



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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Nauru

G.N. No. 356 / 2013

APPOINTMENT OF ACTING SECRETARY FOR EDUCATION

It is notified for general information that Cabinet at its meeting held on Monday, 06th May, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Mr. Cyril Buraman to act as Secretary for Education, effective 09th May, 2013 until the return of the substantive Secretary for Education Dr. Maria Gaiyabu on the 20th May, 2013.

Dated this 07th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 357 / 2013

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment is hereby confirmed with effect from 28th November, 2012;

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Darrina Kun	Transition/Counselling Program Coordinator	\$8,283pa (L6.2)

Dated this 09th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 358 / 2013

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that effective from 29th April, 2013 the following officers' probationary appointment is hereby confirmed.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Quinette Akua	Desk Officer	\$5,101pa (L2.1)
Delight Star	Desk Officer	\$5,101pa (L2.1)

Dated this 13th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 359 / 2013

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that effective from 29th April, 2013 the following officers' probationary appointment is hereby confirmed.

DEPARTMENT OF INFORMATION COMMUNICATION & TECHNOLOGY

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Isaac Deireragea	Trainee ICT Officer	\$5,101pa (L2.1)

Dated this 13th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 360 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION - SECTION 53 (1)

It is notified for general information that the following officer's resignation effective 29th April, 2013 has been accepted and approved.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Reh Mwareow	Teacher (Nauru College)	\$7,704pa (L5.3)

Dated this 09th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 361 / 2013

PUBLIC SERVICE ACT 1998
SECTION 10

CREATION OF NEW POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 10, Subsection (1) Clause (a) of the Public Service Act 1998, I, SPRENT ARUMOGO DABWIDO, President and Minister responsible for the Public Service, DO HEREBY with immediate effect create the following new positions:-

DEPARTMENT OF EDUCATION

<u>DESIGNATION OF OFFICE</u>	<u>SALARY SCALE</u>	<u>NO. OF POSITIONS</u>
School Environment Officer	\$5,101pa (L2.1)	5

Date d this 13th day of May, 2013.

SPRENT ARUMOGO DABWIDO
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N. No. 362 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HOME AFFAIRS
(Nauru Media Bureau)

POSITION : Reporter-Newsletter/TV
SALARY/SCALE : \$4,811pa (L1.2) - \$185.04 per fortnight

JOB DESCRIPTION:

- This position primarily is attached to the news magazine Mwinen Ko and secondly to supplement the existing reporting staff engaged in television news gathering. The Reporter-Newsletter/TV will report, in the first instance to the Chief Reporter/Newspaper Editor and thereafter to the Assistant Director and the Director (Interim)
- The Reporter-Newsletter/TV will receive ongoing training to assist in the performance of his/her duties.

DUTIES:

- Sourcing current news stories and following story direction from Chief Reporter/Editor in a timely fashion, with due attention to detail and deadlines.
- Developing story ideas in tandem with television reporters and contributing accordingly.
- Compiling and submitting stories for sub-editing and publication in Mwinen Ko.
- Interviewing news talent for both newspaper and television content.

REQUIRED SKILLS:

- Able to communicate effectively both verbally and in writing (Nauruan & English)
- Able to coordinate and organize information and actions.
- Able to give full attention to what others are saying, to take time to understand the points being made, and to ask questions as appropriate.
- Able to work independently when required with minimal supervision.
- Develop appropriate computer skills.
- Must be punctual and diligent in relation to all NMB activities.
- Be presented for television appearances.
- Must be enthusiastic and hardworking.
- Must be prepared to work a 40 hour week and extra time on weekends as required.

Application should be lodged in writing or electronically by stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments and addressed to the Chief Secretary's Department or the Acting Director of Human Resources & Labor no later than 5:00pm, Friday 24th May, 2013.

Dated this 07th day of May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 363 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF FINANCE
(Nauru Revenue Office)

POSITION : Revenue Services Officer
SALARY LEVEL : \$5,389pa (L2.2) - \$207.27 per fortnight

OBJECTIVES OF ROLE:

1. To provide high quality revenue administration services to NRO customers and the Government.
2. To ensure appropriate application of revenue laws.
3. To support voluntary compliance through quality customer communications.

RESPONSIBILITIES:

1. Provide accurate and timely customer advice to enable compliance with revenue laws and commercial obligations.
2. Provide practical assistance for customers who need it, to understand their obligations.
3. Ensure customers are provided with appropriate accurate and timely notifications of their revenue, commercial and other obligations.
4. Maintain up to date customer revenue files including registration details, assessment/invoicing information, returns, declarations, due dates, disputes and technical/legal analytical materials.
5. Properly record to prescribed standards and file, customer correspondence, interview notes, submissions and reports according to prescribed standards.
6. Provide preemptive customer reminders on pending payment obligations.
7. Proactively follow up both new and old debt following prescribed procedures.
8. Manage assessment or invoicing disputes in conjunction with the Technical/Legal Officer as required.
9. Through the Technical/Legal Officer, escalate appropriate complaints and disputes to the Deputy Secretary (Revenue).
10. Keep the Deputy Secretary (Revenue) and Technical/Legal Officer informed about significant case matters, trends, and emerging or sensitive issues.

G.N. No. 363 / 2013 (cont'd)

ESSENTIAL SELECTION CRITERIA:

1. High integrity and reliability.
2. Customer relationship management skills
3. Formal writing abilities.
4. Commercial awareness.
5. Ability to persevere to ensure compliance.
6. Ability to work with financial and accounting information.
7. Intermediate level skills in Microsoft Office applications including Word and Excel.

DESIRABLE QUALIFICATIONS AND EXPERIENCE:

1. Competence or potential to achieve competence, in interpretation and practical application of revenue laws.

Application should be lodged in writing or electronically by stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments and addressed to the chief secretary's department or the Acting Director of Human Resources & Labour no later than 5:00pm, Friday 24th May, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 364 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF FINANCE

POSITION : Audit Enforcement Officer
SALARY/SCALE : \$7,125pa (L5.1) - \$274.04 per fortnight
NO. OF POSITION : 2

JOB DESCRIPTION:

- Compliance interventions undertaken by the NRO include random and targeted audits and inspections to detect and defer non compliance and enforce compliance as appropriate. These tasks along with proactive and enforced collection of debts, formal declarations, statements and returns, form the core of the Audit and Enforcement Officer role. Actions responding to non compliance range from providing customer education, issuing verbal and written warnings, imposition of civil penalties and criminal prosecutions and legally enforcing collections, as appropriate.
- Audit and Enforcement Officers take a lead role in identifying and responding to more serious customer non-compliance to thereby make important contributions to achieving our goal of voluntary compliance.
- Positions holders will use a range of responses to deal with issues of non-compliance and will be required to address risks across the full range of customer groups. Audit and Enforcement Officers will need to be aware of the cultural and commercial environment in which the customer is operating and how this is likely to impact on the customers' compliance.
- Audit and Enforcement Officers will be responsible for effectively managing their own cases, assigned and overseen by the Deputy Secretary Revenue. Consultation with the Deputy Secretary Revenue will occur prior to significant actions including the use of inquiry powers.
- Reviewing a range of information will be required with some detailed financial analysis and the development of case strategies to identify and respond to issues of non-compliance.
- Considering the wider aspects of a customer's compliance and providing education to assist future compliance are key expectations.
- The role requires extensive contact with customers, their advisors, third parties, large and small organizations as well as a range of personnel across several Government departments, state owned enterprises (SOE's) and government authorities. Audit and Enforcement Officers will be expected to manage those relationships effectively and at all times professionally and courteously.
- The position holder will work collaboratively across the NRO, the wider Department of Finance and other Government departments and organizations including Justice and Border Control and the Nauru Police Force.
- Government resources made available to Audit and Enforcement Officers must be used carefully and efficiently and in accordance with Government policies.

AUDIT AND ENFORCEMENT OFFICERS WILL BE REQUIRED TO;

- Verify payee obligations and collect outstanding payments, required statements, declarations and returns through a range of compliance interventions, including but not limited to:
 - Conducting interviews of customers and their advisors in respect of their reporting and payment obligations
 - Conducting audits of payee payments, formal statements, declarations, returns and supporting customer records, to verify accuracy of reporting and payment obligations. For more in depth audits of larger enterprises undertake analyses and prepare audit working papers according to prescribed NRO procedures
 - Conduct random and arranged inspections to ensure compliance with statutory revenue and other obligations
 - Make third party inquiries to obtain information to verify customer compliance obligations
 - Provide education to assist customers to comply with their future obligations

G.N. No. 364 / 2013 (cont'd)

- Conduct interviews and other evidence gathering activities to support prosecutions undertaken by the NRO
- Give evidence in court as a credible witness representing the Department of Finance and the Government of Nauru, as required
- Undertake proactive collection actions including statutory enforcement
- Assess the customer's ability to pay, at times requiring analysis of customer financial and accounting records
- Prepare appropriate formal reports, submissions, memoranda and customer correspondence recording all relevant facts, actions taken, findings, legal authorities and develop legally supported recommendations. Statements of facts will be prepared along with interview and observation notes and other original records uplifted for evidential purposes in prosecutions. Documents and working papers generated by the position holder will be prepared according to standard formats as directed by the Deputy Secretary Revenue
- Proactively identify and address (for escalate) issues that may impact on the business of the NRO and recommend appropriate solutions which improve efficiency and effectiveness
- Generally maintain NRO files and other documents in accordance with procedures and standards as required by the Deputy Secretary Revenue
- Undertake project based surveys and intelligence gathering as directed by the Deputy Secretary Revenue, assemble data and monitor individual and group compliance behaviors with the objective of assessing compliance risks
- All assigned audit and enforcement activities are to be completed to quality standards and within agreed timeframes

QUALIFICATIONS:

For recruitment purposes candidates may not be required to be fully competent in all areas of the job expectations;

- Well developed interpersonal skills and the ability to develop and maintain effective working relationships with customers especially in the field as well as in the office
- The ability to intelligently manage confrontation
- Flexibility and adaptability in a changing and sometimes challenging environment
- Demonstrated ability to take ownership of assigned work and strive to meet agreed NRO unit outcomes
- Commitment to self development
- Strong work ethic, time management skills and is thoroughly reliable
- Demonstrated technical and research abilities or potential
- Solid communications skills both written and oral
- Intermediate level computer skills including Microsoft Office Word and Excel
- Current valid driver's license

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than Friday 31st May, 2013.

Dated this 07th day of May, 2013

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 365 / 2013

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Starrington Dowabobo of Yaren District and
Lucinda Itsimaera from Nibok District.

Stinson Harris of Boe District and
Angelique Lusama of Meneñ District.

Jali Beaden of Meneñ District and
Loveynia Demaure also from Meneñ District.

Dante Dediya of Yaren District and
Yoroshi Gadaraoa of Anibare District.

DATE OF ENGAGEMENT:

12th May, 2013.

13th May, 2013.

14th May, 2013.

14th May, 2013.

HON. SPRENT ARUMOGO DABWIDO, MP
MINISTER IN CHARGE

G.N. No. 366 / 2013

CORRIGENDUM

In Government Gazette No. 65/2013, G.N. No 342/2013, page 2, delete and insert the following;

DELETE:-

SURNAME	GIVEN NAMES	DISTRICT OF BIRTH	FORMERLY ENROLLED IN
Simon	Alvina Liley	Boe	Aiwo

INSERT:-

SURNAME	GIVEN NAMES	DISTRICT OF BIRTH	FORMERLY ENROLLED IN
Liley	Alvina	Boe	Aiwo

ANTONIUS A. MAYBIR
ELECTORAL REGISTRAR