



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

No. 106

8th June, 2023

Nauru

G.N.No. 609/2023

APPOINTMENT OF ACTING SECRETARY FOR CORPORATE SERVICES

It is notified for general information that on Wednesday 31st May 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mrs. Clarissa Scotty to act as Secretary for Corporate Services from 5th June 2023 to 16th June 2023 or until the return of the substantive Secretary for Corporate Services.

DATED this 5th day of June, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 610/2023

APPOINTMENT OF ACTING SECRETARY FOR ICT

It is notified for general information that on Thursday 1st June 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of the Director of ICT Administration to act as Secretary for ICT from 29th May 2023 until the return of the substantive Secretary for ICT, Mr. Geoffrey Harris on 12th June, 2023.

DATED this 1st day of June, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 611/2023

APPOINTMENT OF ACTING SECRETARY FOR INFRASTRUCTURE AND DEVELOPMENT

It is notified for general information that on Tuesday 30th 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 22nd May 2023 until the return of the substantive Secretary for Infrastructure and Development, Ms. Annalina.

DATED this 5th day of June, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 612/2023

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Tuesday 30th May 2023, Cabinet, pursuant to Article 68 (1) (a) of the Constitution of Nauru, has approved the appointment of Mrs. Roselia Hartman to act as Secretary for Multicultural Affairs from 29th May 2023 – 1st June 2023.

DATED this 5th day of June, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 613/2023

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on Friday 2nd June 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mr. Diminksi Reweru to act as Secretary for National Emergency Services from 5th June 2023 until the return of the substantive Secretary for National Emergency Services on 9th June, 2023.

DATED this 5th day of June, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 614/2023

APPOINTMENT OF ACTING SECRETARY FOR SPORTS

It is notified for general information that on Thursday 1st June 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mr. John Tannang to act as Secretary for Sports from 5th June 2023 until the return of the substantive Secretary for Sports on 16th June, 2023.

DATED this 1st day of June, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 615/2023

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that on Friday 2nd June 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mr. Gopikrishna Narayan to act as Secretary for Transport from 12th June 2023 until the return of the substantive Secretary for Transport on 19th June, 2023.

DATED this 5th day of June, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 616/2023

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
NAURU MARITIME PORT AUTHORITY AND NAURU SHIPPING LINE

It is notified for general information that Cabinet on Tuesday, 30th May 2023 has approved to appoint Mr. Ricky Ellis as Acting CEO of the Nauru Maritime and Port Authority and Nauru Shipping Line effective from 02nd June 2023 until the 16th of June, 2023.

Dated this 30th day of May, 2023

OPHELIA CALEB
SECRETARY TO CABINET

G.N.No. 617/2023

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
NAURU FISHERIES AND MARINE RESOURCES AUTHORITY**

It is notified for general information that Cabinet on Tuesday, 30th May 2023 has approved to appoint Ms. Sra-Yosie Reiyetsi as Acting Chief Executive Officer of the Nauru Fisheries and Marine Resources Authority effective on Monday, 29th May 2023, until the return of the substantive Chief Executive Officer, Mr. Charleston Deije on Monday 5 June 2023.

Dated this 30th day of May, 2023.

**OPHELIA CALEB
SECRETARY TO CABINET**

G.N.No. 618/2023

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Calistus Cain of Yaren District, and
Faith Elizabeth Mau of Uaboe District.

DATE OF ENGAGEMENT:

31st May, 2023

**HON. MARTIN HUNT, M.P
MINISTER IN CHARGE**

G.N.No. 619/2023

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 CHIEF SECRETARY
(Human Resource & Labour)

POSITION : Policy Officer
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

Policy Officer assists the Manager Policy & Planning in developing, implementing and monitoring the Strategic and Operational Plans and developing and reviewing organisational and departmental policies.

DUTIES/RESPONSIBILITIES:

- Collate relevant information required for quarterly report to Secretary for Corporate Services.
- Assist in developing and reviewing policies which affect the Public Service.
- Assist the Manager with collation of department annual reports to be tabled in Parliament in timely fashion.
- Develop a schedule for timely review, update and circulation of PS policies.
- Inform advice or notify relevant parties as required by the Unit.
- Assist in developing, implementing and monitoring the Strategic and Operational Plans of the Ministry in collaboration with other key personnel.
- Collect, analyse and compile data on social, economic and political issues.
- Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving.
- Report to Manager Policy & Planning and Secretary Corporate Services on developments and changes in legislation, regulations, international standards and other relevant research.
- Perform related work as may be required.

QUALIFICATIONS & EXPERIENCE:

- 3 years of relevant work experience in research, evaluation and management field
- Must be computer literate and possess analytic skills
- Must have planning and project management skills
- Must be fluent in both English and Nauruan languages
- Must possess excellent written English skills
- Must loyal, hardworking and trustworthy

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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 620/2023

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 FOREIGN AFFAIRS & TRADE
(Legal)

POSITION : Assistant Director
SALARY : Band 9.1 - \$19,113 per annum

PRIMARY PURPOSE OF ROLE:

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

DUTIES/RESPONSIBILITIES:

- Assist the Director in providing legal advice to the Secretary (HOD) and the department as a whole
- Assist the Director in furnishing information on bilateral and multilateral treaties
- Assist the Director in representing Nauru at bilateral, regional and international meetings abroad
- Assist the Director for Preparation of Cabinets Papers
- Assist the Director in negotiating bilateral and multilateral treaties
- Maintain Nauru's Treaty index containing multilateral, regional and bilateral agreements/convention
- Assist the Director in developing, evaluating and implementing policy initiatives
- Assist the Director in furnishing legal information to foreign government, international organizations and agencies
- Assist the Director in implementing the Foreign Relations and Trade policy statement and the National Sustainable Development Strategy (NSDS):and
- Performing any other duties as may be required by the Division and the Secretary (HOD)

QUALIFICATIONS & EXPERIENCE:

- Bachelor or equivalent to international relations, political science or diplomacy field
- Work Experience of 2 years on the job training or related field
- Fluent in English and 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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Medical Services)

POSITION : Certified Nurse
SALARY : Band 7.1 - \$16,389 per annum

PURPOSE OF THE ROLE:

The Graduate Nurse will practice as an intern for 1 year within a Preceptorship supervised orientation program and is licensed to practice as a Registered Nurse.

DUTIES/RESPONSIBILITIES:

- Able to work shift work including evenings, nights and weekends
- Ability to cooperate with co-workers and to work as a team member
- Present all times as a professional nurse
- Provide competent nursing care to all patients within the areas within the area of the hospital in which rostered
- Maintain proper control of medications
- Report to the supervisor on duty any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors
- Remain within the ward at all times and ensure the ward/patients is not left unattended
- Respond promptly to all requests for nursing assistance
- Keep accurate written reports on all care of residents in their individual files
- Maintain confidentiality of all medical and personal details divulged by patients
- Liaise with other nursing staff, medical officers and families as appropriate in care residents
- Undertake cleaning a proper storage of the ward and equipment
- Operates to the Mission, Values and Vision of the Minister of Health
- Adhere to the Nursing Process and Standards of Practice
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Participates in performance appraisal and development process
- Documents all patient care according to Documentation Policy
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required
- Utilises appropriate communication skills and participates as a member of the multidisciplinary team
- Acknowledges the specific competencies and expertise of members of the health team
- Promotes an environment for professional development and lifelong learning
- Promotes a focus and framework for improving the quality of patient care
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Be responsible to take reasonable care for his/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

G.N.No. 621/2023 (Cont'd)

- Must work in accordance with any health and safety procedures, instructions or training that has been given

QUALIFICATIONS & EXPERIENCE:

- Certificate, Diploma or Bachelor of Nursing qualification
- Registration under Nauru Health Practitioners Registration Board
- Ability to work in a team
- Completion of graduate year program
- Minimum of 1 year post-graduate clinical experience
- Annual Infection Control
- Annual Manual Handling
- Annual BLS/ALS training
- Annual Medication Calculation and Administration of medication
- Annual 20 hours CPD

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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 622/2023

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
(Medical Service)

POSITION : Imprest Pharmacy Technician
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- The Imprest Pharmacy Technician provides prompt and high standard of pharmacy care and advice to patients, carers and families, putting into practice clinical reasoning and clinical skills with guidance and supervision from the Pharmacist in Charge.

DUTIES/RESPONSIBILITIES:

- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care

G.N.No. 622/2023 (Cont'd)

- Operates within the field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment.
- Prepares and dispenses medication accurately.
- Ensure quality assurance processes are in place and practiced at all times
- Undertake regular weekly stocktake of pharmaceutical items in the pharmacy and report to the pharmacist (e.g. stock usage rate, expiry, low stock etc)
- Shelf and/or store pharmaceutical items according to the manufacturer's instructions
- Identify drugs expiry dates and ensure that they are disposed accordingly by the Environment Health Officer
- Fill in requisition forms and deliver items to the appropriate departments.
- Daily stocktake and replenishing of Emergency room/Acute block drugs and medical consumables
- Maintains appropriate and orderly filing system of records
- Any other duties within the scope of this job description as assigned

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:

- Preferred. Certificate Level qualification in management and /or stock management
- Minimum Year 12 or Form 7 School Leaver Certificate with at least 3.0 – 3.7 GPA
- Minimum 3 years' experience in Pharmacy
- Must possess and demonstrate good understanding and fluency in verbal and written English language
- Must have good analytic skills
- Must exhibit sound knowledge of medical terminology
- Possess attention to detail
- Possess ability to work in a team setting and be a team player
- Must possess good computer skill and knowledge in MS applications (Word, Excel, Power point)
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health & Safety
- Good knowledge and application of Safety Training and Moving Techniques
- Good knowledge and application of Infection Control

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 23rd June, 2023.**

G.N.No. 622/2023 (Cont'd)

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 623/2023

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 INFRASTRUCTURE DEVELOPMENT
(Secretariat)

POSITION : Assistant Asset Registrar
SALARY : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

- Assist the Asset registrar in the daily duties as per prescribed under the roles of Asset Registrar

DUTIES/RESPONSIBILITIES:

- To assist the Asset Registrar in his duties in compiling information on infrastructure assets
- To proactively manage infrastructure assets, so that they continue to provide the required levels of service throughout their life cycle, allowing maximization of the value provided by national resources;
- To assure that the infrastructure assets are managed to fully meet the financial, social, cultural and environmental needs of Republic
- To assure that the investments levels in National Economic Infrastructure Strategic and Investment Plan (NEISIP) are correctly prioritized and aligned to achieve the required service levels from infrastructure assets;
- To assure that the performance of infrastructure assets, expressed in terms of service levels, is aligned with the goals and objective of the National Sustainable Development Strategic (NSDS) of Nauru;
- To assure public is consulted and public opinions are considered in design of asset management process, so that the needs and expectations of Nauru residents are understood and considered in making asset investment decisions;
- To assure that assets are managed in compliance of the legislative and regulatory requirements; and
- To assure that public sector in Nauru is employing innovative and the best-in-class work practices in managing national assets to achieve continuous improvement in service delivery and asset management.
- Perform other duties as may be required by the Secretary for Infrastructure

QUALIFICATIONS & EXPERIENCE:

- School leaves certificate.
- With at least 2 years of relevant experience
- Must be of sober habit
- Possess a high level of computer literacy with experience in MS office application software,
- Displays tact, confidence, proficiency and proactive

G.N.No. 623/2023 (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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 624/2023

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 INFRASTRUCTURE DEVELOPMENT
(Secretariat)

POSITION : Seawall Project Officer
SALARY RANGE : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

The Sea Wall Project Officer is to support and assist the Director by monitoring and reporting on ongoing road projects.

Ensure all road projects are in line with Department's goals.

DUTIES & RESPONSIBILITIES:

- Ensure all projects are in line with the Departments annual work plan.
- Ensure all construction companies submit reports properly and on time
- Ensure all Invoices and necessary documents are submitted by construction companies on time
- Do surveillance on all on going, complete and uncompleted projects & report accordingly
- Ensure all projects are done with in time frame given.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum qualification of a school leavers certification in related field preferably.
- With at least 2 Years of relevant experience
- Possess excellent oral and written communication and interpersonal skills
- Possess a planning and organization skills, and time management skills
- Displays tact, confidence, proficiency and proactive.

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 16th June, 2023.**

G.N.No. 624/2023 (Cont'd)

DATED this 6th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 625/2023

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

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

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

PRIMARY PURPOSE OF ROLE:

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

DUTIES & RESPONSIBILITIES:

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

KNOWLEDGE, SKILLS & EXPERIENCE:

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

G.N.No. 625/2023 (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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 626/2023

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
(Immigration)

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

PRIMARY PURPOSE OF ROLE:

Visa processing, examination/inspection of travel documents of passengers embarking/disembarking at air/sea ports and interaction with visa applications & stakeholders

DUTIES/RESPONSIBILITIES:

- Examinations/Inspection of travel documents of passengers embarking/disembarking at air/sea ports and ensure all comply to Immigration laws
- Apprehend over-stayers for deportation to country of Origin
- Administration and operation duties
- To assist in providing reports when they are required
- Perform any other duties as may be required by the division or the Director of Immigration
- Review and thorough scrutiny of visa documents and thus ensure to issue right visas to applicants
- Preparing invoices for visas including regional processing visas

QUALIFICATIONS & EXPERIENCE:

- School leavers
- Previous experience working in a law enforcement or operational duties
- Knowledge in law enforcement of operation duties
- Good written and Speaking English
- Computer skills
- Good team player
- Able to attend duties on odd hours

G.N.No. 626/2023 (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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 627/2023

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
(Immigration Division)

POSITION : Visa & Immigration Officer
SALARY : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

Visa processing, examination/inspection of travel documents of passenger embarking/disembarking at air/sea ports and interaction with visa applicants and stakeholders.

DUTIES/RESPONSIBILITIES:

- Examination/Inspection of travel documents of passengers embarking/disembarking at air/sea ports and ensure all comply to Immigration laws.
- Apprehend over-stayers for deportation to country of origin
- Administration and operation duties
- To assist in providing reports when they are required
- Perform any other duties as may be required by the division or the Director of Immigration
- Review and thorough scrutiny of visa documents and thus ensure to issue right visas to applicants
- Preparing invoices for visas including regional processing visa

QUALIFICATIONS & EXPERIENCE:

- School leavers
- Previous experience working in a law enforcement or operational duties
- Excellent verbal communication skills
- Customer Service Skills
- Patience and the ability to remain calm in stressful situations
- Ability to work well with others
- Good team player

G.N.No. 627/2023 (Cont'd)

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 23rd June, 2023.**

DATED this 5th day of June, 2023

IPIA GADABU
ACTING CHIEF SECRETARY
