



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

No. 463

12<sup>th</sup> November, 2024

Nauru

G.N.No. 1440/2024

**LAND DETERMINATION OF PORTION 127 IJUW (CL) - IJUW DISTRICT**

DISTRICT	PTN	LAND	CLASS	REF	ORIGINAL OWNER	PROPOSED OWNER	PRESENT OWNER
IJUW	127	IJUW	CL	<ol style="list-style-type: none"><li>1. File LE/2: Daimon Estate</li><li>2. LRB 1928: page 186</li><li>3. MB 55: Page 139</li><li>4. MB 55: page 241</li><li>5. NLC Chairman's Report, 2021</li><li>6. MB 106: Page 31-32</li><li>7. MB 106: page 76 (Map/Block nos.)</li></ol>	I. Daimon	Paul Renzo	Jesse Duburiya 1/6 Paul Renzo Jnr 1/6 Sonia Garabwan 1/6 Kitai Renzo 1/6 Milo Renzo LTO 1/6 Donbede Scotty LTO 1/54 Lawde Simon 1/54 Maria Dongobir 1/54 Osni Scotty 1/54 Richard Scotty 1/54 Anna Agiangang 1/54 Metrina Detenamo 1/54 Paulenzo Scotty 1/54 Jonah Yasser Johan 1/324 Jonan Johnson Johan 1/324 Jones Johan 1/324 Tiger-Lily Johan 1/324 Kaysi Yen-Deiga Johan 1/324 Kaydabug Johan 1/324

**NOTE: 1)** As per Land Appeal No.5/96. The determination of Ptn127 in Ijuw was referred back to the Nauru Lands Committee.

**NOTE: 2)** Those who disagree with the above determination shall appeal to the Supreme Court Registry within 21days of this Government gazettal.

**ROMINA AMWANO  
ACTING CHAIRPERSON  
NAURU LANDS COMMITTEE**

G.N.No. 1441/2024

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Medical Services)*

**POSITION** : **ICT Officer**  
**SALARY** : Band 6.1 - \$15,172 per annum

**PRIMARY PURPOSE OF ROLE:**

- Identify computer software, and network problems
- Analysis uses user complains, solve and suggest steps preventing future occurrences of the same
- Maintain updates, backups, of serve in MHMS
- Designs, implement and maintain network infrastructure

**DUTIES/RESPONSIBILITIES:**

- All MHMS Staff
- Ministry of IT
- Recommend procurement of all IT procurement in MHMS

**QUALIFICATIONS & EXPERIENCE:**

- Prepare Work Plans, Financial Plans, Reports, Recommendations and proposals for IT works
- Manage and support LAN, WAN, VPN, printers, computer, switches, patch panel, routers and other IT-related devices in MHMS
- Performs scheduled backup of Hyper-V Virtual Machines including data/applications
- Work closely with teams to give support in IT areas wherever required
- Maintain log of all support actions performed creating support Manual for ICT
- Prepare guides, User Manuals, Standard Operation Procedures wherever required
- Promote security: good computer habit, good cyber habits and standardisation
- Research, propose and recommend all IT procurement in MHMS'

**HEALTH & SAFETY**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety 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 adequality trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

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 22<sup>nd</sup> November, 2024.**

DATED this 8<sup>th</sup> day of November, 2024

**BARASSI BOTELANGA**  
**ACTING CHIEF SECRETARY**

G.N.No. 1442/2024

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF CHIEF SECRETARY**  
*(Human Resource & Labour)*

**POSITION** : **Manager Training & Employee Relations**  
**SALARY** : **Band 11.1- \$22,210 per annum**

**PRIMARY PURPOSE OF ROLE:**

To liaise with the Heads of Department to understand all necessary aspect and needs of staff Training Development, and Employee Relations compliance processing and procedures with the NPS 2016

To ensure Heads of Department are fully informed of staff training and Development objectives and achievements, including in providing leadership and coordination for all employee/labour relations activities across NPS, also ensuring the compliance with the Public Services Act 2016 in relation to disciplinary processes.

To Liaise with various donor agencies such as AUSAID, NZAID, and various Education institution; like USP, TVET and further education opportunities and work attachment program for NPS and disseminate the information Public Services wide.

**PRINCIPLE RESPONSIBILITIES:**

- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting and develop training plan bases on the needs of the NPS, and assist various Government agencies with processing for transparent selection of most appropriate participants for all training providers
- Consultation with Head of Departments, ascertain the training needs of the NPS and prioritise needs into the training delivery program, also interpret and advise on employment legislation such as the Public Service Act 2016
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards,
- Assist various Government agencies with processing for transparent selection of most appropriate participants for all training providers
- Develop Training Plan based on the needs of NPS,
- Coordinate Training delivery with training providers
- HR Development Strategy (NHRDS) and capacity Building Framework
- Ensure that content of all training delivered is aligned with NHRDS, and the goal and objectives of NNDS and that the quality of training is satisfactory in terms of contents and use of adult learning methodologies
- Manage the unit's budget, including forecasting of training and employee relations activities and reporting against the units' department.
- Conduct training audits for NPS to identify lessons learned are recommendation for future training delivery
- Coordinate and development of Student Internship program
- Develop and maintain a training database and conduct regular reporting on the training data base
- Facilities training sessions as required
- Interpret and advise on employment legislation such as the Public Service At 2016
- Ensuring that grievance handling and disciplinary proceeding are carried out in line with the Public Services Act and relevant Government legislation relation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and the department Supervisor
- Also listening to employee grievance and implementing disciplinary procedures.
- Advising others on the proper procedures for carry out investigating relating to breach of discipline
- Also developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Providing accurate advice on issues arising from employment contracts and legislation
- Providing monthly/annual report of the unit
- Any other duties assigned by Secretary for Corporate Services

G.N.No. 1442/2024 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

1. The Manager Training Development & Employee Relations will Chair the Nauru Training & professional Development Committee and provide regular reports on the aspect of the meetings, developments, also to provide assistance, coordinates and develop and prioritize training needs and employments, also to provide in compliance required by the Nauru Public Services in:
  - Identify select accreditation training bodies and institutions to provide and deliver training to the appropriate standards, provide the training programs and create the training Data
  - Liaise with the Heads of Department in compliance with the provide interpretation and processes and procedures of employment provided by Public Service At 2016 and provide monthly data report of any disciplinary incidents.
  - Provide the update of the sections Training Development & Employee Relations progress as required by the Director of Humans Resources and Secretary for Corporate Services.
  - Provide budget forecast for the ongoing function of the 2 sections in the Unit

**QUALIFICATIONS & EXPERIENCE:**

- Qualification in Human Resource and Industrial or Employee Relations fields
- Has 5 years of experience and up to date knowledge in countering ad handling of Training concepts in the theories and in Training Group session, including Employment Relations legislation and Nauru Public Service Act 2016 in the Public Sector
- Good interpersonal skills and ability to work under pressure off frequent, and multiple deadlines
- Ability to plan own, establish priorities
- Strong communication (Spoken and Written Skills)
- Demonstrated experience in the position duties
- Good English oral and written
- Computer Literate
- Demonstrated sound knowledge of the Public Service Act

Applications should be lodged to the Acting 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 22<sup>nd</sup> November, 2023**.

DATED this 8<sup>th</sup> day of November, 2024

**BARASSI BOTELANGA**  
**ACTING CHIEF SECRETARY**

G.N.No. 1443/2024

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

**POSITION** : **Director for Finance**  
**SALARY** : **Band 12.1 - \$24,075 per annum**

**PRIMARY PURPOSE OF ROLE:**

This is a permanent position created in the Department of Foreign Affairs and Trade.

**DUTIES/RESPONSIBILITIES:**

- To lead the Department's financial strategy and operations within the country
- Processing payments from the RON and/or various donor-funded projects by specific deadlines.
- Preparing payments vouchers for timely submission to the Finance Department and ensuring all PVs meet accountability requirements.
- Entering allocations for donor-funded projects into the FMIS.
- Attending financial workshops/training.
- Interpreting financial data.
- Recording and tracking all invoices, periodic payments, and approved payments.
- Assisting RON Overseas Mission with groundwork; submitting or following up on documents for approval of Inter-Subhead Transfers (ISHT) or supplementary budgets.
- Corresponding with Overseas Missions, finance officers, or first secretaries regarding financial aspects.
- Forecasting budgets for the next financial periods.
- Monitoring the budget for RON and/or donor-funded projects.
- Preparing Inter-Subhead Transfer (ISHT) or supplementary budgets.
- Developing financial management mechanism that minimize financial risk.
- Keeping abreast of changes in financial regulations.
- Providing training to junior financial staff.
- Submitting monthly reports.
- Submitting requested financial reports.
- The role does not involve immediate overseas posting but training will be provided for any future international opportunities.
- Adhering to the Public Services Act 2016, Treasury Act, and other relevant legislation and policies.
- Performing other duties compatible with the position as directed by the Deputy Secretaries or the Secretary for Foreign Affairs and Trade.

**QUALIFICATIONS & EXPERIENCE:**

Bachelor or equivalent; Work Experience of 2 years on the job training or related field

- Fluent in English Nauruan
- Proactive and have a keen interest in the job
- Good oral and written communication skills
- Good analytical skills and research skills
- Computer literate and able to work flexible hours
- Meeting people

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 22<sup>nd</sup> November, 2024.**

DATED this 8<sup>th</sup> day of November, 2024

**BARASSI BOTELANGA**  
**ACTING CHIEF SECRETARY**