deci Temaki and Prima Reagan was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘Eijabong’, Portion No. 14 which is situated in the district of Denigomodu.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	New Landowner	Proposed Share
Denigomodu	14	cl.	EIJABONG	DECI TEMAKI	11/126	PRIMA REAGAN	11/126

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 537/2023

LAND TRANSFER

As according to Cabinet Submission No. 310/2023 – consent for Transfer of Land Ownership between Caruso Amwano and Ursula Amwano was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the phosphate land namely ‘ABIO’, Portion No. 390 which is situated in the district of Meneng.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	Proposed Landowner	Proposed Share
Meneng	390	pl.	Abio	Caruso Amwano	1/16	Ursula Amwano	1/16

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 538/2023

LAND TRANSFER

As according to Cabinet Submission No. 311/2023 – consent for Transfer of Land Ownership between Charity Ratabwiy, Annie Malupo and Myron Roland was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘IJONAB’, Portion No. 103 which is situated in the district of Anabar.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	Proposed Landowner	Proposed Share
Anabar	103	cl.	Ijonab	Charity Ratabwiy	1/66	Myron Roland	6/275
				Annie Malupo	1/150		

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 539/2023

LAND TRANSFER

As according to Cabinet Submission No. 312/2023 – consent for Transfer of Land Ownership between Myron Roland and Annie Malupo was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘AEOUNUN’, Portion No. 123 which is situated in the district of Baiti.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	Proposed Landowner	Proposed Share
Baiti	123	cl.	Aeounun	Myron Roland	1/264	Annie Malupo	1/264

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 540/2023

LAND TRANSFER

As according to Cabinet Submission No. 313/2023 – consent for Transfer of Land Ownership between Lana Paul and Abi Erebwido Caleb (nee Jose) was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘IREBEDI’, Portion No. 116 which is situated in the district of Meneng.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	Proposed Landowner	Proposed Share
Meneng	116	cl.	Irebedi	Lana Paul	1/48	Abi Erebwido Caleb (nee Jose)	1/48

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 541/2023

LAND TRANSFER

As according to Cabinet Submission No. 314/2023 – consent for Transfer of Land Ownership between Demo Maaki, Kay-Sheba Laeo, Louisa Star, Rosita Maaki, Justin Maaki, Tino Maaki and Jenna Chen was considered and approval has been granted on Friday, 19th May 2023 for the transfer of landownerships of the coconut land namely ‘ANETSIW’, Portion No. 54 which is situated in the district of Anetan.

District	Portion No.	Type of Land	Name of Land	Original Landowner	Share	Proposed Landowner	Proposed Share
Anetan	54	cl.	Anetsiw	Demo Maaki	1/42	Jenna Chen	1/7
				Kay-Sheba Laeo	1/42		
				Louisa Star	1/42		
				Rosita Maaki	1/42		
				Justin Maaki	1/42		
				Tino Maaki	1/42		

DATED this 19th Day of this Month of May, Two Thousand and Twenty-Three.

H.E. HON. RUSS JOSEPH KUN, M.P
PRESIDENT

G.N.No. 542/2023

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 POLICE & EMERGENCY SERVICES
(Administration)

NAME	FROM	TO	EFFECTIVE
Irma Deireragea	Finance & Budget Officer Band 6.1 - \$15,172 per annum	Manager Corporate Services Band 9.1 - \$19,113 per annum	12/4/23

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 543/2023

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 TRANSPORT
(Directorate of Civil Aviation)

NAME	FROM	TO	EFFECTIVE
Lesuma Rodiben	Security Guard Band 2.1 - \$11,577 per annum	Security Officer Band 3.1 - \$12,503 per annum	6/3/23

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 544/2023

PUBLIC SERVICE ACT 2016
SECTION 27A(2a)

NOTICE OF TRANSFER

It is notified for general information the following officer's transfer is effective 24th March 2023.

DEPARTMENT OF EDUCATION

NAME	TRANSFER FROM DEPARTMENT OF FINANCE	TRANSFER TO DEPARTMENT OF EDUCATION
Henry Dake	Assistant Reconciliation Officer Band 5.1 - \$14,313 per annum	Teacher Aide Band 6.1 - \$15,172 per annum

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 545/2023

PUBLIC SERVICE ACT 2016
SECTION 27(6)

NOTICE OF APPOINTMENT

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

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Office of the Secretary for Justice)

NAME	POSITION	EFFECTIVE
Toanteraoi Raimon	Clerical Officer Band 4.1 - \$12,248 per annum	4/4/2022

New banding (Band 4.1 -\$13, 503 per annum) effective 1/7/2022.

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2a)

NOTICE OF APPOINTMENT ON PROBATION

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

DEPARTMENT OF ENVIRONMENT MANAGEMENT & AGRICULTURE
(Environment)

NAME	POSITION	EFFECTIVE
Gehle Motiti	Higher Clerical Officer Band 4.1 - \$13,503 per annum	4/1/2023

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2a)

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information the following officers' appointment on probation is effective as follows:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Training & Development)

NAME	POSITION	EFFECTIVE
Justina Notte	Health Trainee Band 3.1 - \$12,503 per annum	4/4/2023
Datania Duburiya	Health Trainee Band 3.1 - \$12,503 per annum	4/4/2023

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2a)

NOTICE OF APPOINTMENT ON PROBATION

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

DEPARTMENT OF INFORMATION COMMUNICATION & TECHNOLOGY
(Administration)

NAME	POSITION	EFFECTIVE
Edes Jordan	Asset Officer Band 4.1 - \$13,503 per annum	10/11/2022

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2a)

NOTICE OF APPOINTMENT ON PROBATION

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

DEPARTMENT OF INFORMATION COMMUNICATION & TECHNOLOGY
(IT Operations)

NAME	POSITION	EFFECTIVE
Kimana Demare	ICT Trainee Band 2.1 - \$11,577 per annum	18/4/2023

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27(2a)

NOTICE OF APPOINTMENT ON PROBATION

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

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Correctional Services)

NAME	POSITION	EFFECTIVE
Rosalie Dediya	Juvenile Correctional Officer Band 5.1 - \$14,313 per annum	17/4/2023

DATED this 18th day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017
BIRTHS DEATHS MARRIAGES (CHANGE OF NAMES) REGULATIONS 2018

NOTICE is given by the deed poll in accordance to section 22 & 23 of the Births Deaths and Marriages Registration Act 2017

CHANGE OF NAMES OF A PERSON WHO HAS ATTAINED THE AGE OF 18 YEARS

NOTICE is hereby given that a Deed poll dated 13 th of October 2022 and registered in the Registry of Births, Deaths and Marriages on 13 th of October 2022 (MALE)(MARRIED) , Abandon the name of Wayne Abawo and assumed the name of Wayne Abawo Tagamoun
NOTICE is hereby given that a Deed poll dated 18 th of January 2023 and registered in the Registry of Births, Deaths and Marriages on 18 th of January 2023 (FEMALE)(MARRIED) , Abandon the name of Tylisa Benjamin (nee Agir) and assumed the name of Tyliza Benjamin (nee Agir)
NOTICE is hereby given that a Deed poll dated 18 th of January 2023 and registered in the Registry of Births, Deaths and Marriages on 18 th of January 2023 (FEMALE)(MARRIED) , Abandon the name of Ravinia Degia (nee Agir) and assumed the name of Vinnie Degia (nee Agir)
NOTICE is hereby given that a Deed poll dated 2nd of February 2023 and registered in the Registry of Births, Deaths and Marriages on 2nd February 2023 (MALE)(MARRIED) , Abandon the name of Spencer Tom and assumed the name of Spencer Tannang
NOTICE is hereby given that a Deed poll dated 3rd of February 2023 and registered in the Registry of Births, Deaths and Marriages on 3rd February 2023 (FEMALE)(SINGLE) , Abandon the name of Ange-may Harris and assumed the name of Ange-may Hartman

G.N.No. 551/2023 (Cont'd)

NOTICE is hereby given that a Deed poll dated 3rd of February 2023 and registered in the Registry of Births, Deaths and Marriages on 3rd February 2023
(MALE)(MARRIED), Abandon the name of **Danlobenhan Botelanga** and assumed the name of **Danlobendahn Botelanga**

NOTICE is hereby given that a Deed poll dated 3rd of March 2023 and registered in the Registry of Births, Deaths and Marriages on 3rd of March 2023
(FEMALE)(SINGLE), Abandon the name of **Elizabeth Ediyeda Dabwido** and assumed the name of **Elizabeth Ika**

NOTICE is hereby given that a Deed poll dated 8th of May 2023 and registered in the Registry of Births, Deaths and Marriages on 8th of May 2023
(FEMALE)(SINGLE), Abandon the name of **Elizamay Appi** and assumed the name of **Noelle Appi**

Given under my hand and sealed this 16th day of May, 2023

ANTONIUS ATUEN
ACTING REGISTRAR
REGISTRY OF BIRTHS, DEATHS & MARRIAGES

G.N.No. 552/2023

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Issachar Adu of Buada District, and
Emily Jesse of Ewa District.

DATE OF ENGAGEMENT:

30th June, 2023

HON. MARTIN HUNT, M.P
MINISTER IN CHARGE

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 EDUCATION
(Administration)

POSITION : Statistic Support Officer
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Collect, verify and enter school data in the Education Management Information System (EMIS) for presentation, interpretation and to provide insight recommendation and advice on policy and strategies to improve the education system

DUTIES & RESPONSIBILITIES:

- Manage the implement and operation of Education Management Information System (EMIS) software or other departmental statistical information system software
- Mangle the collection, verification, analysis storage and reporting of data from schools and the department required for internal and external clients
- Design surveys and questionnaires for data collection
- Create/Edit/Delete students and teachers account in EMIS
- Provide analytical advice from the data collected on National Benchmark, Prep Readiness, Assessment, Staff Performance Appraisals and the National Examinations
- Provide monthly update on student/teacher attendance
- Assist relevant Managers for the tracking of student's learning progress in Nauru or Scholarship students overseas
- Verify student's personal information with the Birth Registry office
- Assist the complain of NEAT scheme entitlements for Year 12 graduates
- Submit a weekly/monthly report to the Director of Administration
- Provide the Social Welfare officer (Nauru Finance) compiled lists of students eligible for "Back to School" scheme
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- To perform any other duties compatible with the position as determined by the Director of Administration or the Secretary for Education

KNOWLEDGE, SKILLS & EXPERIENCE:

- School Leaving Certificate
- Interpersonal Skills
- Organising Skills
- Computer Literate
- Proficient in English and Nauruan language
- Diligent

G.N.No. 553/2023 (Cont'd)

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 554/2023

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
(Treasury)

POSITION : FMIS Administrator
SALARY : Band 11.1 - \$22,210 per annum

PURPOSE OF THE ROLE:

The Primary of the role is to ensure that the whole of government Financial Management Information System (FMIS) is operating at all times to meet financial management requirements of the Government of Nauru. This includes continuous improvement in FMIS systems (Technology One), availability and security.

DUTIES/RESPONSIBILITIES:

- Contribute meeting team deliverables ensuring that Treasury objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Manage creation of any new user accounts on FMIS, and installation of FMIS application on any new Government machine
- Issuing and renewing of access details (user id and passwords) to all budget officers and HOD's
- Manage and oversee general maintenance of all FMIS servers including the production, back-up and test database to ensure that the FMIS system is stable and readily available for line agencies use
- Manage and oversee networking roles in terms of connecting FMIS to line agencies printers
- Oversee the government workflow process to ensure that payments and receipts are accurately recorded and accounted for in FMIS
- Lead and oversee PAD works in terms of loading donor funded projects
- Manage and oversee departments weekly budget reports to ensure that FMIS generates accurate and timely weekly reports
- Manage and oversee end year process works with regards to cleaning up of all incomplete and duplicate transactions within FMIS
- Improve data integrity and reinforcing financial instructions to enable FMIS to produce credible and reliable outputs/reports
- Conduct quarterly training for all FMIS users on the FMIS different modules

G.N.No. 554/2023 (Cont'd)

- Working closely with management and System Accountant to develop system documentation and manuals
- Working with ICT department and technology One support arrangements to ensure that the FMIS is stable and reliably delivered to all users
- Design and develop various XOne reports for end users' need
- Build productive working relationships with colleagues and stakeholders
- Actively contribute to a positive team culture and commit to personal development
- Other duties as directed

QUALIFICATIONS & EXPERIENCE:

- Certificate, Diploma or Bachelor's degree or equivalent in IT, accounting or related discipline from a recognised university
- 5 years' experience working in an FMIS or ICT administrator position
- Experience with technology One is highly desirable
- Knowledge on general IT will be an advantage for this role

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 555/2023

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
(Training & Development)

POSITION : Administrative Academic Manager
No. OF POSITION : One (1)
SALARY RANGE : Band 9.1 - \$19,113 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Provides and performs administrative support duties to NHPTI.

DUTIES/RESPONSIBILITIES:

- Provide administrative support to the Nauru Health Professional Training Institute with reception and enquiry services, managing all scheduled meetings and appointments

G.N.No. 555/2023 (Cont'd)

- Arrange meetings, travel, workshop, conferences and training in accordance with the requirement of NHPTI staff
- Preparing and proofreading of all administrative correspondence, reports and other documents as requested
- Assist NHPTI in providing and dissemination of information for training through the development of resources such as flyers, brochure etc
- Keeps record of all training and coordinate enrolment process for students
- Typing, collating or otherwise assist with test preparation
- Assist NHPTI with finance management, budget and financial report
- Orientation and induction for students
- Assist students in answering questions in regards to registration, enrolment process, as well providing students with guideline and code of conduct
- Supports the NHPTI by equipment and supplies, maintaining and inventory of office supplies and handling budget request, follow up and payments of all purchase order
- Helps to organize and conduct unit events as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, programs, purchasing awards and reservations
- Assist students with compilation of scholarship application documents
- Supports the unit by obtaining and processing textbooks, preparing training resources and collecting information for newsletter compilation
- Preparing and process students and NHPTI staff timesheets, processing of staff leave and submission of special allowance form as required
- Schedule booking of classroom and facility
- Maintaining the security of the facility
- Contributing to the work environment that is conducive to develop skills and to engage with persons of different culture if required
- Remains competence and current with professional and personal development
- Provide support and counselling to staff members on a variety of issues related to work and personal health related issues
- Ensures support systems for staff in the context of the Code of Conduct
- Responsible for the well-being of staff members
- Promote an atmosphere to prevent workplace conflict and advise senior management of the development and implementation of the department's mitigating measures
- Liaise and collaborate with other divisions as appropriate

KNOWLEDGE, SKILLS & EXPERIENCES:

- High School Leaving Certificate
- Preferably attained an undergraduate qualification in Office Management
- 3 years or more of office work experience
- Must know how to troubleshoot electronic office equipment
- Some experience in counselling
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Be familiar with the Code of Conduct
- Able to develop or use database
- Good with Microsoft office skills
- Good with management skills, problem solving skills
- Ability to maintain a complex filing system
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills

G.N.No. 555/2023 (Cont'd)

- Ability to act integrity, professionalism, and confidentiality
- Demonstrates report writing skills
- Proficient with Microsoft Office or related software

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 556/2023

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
(Training & Development)

POSITION : Health Trainee
SALARY : Band 3.1 - \$12,503 per annum

PRIMARY PURPOSE OF ROLE:

- This is a training position in which the Trainee trains until qualified for the next level.
- The Trainee must complete the hours of course work and practicum described during the hiring process.
- Some positions will require successful completion of a written examination and/or a skills competency evaluation to complete training for the Health Trainee and move to the next level
- The role of the trainee will be to learn and perform basic procedures, assist the staff in any specialty area in the delivery of patient care.

DUTIES/RESPONSIBILITIES:

Description of Duties/Essential Function During Training

Clinical Staff Support:

- Supporting the care team in delivering quality patient-centred care to meet the needs of patients.
- Getting to know patients' interests and needs providing attention, support and companionship.
- Promoting the mobility of patients, supervising and assisting as necessary to ensure optimum mobility is maintained and improved where possible
- Enabling and assisting patients to maintain their personal appearance. Hygiene needs whilst always maintaining their dignity
- Enabling and assisting patients to eat/drink and achieve physical comfort

G.N.No. 556/2023 (Cont'd)

- Participating, organising and carrying out social activities
- Sustaining high level of communication between patient's family and staff developing good relationships
- Assisting in the upkeep of high standards of cleanliness in the Hospital
- Contributing to the maintenance of Health and Safety in the Hospital if able and when necessary
- Directly responsible to the Principal Training Officer (PTO) on a day-to-day basis
- Under the direction and direct supervision of the Officers in charge or delegated staff, safely perform patient care duties as assigned
- Any other duties deemed necessary by attending Specialists, Physicians, and Nurse in Charge and other Health staff and management.

Expected Functions During Training:

- Bathe, clothe and feed patients and performs other personal care and hygiene duties for patients as instructed
- Performs basic nursing care services under direct supervision, such as taking temperature, blood pressure and pulse readings, applying soaks and compresses, and cleaning sores and wounds
- Teach patients activities of daily living skills (ADLS) such as eating, bathing, grooming, dressing, toileting, etc
- Interacts with patients in a therapeutic manner
- Under supervision, participates with other treatment team members in overall therapeutic and rehabilitation activities including surgical and dressing
- Performs duties necessary to maintain a safe, clean and orderly living and work area.
- Observes patient's behaviour, attitudes and physical condition and reports significant changes to proper staff
- Escorts patients to meals, therapy, appointments (X-ray, Lab, Physio etc) and scheduled activities within and outside the facility

Training:

- Trainee will be in training to learn how to provide direct patient care under the supervision of the attending Specialists, Physicians, and Registered Nurses and other Health staff as assigned
- The care that will be taught will include taking and monitoring patient vital signs, performing blood tests, documenting appropriate patient information, preparing and monitoring equipment, and sometimes cleaning equipment.
- Trainee will be trained on proper medication administration procedures and Tube feeding
- Trainee will undergo training in proper healthcare administration and procedures
- Undertake education as assigned by PRO or Officers in Charge within the specialty area
- Successful completion of overseas institution's prerequisite entry at the University of South Pacific (USP) – Nauru centre.

Required Ability:

- Requires ability to pass CPU (Crisis Prevention Intervention)
- Requires ability to physically restrain patients, conduct unit rounds, and respond to facility-wide emergencies, to observe, monitor and redirect patient behaviours.
- Requires ability to perform and deliver mouth to mask Cardiopulmonary Resuscitation (CPR) and manual resuscitation if required
- Requires ability to write clear and cohesive statements in clinical records and to exercise good judgement in interactions with others and patient care activities
- Requires ability to develop and maintain harmonious working relationships with direct care staff and other hospital staff
- Requires ability to interpret verbal and non-verbal expressions of others objectively

G.N.No. 556/2023 (Cont'd)

- Requires the ability to collaborate with all stakeholders to identify needs and goals and to verify recommendations are taken into accounts in their treatment plans for patients as part of a team.
- Requires ability to remain calm and objective when under stress or when confronted by hostility or opposition from others
- Requires the ability to respectfully respond to others and objectively report incidents
- Requires ability to gather information and make critical decisions

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 the of 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.
- Is required to bring to attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Completed Grade 12 or more years of education in specified field.

Classroom Knowledge and Practical Training:

- Acquires knowledge of the policies and procedures of the department, facility or service entity
- Acquires knowledge of the concepts of as many healthcare aspects as possible, health disorders and related physical conditions and treatment approaches
- Acquires knowledge and abilities in simple nursing care, personal care and hygiene and treatment and programmatic activities
- Acquires ability to observe, record and report clients' behaviour, attitudes and physical condition

Knowledge, Skills and Abilities:

- Ability to complete a required training program to acquire knowledge and abilities in basic nursing care, personal care and hygiene, and programmatic activities.
- Ability to perform beginning level duties in simple nursing care, personal care and hygiene, and treatment and programmatic activities
- Ability to read simple written instructions and work manuals
- Ability to follow simple written instructions and to perform basic arithmetic
- Ability to follow oral instructions and to keep routine records
- Demonstrated ability to communicate effectively in both verbal and writing skills
- Good understanding of English language and above average written and spoken English
- Above average computer literacy in MS applications (Word, Excel, Power Point) proficient MS Excel and Word computer skills
- Good knowledge/technical skills relating to IT and /or mechanics
- Basic Life Support/Advance life support and Occupational Health & Safety and Infection Control and safety Training and Moving Techniques
- Good communication skills and ability to work with others as a team.
- Ability to apply common sense and understanding to carry out written or oral instructions.
- Ability to apply advanced mathematical skill to operations.

G.N.No. 556/2023 (Cont'd)

- Ability to analyse and interpret common medical and technical journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrated interpersonal and problem-solving skills, consultative and collaborative relationship building ability as well as an effective team player.

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 557/2023

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
(Correctional Services)

POSITION : Juvenile Correctional Officer
SALARY : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

- Effective Supervision of people whom are Youth and Woman sentenced to imprisonment/remanded in custody

DUTIES/RESPONSIBILITIES:

- Carry out the daily routine of the Correctional Centre ensuring prisoner discipline and security is maintained
- Comply with all rules and regulation, Code of Conduct, when carrying out duties
- Complete reporting requirements when required, including prisoner behaviour and incidents, in rehabilitation and education activities such as prison programs and educational courses
- Undertake searches and perform escort duties as required
- Contribute to effective team work of Correctional Services
- Have a complete knowledge of Prison Procedures and Policies as set out in the Operational Manual
- Have confidence in managing prisoners some of whom will be high risk and whose behaviour can be aggressive and difficult to manage.
- Be able to carry our search procedures of both prisoners and visitors.

G.N.No. 557/2023 (Cont'd)

- Understand the behaviour of prisoners and identify when a prisoner may be contemplating harm to himself or others.
- Be able to support prisoner who are ready to change their behaviour and wish to participate in rehabilitation and education program
- Respond quickly and effectively to critical incidents such as escapes, fire, injuries.
- Have confidence and ability to complete written reports.
- taxpayers.

QUALIFICATIONS & EXPERIENCE:

- School graduation certificated; NSS.
- Experience in working with people
- Written English

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 558/2023

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 : TV Cameraman
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Cameraman physically controls and operates the equipment used for film, television and video broadcasts and recordings, operating a variety of technical equipment including single and multiple portable and remote devices.

DUTIES/RESPONSIBILITIES:

- Assembling, preparing and setting up equipment prior to filming which may include tripods, monitors, lighting, cables and leads, and headphones. Offering advice on how best to shoot a scene, explaining the visual impact created by particular shots
- Planning shots – when filming difficult shots, such as an explosion, there may be only one chance to get things right so shots need to be meticulously planned beforehand. Practicing the camera moves required for pre-arranged shots

G.N.No. 558/2023 (Cont'd)

- Studying scripts
- Finding solutions to technical or other practical problems (for an outside broadcast, for example, the natural light conditions need to be taken into account when setting up shots. Being prepared to innovate and experiment with ideas
- Working quickly, especially as timing is such an important factor
- Making sole responsibility in situations where only one camera operator is involved in the filming
- Keeping up to date with filming methods and equipment
- Repairing and maintaining equipment
- Shoot and record television programs, motion pictures, music videos, documentaries, or news and sporting events
- Organize raw film footage into a continuous whole
- Collaborate with the Production Manager to determine the overall vision of the production
- Discuss filming and editing techniques with the manager to improve a scene
- Select the appropriate equipment, from the type of lens to the appropriate lighting
- Shoot or edit a scene based on the Manager's vision

QUALIFICATIONS & EXPERIENCE:

- Diploma in Journalism
- 2-3 years' experience in camera work
- 3-4 years' experience in video editing and production
- Able to work in a team and individually
- Able to liaise with clients, actors or talents
- Must have sober/attitude
- 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
- Solve problems quickly
- Enthusiasm and relevant experience are usually more highly valued than academic qualifications
- Demonstrate a genuine interest in the work
- Good competency and technical abilities
- Potential candidate needs plenty of stamina
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Must have excellent hand-eye-co-ordination, hearing and color vision
- Able to work odd hours including weekends and public holidays as required
- Demonstrating a good awareness of health and safety issues

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 559/2023

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 : TV Reporter
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

TV Reporter sources new stories direction from the News Manager and TV Editor in a timely fashion, with due attention to detail and deadlines and can deal a number of roles within the Media including reporter, presenter/news anchor and if required, Radio Announcer.

DUTIES/RESPONSIBILITIES:

- Sourcing current news stories and following story direction from the News Manager
- Develop story ideas in tandem with television reporters and contributing accordingly
- Compile and submit stories from sub-editing
- Interview news talent for both newspaper and television content
- Identify and capture appropriate image for use with stories

QUALIFICATIONS & EXPERIENCE:

- Certificate IV qualifications in Media & Journalism
- 3-5 years' experience in journalism
- Able to work in a team and individual
- Must have sober habit/attitude
- Excellent IT skills
- Excellent communication skills, with the ability to speak and listen as well as clearly express their ideas
- Demonstrate a genuine interest in the work
- Good competency and technical abilities
- Should be physically fit, observant
- Capable of concentrating for long periods of time
- Able to work odd hours including weekends and public holidays as required
- Interacting and maintaining good working relationships with other members of the crew and cast, including the Director, producer, presenters and interviewers

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 560/2023

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 PRESIDENCY
(Secretariat)

POSITION : National Heritage Assistant
SALARY RANGE : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

Primary role is to assist Manager of National Heritage in Managing National Heritage sites and preserving cultural and war relics

DUTIES & RESPONSIBILITIES:

- To assist the Manger with identifying, record, investigate, assess, list, protect and conserve historic place and areas
- To assist the Manager with keeping permanent records of objects of heritage
- To assist thee Manager with developing and managing the Nauru's National Heritage lists
- To assist the Manger with advocating the conversation and protection of history places and areas
- To foster public interest and involvement in historic places and area
- To assist the Manager with colleting relic on the field and engaging in restoration work
- To carry out duties when Manager is on leave
- To conduct survey of historic sites and building
- To work closely with the community in recording all historical sites historical including local and national government agencies
- To provide advice and prepare report as required on the condition future prospect and potential of sites and building
- To collate and submit a monthly activity report including an annual report on to the Director of National Heritage
- To work closely with the Justice Department in regard to Legislative Acts concerning National Heritage and to provide public awareness
- To work closely with the Nauru Tourism and the Department of Culture on issues relevant to National Heritage
- To ensure that the World War II Monument is kept in immaculate condition and to report of any vandalism
- To monitor and provide guidance and feedback on the Face Book Site

KNOWLEDGE, SKILLS & EXPERIENCE:

- High School Leaving Certificate
- Knowledge of documentation practices and procedures pertaining to museum object, storage and preparation exhibits
- Good skills written and verbal communication skills
- Ability to organise, present and communicate effectively
- Good project management and organisational skills
- Knowledge of working with museum database

G.N.No. 560/2023 (Cont'd)

- Good team working skills
- Good personal skills when working with others
- Good leadership 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 9th June 2023**.

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 561/2023

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 TRANSPORT
(Directorate Civil Aviation)

POSITION : Labour/Aerodrome Maintenance
SALARY : Band 2.1 - \$11,577 per annum

PRIMARY PURPOSE OF ROLE:

To perform scheduled preventative maintenance for airport building, aerodrome fencing and runway markings to meet minimum international standard.

DUTIES/RESPONSIBILITIES:

- Direct responsible to Airport Maintenance Supervisor.
- Preform preventative maintenance for fencing, windsock and runway line markings to meet minimum international standard.
- Preform maintenance services for airport building both interior and exterior to meet minimum international standard.
- Maintain uniform, code of conduct and safety gears at all times;
- Preform duties of repairs and maintenance of airport building and aerodrome for carpentry, plumbing, electrical, painting, fencing, welding, etc.;
- Record daily tasks undertaken on log sheets;
- Clean unreachable areas (high ceilings, walls, fans, etc.);
- Maintain clean and tidy work area and workshop;
- Maintain emptying wheelie bins, skip bins and properly disposal of rubbishes;
- Preform other related duties as assigned by Superiors;

G.N.No. 561/2023 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Any certificates in relation to Maintenance skills, set are sufficient.
- Carpentry.
- Plumbing.
- Air conditioning & Refrigerator.
- Floor & wall tiling.
- Painting & Decorating.
- Brick laying.
- Minimum 1 year of experience in maintenance field.
- Minimum of year 10 education or equivalent tertiary achievement are an advantage.
- Excellent communication and interpersonal skills.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Ability to work under pressure.
- Ability to read and understand building blueprint.
- Must have driver's license.
- Must have police clearance.
- To be effective, proficient and proactive.
- Healthy, fit and of sober habits.

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 9th June 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 562/2023

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 TRANSPORT
(DCA)

POSITION : Security Officer
SALARY RANGE : Band 3.1-\$12,503 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To conduct screening of passengers at Nauru International Airport and ensure that unregulated or, prohibited items are not carried on board Aircraft undetected

G.N.No. 562/2023 (Cont'd)

DUTIES & RESPONSIBILITIES:

- Performed shift duties as rostered, and maintain security of all restricted areas;
- Screen passengers during flight operations;
- Ensure security and safety airside during flight operations;
- Compile reports from shift guards, and write summaries for superior;
- Communicate and cooperate with other agencies at the airport;
- Control the movement of people and vehicles at the airport;
- Guard and patrol airport vulnerable areas, facilities and aircraft with diligence;
- Recognize weapons, explosives and other restricted cargo;
- Inspect, screen and search passengers and baggage;
- Respond to airport emergency situations;
- Escort people and consignments as required;
- Perform other related duties as may be required or as assigned by the Chief Security Officer.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed year 11 or 12 of education
- Certification of Security Guard
- Certification of First Aid
- Excellent communication and interpersonal skills
- Ability to work within a team environment
- Ability to work under pressure
- Must have valid driver's license
- Must have valid police clearance
- To be effective, proficient and proactive
- Healthy, fit and sober habits

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 9th June, 2023.**

DATED this 23rd day of May, 2023

IPIA GADABU
ACTING CHIEF SECRETARY