



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

No. 61

13th March, 2020

Nauru

G.N.No. 181/2020

APPOINTMENT OF ACTING CHAIRMAN OF NAURU PHOSPHATE ROYALTIES TRUST

It is notified for the general information that Cabinet at its meeting held on Monday 2nd March, 2020 approved the following:

1. Appointment of Mrs. Darlene Harris to act as Chairperson of the Nauru Phosphate Royalties Trust from 3rd March, 2020 until the return of the substantive Chairperson Mrs. Winnie Tsitsi.

Dated this 2nd day of March, 2020

**MICHAEL ANGELO DIMAPILIS
ACTING SECRETARY TO CABINET**

G.N.No. 182/2020

**NAOERO CITIZENSHIP ACT 2017
SECTION 11**

It is notified for general information that Cabinet on Wednesday 19th February 2020, pursuant to Section 11 of the Naoero Citizenship Act 2017, approved and granted Nauruan citizenship to the following person:

1. Mr. Ian Geoffrey Chapman.

Dated this 13th day of March, 2020

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N.No. 183/2020

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on 11th March, 2020, Cabinet, pursuant to Article 68, (3) of the Constitution of Nauru has approved the appointment of Mr. Barassi Botelanga, to act as Secretary for National Emergency Services effective from 13th – 21st March, 2020 until the return of the substantive Secretary, Mr. Roy Harris.

Dated this 12th day of March, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 184/2020

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
(Land Transport)

POSITION : Bus Driver
No. OF POSITION : Three (3)
SALARY RANGE : Band 3.6 - \$8, 907 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To safely and promptly transport students to ports of destination including transportation of employees as well as public request

DUTIES & RESPONSIBILITIES:

- Maintain discipline and prevent unauthorized person on the bus
- Maintain cleanliness of the interior and exterior of bus
- Responsible to renewing the bus inspection and registration, etc.
- Report bus malfunctions or needed repairs or standby as mechanic requested
- Ensure bus operates properly before runs by checking tires, brakes, lights, oil, fuel, water, windshield wipers, etc
- Prepare and submit report of trips, hours, mileage, fuel, bus service, etc
- Compliance to Motor Traffic Act and other necessary regulations provided by department
- Any other duties directed by /Management and Secretary

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have driver's licence
- Experience driving machinery equipment or buses
- Being responsible and reliable
- Demonstrate good interpersonal skills

G.N.No. 184/2020 (Cont'd)

- Ability to communicate effectively verbally and writing
- Ability to plan prioritize and coordinate
- Must be fit and able to work independently and cooperatively
- Must be of sober habit

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 **5pm, Friday 20th March 2020.**

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 185/2020

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
(Land Transport)

POSITION : Bus Conductor
No. OF POSITION : Five (5)
SALARY RANGE : Band 3 - \$8, 383 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Ensure safety of passengers especially focusing on the students are properly accommodated

DUTIES & RESPONSIBILITIES:

- Maintain discipline and prevent unauthorized person on the bus
- Maintain cleanliness of the interior and exterior of bus
- Compliance to Motor Traffic Act
- Any other duties directed by /Management and Secretary

KNOWLEDGE, SKILLS & EXPERIENCES:

- Being responsible and reliable
- Demonstrate good interpersonal skills
- Ability to communicate effectively verbally and writing
- Must be fit and able to work independently and cooperatively

G.N.No. 185/2020 (Cont'd)

- Must be of sober habit

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 **5pm, Friday 20th March 2020**.

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 186/2020

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
(Civil Aviation Section)

POSITION : ICAO PR Officer
No OF POSITION : One (1)
SALARY : Band 5 - \$8,899 pa

DUTIES/RESPONSIBILITIES:

- Report to the Administration Officer
- Writing and editing the Directorate of Civil Aviation magazines, speeches, articles and annual reports
- Promote safety and security awareness of the aerodrome through media, district communities, facebook schools etc
- Provide information for tourists/travellers of the Island through the publicity of brochures, handouts, direct mail leaflets etc
- Ensure the update of the ICAO library with filing and categorizing or reading material as well as distributing incoming emails/material to necessary sections
- Planning, developing and implementing PR strategies as well as managing the PR aspect of potential crisis
- Liaising with colleagues and key spokesperson as well as answering queries from media, individuals and other organisations
- Researching, writing and distributing press releases to targeted media and communities
- Collating and analysing media coverage
- Performing other related duties as may be required or as assigned by the DCA

QUALIFICATIONS & EXPERIENCE:

- Minimum education level Year 12
- Must be computer literate
- Must be knowledgeable to use MS applications such as Word, Excel, Powerpoint and Internet
- Must have good public relations and customer service skills
- Must be experienced in general administration or office practice
- Must have be capable of managing staff

G.N.No. 186/2020 (Cont'd)

- Must be knowledgeable in general accounting and secretarial/clerical duties
- Must have ability to exercise discretion and maintain confidentiality at all times
- Must be able to communicate effectively both verbally and written
- Must have valid driver's license

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, Wednesday 18th March, 2020.

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 187/2020

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
(Schools Section)

POSITION : Deputy Principal Secondary
No OF POSITION : One (1)
SALARY : Band 11 - \$14,365 pa

PRIMARY PURPOSE OF ROLE

To assist the Principal's role in being responsible for managing the policies, regulations and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and achieving the Education strategic plan's objectives and goals

DUTIES/RESPONSIBILITIES:

- Assist the principal in the efficient administration and direction of the designated school
- Teach classes at the direction of the Principal
- Mediate between teachers disagreement
- Mediate between parents and teachers
- Mediate between students
- Provide guidance to students on good behaviour
- Ensuring that all school's programs are in accordance with the Nauru curricula and syllabus materials stipulated by the Director
- Planning of the teaching timetable for teachers and students
- Planning of the school's resources – expendable items and non expendable items
- Ordering, distribution and control of school supplies and equipment
- Maintaining school annual budget allocation
- Supervision of teaching practices to ensure that teaching staff strength is utilised for maximum benefit of the students

G.N.No. 187/2020 (Cont'd)

- Issuing disciplinary action to school staff in accordance with Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and relevant policies
- Ensure compliance with all relevant laws and policies
- Liaise with parents/guardians of students individually or during school's community organisation's meetings
- Liaise with Head Office and Nauru Emergency Service Department with emergency procedures to develop school's Disaster Management manual
- Submit monthly reports to Director of School
- Submit reports upon request by the Department
- Design/research intervention program for students at risk or for students with special needs in collaboration with relevant officers
- Perform other duties compatible with the position as directed by the Director

QUALIFICATIONS & EXPERIENCE:

- Minimum education level Year 12
- Must be computer literate
- Must be knowledgeable to use MS applications such as Word, Excel, Power point and Internet
- Must have good public relations and customer service skills
- Must be experienced in general administration or office practice
- Must have be capable of managing staff
- Must be knowledgeable in general accounting and secretarial/clerical duties
- Must have ability to exercise discretion and maintain confidentiality at all times
- Must be able to communicate effectively both verbally and written
- Must have valid driver's license

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, Wednesday 18th March, 2020.

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 188/2020

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 PARLIAMENT
(Secretariat Section)

POSITION : Executive Secretary to Additional Parliamentary Adviser
No OF POSITION : One (1)
SALARY : Band 5.6 - \$11,680 pa

G.N.No. 188/2020 (Cont'd)

PRIMARY PURPOSE OF ROLE:

The Executive Secretary is responsible in providing administrative services to the Parliamentary Adviser and the Legislative Counsel.

DUTIES/RESPONSIBILITIES:

- Drafting letters and executing directions of the Parliamentary Adviser and the Legislative Counsel
- Maintain and compose appointment schedules for both the Parliamentary Adviser and Legislative Counsel
- Maintain filing and general administration work
- Other duties not limited to typing, scanning and photocopying
- Treat all matters arising with due process and diligence, and utmost confidentiality
- Should be willing to sit late to meet the exigencies of Parliamentary work
- To assist in Secretariat duties relating to the Parliamentary Committees
- Ensure that all matters are brought to the attention of the Clerk
- Receives documents, mails for the endorsement or attention of the Parliamentary Adviser and the Legislative Counsel
- Observe and participate in the organisational and health safety standard processes and practices
- Answer general enquiries through digital communication
- Provide work updates on produced written reports
- Perform any other duties as may be required by Parliament

QUALIFICATIONS & EXPERIENCE:

- Minimum qualification Year 12
- Must have at least 2 years previous secretarial experience
- Must have general knowledge in secretarial and clerical duties
- Must be computer literate
- Must have excellent customer relations and communication skills
- Must have proven ability and willingness to work under pressure for extended and/or irregular hours
- Must have sound understanding of the practices and procedures of the Westminster system of Parliamentary democracy as practiced by Parliament in Nauru
- Must have sound knowledge of Nauruan politics and current affairs
- Must be of sober habits and be of congenial character
- Must be punctual, proactive and efficient

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, Wednesday 18th March, 2020.

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 189/2020

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Juleson Notte of Buada District and
Rosary Tom of Denigomodu District.

Ezra Maeladuzu of Buada District and
Misha Kayla Canon of Aiwo District.

DATE OF ENGAGEMENT:

23rd March, 2020
16th May, 2020

MINISTER IN CHARGE
HON. LIONEL ROUWEN AINGIMEA
