



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

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No. 139

31<sup>st</sup> August 2018

Nauru

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G.N.No. 683/2018

**APPOINTMENT OF ACTING RESIDENT MAGISTRATE OF THE DISTRICT COURTS**

It is notified for general information that on 23<sup>rd</sup> August, 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru, approved the appointment of the Registrar of Courts Ronal Navin Prakash to act as Resident Magistrate of the District Courts from 16<sup>th</sup> – 23<sup>rd</sup> September, 2018 until the return of the substantive Registrar of Courts.

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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G.N.No. 684/2018

**APPOINTMENT OF ACTING SECRETARY CORPORATE SERVICES**

It is notified for general information that on 23<sup>rd</sup> August 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru, approved the appointment of Mrs. Clarissa Scotty, Manager Contracts to act as Secretary for Corporate Services effective from 26<sup>th</sup> August – 2<sup>nd</sup> September, 2018 until the return of the substantive Secretary for Corporate Services, Ms. Peta Gadabu.

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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G.N.No. 685/2018

**APPOINTMENT OF ACTING AUDITOR GENERAL**

It is notified for general information that on 23<sup>rd</sup> August 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru, approved approves the appointment of Mrs. Gillian Itsimaera, Auditor to act as Auditor General, effective from 3<sup>rd</sup> to 16<sup>th</sup> September, 2018, until the return of the substantive Auditor General, Mr. Manoharan Nair.

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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G.N.No. 686/2018

**APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS**

It is notified for general information that on 23<sup>rd</sup> August, 2018, Cabinet, pursuant to Article 68(1) (a) of the Constitution of Nauru approved the appointment of Mrs. Annette Cook, settlement Manager to act as Secretary for Multicultural Affairs effective 17<sup>th</sup> – 26<sup>th</sup> August, 2018 until the return of substantive Secretary for Multicultural Affairs, Mr. Barina Waqa.

Dated this 27<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 687/2018

**APPOINTMENT OF ACTING REGISTRAR OF THE SUPREME COURT**

It is notified for general information that on 23<sup>rd</sup> August, 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of the Resident Magistrate, Penijamini Lomaloma to act as Registrar of the Court from 28<sup>th</sup> September – 17<sup>th</sup> October, 2018 until the return of the substantive Registrar of Court.

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 688/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be effective 20<sup>th</sup> August, 2018.

**DEPARTMENT OF EDUCATION**

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Aurora Batsiua	Teacher Certificate	Band 10 - \$12,918 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 689/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be effective 20<sup>th</sup> August, 2018.

**DEPARTMENT OF LAND MANAGEMENT**  
*(Lands & Survey)*

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Wennulita Dekarube	Receptionist/Typist	Band 4.3 - \$6,250 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 690/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be effective 20<sup>th</sup> August, 2018.

**DEPARTMENT OF NATIONAL EMERGENCY SERVICES**

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Bridget Detageouwa	Life Guard	Band 5 - \$7,063 per annum
Renato Hubert	Life Guard	Band 5 - \$7,063 per annum
Conan Detabene	Ambulance Driver	Band 5 - \$7,063 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 691/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be effective 16<sup>th</sup> August, 2018.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Administration)*

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Je-Daliah Detabene	Clerical Officer	Band 5 - \$7,063 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 692/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be effective 13<sup>th</sup> August, 2018.

**DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT**  
*(Environment Division)*

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Remik Scotty	Project Officer	Band 7 - \$9,244 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 693/2018

**PUBLIC SERVICE ACT 2016**  
**SECTION 24**

**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment shall be with immediate effect 13<sup>th</sup> August, 2018.

**DEPARTMENT OF EDUCATION**

<b>Name</b>	<b>Position</b>	<b>Salary Band</b>
Elizur Tugia	Teacher Certificate	Band 10 - \$12,918 per annum

Dated this 27<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 694/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF AUDIT**

**POSITION** : Examiner of Accounts  
**No OF POSITION** : One (1)  
**SALARY** : Band 6.5 - \$10, 097 per annum

**PRINCIPAL RESPONSIBILITIES:**

- To assist the Auditor General and Auditors in conducting various Audit job.
- Conduct Audit queries independently as part of the Audit and also raise queries as directed by the Auditor/Senior Examiner of Accounts.
- Check cash, receivable, payable, etc. to confirm records are accurate.
- Liaising with managerial staff and presenting findings and recommendations.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Any other work assigned by the Senior employees of the department.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Must have Secondary Education, at least up to Year 12 level, and must be of sober habit, reliable and energetic.
- Minimum of 3 Years 'experience in the Government Office or instrumentality involving accounting duties.
- Must have High Communication Skills, being competent in both written and spoken English.
- Must be a Computer Literate advantage having knowledge of Microsoft Office Excel program.
- Ability to work individually as well as within a team.

G.N.No. 694/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 695/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF AUDIT**

**POSITION** : Administrative Assistant  
**No OF POSITION** : One (1)  
**SALARY** : Band 5.5 - \$8, 829 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to support and provide administrative work towards the Audit Department.

**PRINCIPAL RESPONSIBILITIES:**

- Office administration in General.
- Obtaining quotations for local purchases.
- Preparation of Payment Vouchers.
- Submission of PV to Treasury on FMIS.
- Collection of cash from the NRO Office for purchases/expenses.
- Purchase of items locally for office use.
- Filing and maintenance of Office documents.
- Preparing Time-Sheets and Variation to Salary Section.
- Dispatching and delivering of letters and documents.
- Handles the payment of utility bills.
- Maintenance of Office equipment, vehicle etc.
- Supervision of Office Maintenance.
- Organizing meetings, workshops etc.
- Any other work assigned by the Auditor General or Senior employees from time-to-time.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum qualification of Year 12 or equivalent.
- English (oral and written).
- Basic Finance and Accounting.
- Computer literate (Microsoft Offices, internet, emailing).
- Administrative and accounting.
- FMIS System. And a team worker.

G.N.No. 695/2018 (Cont'd)

- Able to work after hours.
- Time management skills
- Respectful, honest, humble and to maintain confidentiality.
- Fit and strong.
- Maintain a clean and tidy work environment.
- Cooperative in all task/work given.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 696/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF AUDIT**

**POSITION** : Examiner of Accounts  
**No OF POSITION** : One (1)  
**SALARY** : Band 6.5 - \$10, 097 per annum

**PRINCIPAL RESPONSIBILITIES:**

- To assist the Auditor General and Auditors in conducting various Audit job.
- Conduct Audit queries independently as part of the Audit and also raise queries as directed by the Auditor/Senior Examiner of Accounts.
- Check cash, receivable, payable, etc. to confirm records are accurate.
- Liaising with managerial staff and presenting findings and recommendations.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Any other work assigned by the senior employees of the department.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Must have Secondary Education, at least up to Year 12 level, and must be of sober habit, reliable and energetic.
- Minimum of 3 Years 'experience in the Government Office or instrumentality involving accounting duties.
- Must have High Communication Skills, being competent in both written and spoken English.
- Must be a Computer Literate advantage having knowledge of Microsoft Office Excel program.
- Ability to work individually as well as within a team.

G.N.No. 696/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 697/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HOME AFFAIRS**  
(Youth Affairs)

**POSITION** : Asset Officer  
**No OF POSITION** : One (1)  
**SALARY** : Band 5 - \$7, 063 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to assist the Directorate in maintaining up-to-date records of the status of all equipment and is responsible for updating and compiling list of equipment list for assessment by technicians.

**PRINCIPAL RESPONSIBILITIES**

- Responsible developing and maintaining accurate and detailed up-to-date inventory/asset register of all directorate.
- Asses, compile and maintain update service or replacement inventory for all directorate equipment for service and replacement.
- Develop and process orders for spare parts, replacement inventory for all directorate equipment for service and replacement.
- Accountable and responsible to the Director of Youth Affairs.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Must have Certificate/Diploma in Technical Studies and 3 Years minimum experience in technical field.
- Must possess basic technical/mechanical skills.
- Must possess basic computer knowledge in essentially MS Word and Excel.
- Good written and oral communication skills (English and Nauruan)
- Health and of sober habits.
- Punctual, reliable, conscientious and willing to accept responsibility.
- Displays professionalism, tact, courtesy, discretion and respect confidentiality.
- Must be able to work both independently and cooperatively in a team environment.



G.N.No. 697/2018 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 698/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HOME AFFAIRS**  
(Child Protection Services)

**POSITION** : Child Counsellor  
**No OF POSITION** : One (1)  
**SALARY** : Band 6 - \$8, 078 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position has the main responsibility in providing best practice therapeutic counselling, support and advocacy for children and young people up to the age of 18 years. It's also responsible in reporting possible abuse, neglect or exploitation of Children to Child Protection Services and working with Governments, International Organizations and Local Community Partners to improve policy and services to provide for the protection of the Health Safety and Welfare of Children and young people.

**PRINCIPAL RESPONSIBILITIES**

- Provide counselling to a caseload of Children and young people.
- Ensure that safeguarding and Child protection protocols are adhered to and safeguarding referral is completed where appropriate for clients under the age of 18 years.
- Provide advocacy and support for Children as required and appropriate.
- Counsel family members to assist them in understanding, dealing with and supporting Children.
- Link with the integrated Case Coordination Committee – Child Protection and Domestic Violence.
- Attend networking meetings and multi-agency meetings where appropriate.
- Create specialist resources and tools for staff and volunteer.
- Provide specialist advice in regards to Children.
- Provide training and education to staff across Government Departments and Community.
- Plan and conduct programs to enhance the social and emotional health and wellbeing of Children and young people.
- Undertake supervised practice with Gender Based Violence Counsellor/Specialist.
- Supervise other counsellors, social service staff and assistants as required.
- Making sure confidential records are maintained and stored in line with policies and protocols.
- Responsible in completing, maintain monitoring and evaluation in relation to the service.
- Contributes to the development policies, protocols, guidelines and strategies within practice area.

G.N.No. 698/2018 (Cont'd)

- To produce reports as required.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Minimum requirement in completing of a recognized Diploma in Counselling from a recognized tertiary institute.
- Should hold or be working towards a specialist qualification in working therapeutically with Children and young people.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 699/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Public Health)*

**POSITION** : Health Promotion Educator  
**No OF POSITION** : One (1)  
**SALARY** : Band 10 - \$12, 918 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to assess Community Health Promotion needs; planning organisation and participating in resource development and intervention strategy design especially Non Communicable Diseases; and working with other Public Health staff in carrying out Health Education and Promotion activities. The Health Promotion Educator will be responsible for the development, implementation and evaluation of Health Promotion work plan. The officer will ensure a coordinated approach to Health Promotion programs across the Ministry of Health

**PRINCIPAL RESPONSIBILITIES:**

- Participate in identifying of the Community Health Promotion needs and development/implementation of Health Promotion activities.
- Undertake needs identification to identify Health priorities and plan effective approaches to address local needs.
- Collaborate with the Department of Health units in the development, implementation and evaluation of the Strategy Health Communication Plan.
- Help plan and direct conferences, meetings and workshops to further Health Promotion, plan conduct or assist in implementing Public Health training and screening activities.

G.N.No. 699/2018 (Cont'd)

- Work in connection with community media government departments and schools in the development and implementations of Health Promotion strategies.
- Assist Healthy Island Promotion Coordinator to develop and implement organizational standards for Health Promotion.
- Provide Health Promotion Education to inter-sectoral partners and other members of the Community.
- Deliver media releases on Health issues and involve in Health Promotion awareness program.
- Work in partnership with other organisations, stakeholders, community groups and Health professionals.
- In collaboration HIPC, organise, participates in, and facilitate community Health coalition and task forces.
- Organise commemorating Health related international days eg. World on no tobacco day, world diabetic day et.
- Attend Public Health meetings and other meetings as assigned.
- Provide reports on activities on a monthly basis.
- Perform other activities as assigned.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Degree/Diploma/Certificate in Public Health or related field with at least 3 Years of work experience in Public Health.
- Education and Health Promotion.
- Registration and Licensure in country of training and practice is essential.
- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team and work autonomously.
- Project management skills, including needs assessment, community consultation, planning implementation and evaluation.
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Demonstrated ability and willingness to take initiative and to improve and enhance Health Promotion initiatives.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 700/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

**POSITION** : Paralegal (Defender)  
**No OF POSITION** : One (1)  
**SALARY** : Band 7.5 - \$11, 555 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position to assist and support the Director of Public Defender.

**PRINCIPAL RESPONSIBILITIES:** Under the general supervision of the Director of Public Defender the incumbent with responsible for the following duties;

- Assist the Public Defenders and the Director of Public Defender.
- Collect information, undertake research, draft documents and relevant statements on Public Defender.
- Assist in compiling reports and evidence in defending of criminal cases in the Supreme and District Court, under the supervision of the Director.
- Assisting Senior Lawyers in criminal defences in the District and Supreme Court.
- Assisting Senior Lawyers in administrative issues, such as analysis and updating of defence criminal cases pending for hearing and executed.
- Carrying out of civil litigation, land cases and matrimonial but subject with the approval of the Chief Secretary through the office of the Secretary.
- Perform any duties as assigned by the Public Defender and the Director of Public Defender or the Secretary for Justice & Border Control.
- General support work to the Public Defender Division.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Good knowledge of and exposure to customer care service.
- Ability to plan own work, establish priorities.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Strong communication (spoken and written) skills.
- Good interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Minimum qualification of Year 12 and a computer literate.
- Demonstrated criminal cases in Supreme and District experience.
- Good English oral and written.
- Demonstrated sound knowledge of the Public Service Act, and good understanding of the policy.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

**POSITION** : Paralegal (Prosecution)  
**No OF POSITION** : One (1)  
**SALARY** : Band 7.5 - \$11, 555 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to handle and support the general duties for the Director of Public Prosecutor and the Public Prosecutor.

**PRINCIPAL RESPONSIBILITIES:** Under the general supervision of the Director of Public Prosecutor and the Public Defender, and the direct guidance of the Secretary for Justice & Border Control the incumbent with responsible for the following duties;

- Organise Workshop and Consultations, meetings as mandated by the Department of Justice & Border Control.
- Collect information, undertake research, draft documents and relevant statements for the case files.
- Prepare correspondence and communications for the workshop, in consultation and meeting reports.
- Identifying and liaise with experts and speakers for the workshop in consultation with concerned supervisors.
- Provide substantive inputs into internal and external materials, including information and communication tools on human rights.
- Ensure updating the website with the relevant information on cases for prosecutions.
- Assist in liaising with human rights mechanism.
- Perform any other duties as assigned by the Director of Public Prosecutor and the Public Prosecutions
- General support work of legal documents.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Good knowledge of and exposure to human rights issues.
- Strong analytical and research skills.
- Ability to address logistical and politically complex matters.
- Knowledge of human rights mandates.
- Ability to incorporate gender perspectives in all areas of work.
- Ability to plan own work, establish priorities.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Strong communication (spoken and written) skills, including the ability to produce a variety of written materials in a clear and concise style.
- Good interpersonal skills and possess the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Minimum qualification of Year 12.
- Minimum of 1 Year demonstrated clerical experience and secretarial duties.
- A computer literate and English oral and written.

G.N.No. 701/2018 (Cont'd)

- Demonstrated sound knowledge of the Public Service Act.
- Good understanding of the policy.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 702/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF JUSTICE & BORDER CONTROL**

**POSITION** : Paralegal (Litigation)  
**No OF POSITION** : One (1)  
**SALARY** : Band 7.5 - \$11, 555 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to handle and support the Solicitor General on Litigation

**PRINCIPAL RESPONSIBILITIES:** Under the general supervision of the Senior Government Lawyer and the direct guidance of the Secretary for Justice & Border Control the incumbent with responsible for the following duties;

- Assist the Secretary and Solicitor General in drafting up legal documents or advice to Cabinet Department and other Corporation that requires legal advice.
- Taking statements from witnesses, interviewing clients and passing on relevant information.
- Researching cases and any pertinent legal information needed.
- Presenting application to judges.
- Helping lawyers prepare for court cases, including opening and closing arguments and aiding in court pleadings or motions.
- Filing case files and handling client caseloads.
- Drafting documents and letters, such as contracts, trust agreements, affidavits, writ of summons, statements of claim etc.
- Administrative duties such as taking phone calls on behalf of the Secretary for Justice & Border Control as well as Solicitor General, answering correspondence and filing.
- Oversee the operation of the Business Licensing section.
- Travel to attend meetings on behalf of the Department.
- Sign off Documents such as, Deed Poll, Affidavit and Statutory Declaration as a Commissioner of Oaths.

G.N.No. 702/2018 (Cont'd)

- Other duties that may be assigned by the Secretary for Justice & Border Control and Solicitor General.
- General support work of the drafting section.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Good knowledge of and exposure to human rights issues.
- Strong analytical and research skills.
- Ability to address logistical and politically complex matters.
- Knowledge of human rights mandates.
- Ability to incorporate gender perspectives in all areas of work.
- Ability to plan own work, establish priorities.
- Respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Strong communication (spoken and written) skills, including the ability to produce a variety of written materials in a clear and concise style.
- Good interpersonal skills and possess the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Minimum qualification of Year 12.
- Minimum of 1 Year demonstrated clerical experience and a computer literate.
- Good understanding of the policy.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 703/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

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

**POSITION** : Clerical Officer (Training & Development)  
**No. OF POSITION** : One (1)  
**SALARY SCALE** : Band 5 - \$7, 063 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is responsible in providing clerical support to the Nauru Public Service Training & Professional Development activities, working under the supervision and management of the Training & Development Manager.

G.N.No. 703/2018 (Cont'd)

**PRINCIPAL RESPONSIBILITIES:** Roles and responsibilities of the Clerical Officer is to assist the Development Officer and the Manager in providing the following clerical support for the NPS;

- Customer Service.
- Undertake administrative duties, answer phone and deal with clients.
- Maintain incoming and outgoing correspondence in MS Outlook.
- Keep daily registry of Unit files movement.
- Develop and maintain filing systems.
- Assist the Development Officer in coordinating and disseminating training and professional development information to the NPS Departments through GIO.
- Assist the Development Officer with providing materials, deliver and present training sessions.
- Assist the Development Officer in monitoring and evaluating in-house training sessions.
- Other duties as may be directed by the Manager of Training & Development Unit.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum Year 11 or School Leavers' Certificate.
- Demonstrated ability to work in a team environment.
- Demonstrated good inter-personal skills.
- Ability to produce documents to a high standard of presentation and output using Microsoft Office suite (including Word & Excel) software applications.
- Ability to communicate effectively both verbally and in writing with employees.
- Ability to plan, prioritize and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 14<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**



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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

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

**POSITION** : Clerical Officer (HR Systems)  
**No. OF POSITION** : One (1)  
**SALARY SCALE** : Band 5 - \$7, 063 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

This position is to provide clerical support to the HR Systems & Data Administrator in providing advice and management of the Nauru Public Service employee benefits, especially the leave entitlements working under the supervision and management of the Administrative Officer.

**PRINCIPAL RESPONSIBILITIES:** roles and responsibilities of the Clerical Officer is to assist the HR Systems & Data Administrator in providing the following clerical support for the NPS;

- Assist in maintaining adequate filing systems to ensure confidentiality, security and accessibility of civil list and employee records and data on CHRIS accurately and efficiency in line with statutory requirement.
- Assist in maintaining and updating employee records and data on CHRIS software.
- Handle employees and departments queries regarding civil list matters and make specific reference to the HR Systems & Data Administrator.
- Maintain the registry of incoming and outgoing correspondences in relations to HR Systems & Data.
- Procedure a fortnightly summary of NPS 6 form.
- Assist the HR Systems & Data Administrator in producing the monthly report on manning levels, absenteeism, staff turnover rates.
- Keep daily registry of documents such as gazettal notices and NPS 6 forms.
- Other duties as may be directed by the HR Systems & Data Administrator or the Manager.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum qualification of Year 12 with at least 2 Years of relevant experience. Leave Certificate in desirable.
- Planning and organizational skills.
- Time management skills.
- Possess a High Level of Computer Literacy with experience in MS Office application & Payroll Software.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 7<sup>th</sup> September, 2018.**

Dated this 27<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

G.N.No. 705/2018

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

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF EDUCATION**  
*(Able Disable Centre)*

**POSITION** : Caretaker/Cleaner  
**No. OF POSITION** : One (1)  
**SALARY SCALE** : Band 1 - \$6, 013 per annum

**PRIMARY PURPOSE OF THIS ROLE:**

As a Caretaker/Cleaner of the School, you will be responsible to the Director of Schools through the Deputy Principal/Principal and the Environment Officer for the satisfactory performance of our duties.

**PRINCIPAL RESPONSIBILITIES:**

- Cleaning the Classrooms and/or other rooms assigned as your portion by your School on a daily basis.
- Cleaning the School Grounds assigned as your portion by your School on a daily basis.
- Liaise with your superiors, Environment Officer and Heads of School, on all issues regarding your duties.
- Assist the Environment Officer in maintaining and beautifying the School and in any matters compatible to your duties.
- Shall give prompt attention to all matters that come within the scope of your duties.
- Perform such other duties compatible with the position as determined by the Secretary through your immediate superiors.

**KNOWLEDGE, SKILLS & EXPERIENCES:**

- Cleaning and Caretaker work experiences.
- Execute all tasks with efficiency and diligence.
- Attend work at all times unless very ill or restricted by unusual circumstances.
- Show patience tolerance and understanding towards students, staff members, parents/guardians and friends of the School.
- Be punctual to work.
- Not, at any time, demonstrate insubordinate.
- Enter the time book accurately and honestly.
- Not to use offensive language in the School and in particular in the presence of Students.
- Not to smoke in the office or the School compound.
- Not to arrange for other people to substitute your place for any reason.
- Responsible in looking and taking care of Tools of Trade issued by the Department.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 7<sup>th</sup> September, 2018.**

Dated this 24<sup>th</sup> day of August, 2018

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**