



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

No. 68

8th July, 2009

Nauru

G.N.No. 237 / 2009

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 CHIEF SECRETARY

POSITION : Manager - Administration

SALARY : \$7,421 pa (7.1)

DUTIES AND RESPONSIBILITIES:

- Assist the Director to draft or offer sound policy advice on Public Service Policies and Procedures
- Manage the budgets of Presidency, Ministerial and Chief Secretary
- Assist the Director on formulation of the Public Service Annual Report
- Provide reports on activities and other matters on a regular monthly basis as required by the Director of Administration
- Assist and coordinate and manage daily operations
- Assist in the Fuel allocation to various departments
- Supervise the Support Service Section
- Maintain the operations of Government Courier Service and the diplomatic mails
- Monitor and maintain the time keeping record of staff attendance and performance
- Assist the Director in drafting cabinet submissions
- Arrange Official and State Functions
- Assist in the General parliamentary Elections
- Other duties as directed by Director of Administration and Chief Secretary

G.N.No. 237 / 2009 (cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of year 12
- Demonstrated administrative experience of three (3) years and over in organization or government department at Senior Administrative level or above.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures
- Demonstrated sound knowledge and experience in computer literacy and the internet
- Ability to lead, recruit, train, assess and support staff
- Ability to have professional qualification in administration, accounting or relevant field
- Ability to have high level of written or oral English communication skills
- Ability to act proactively and to be able to take initiative
- Willingness to work after office hours

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 20th July, 2009, 5.00 pm.

Dated this 7th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

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 CHIEF SECRETARY
(Human Resources & Labour)

POSITION : Manager – Employee Relations

SALARY : \$7,421 pa (7.1)

PRIMARY PURPOSE OF THE POSITION

The Manager Employee Relations is responsible for providing leadership and coordination for all employee/labour relations activities across NPS, ensuring compliance with Public Services Act 1998 in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary action and termination.

PRINCIPAL RESPONSIBILITIES

The Manager Employee Relations is responsible to the Director Human Resources & Labour. Role and responsibilities of the Manager Employee Relations is to assist the Director HR&L in providing the following HR services for the NPS:

- Interpret and advise on employment legislation such the Public Services Act;
- Listening to employee grievances and implementing disciplinary procedures;
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Services Act and relevant government legislation relation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and department supervisor;
- advising others on the proper procedures for carrying out investigation relating to breach of discipline;
- providing accurate advice on issues arising from employment contracts and legislation;

G.N.No. 238 / 2009 (cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Formal qualification in an appropriate discipline such as Industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the public sector , or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management, mediation and conflict resolution are essential.
- Achievement or progress toward relevant human resource qualifications would be highly regarded.
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants.
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 20th July, 2009, 5.00 pm.

Dated this 7th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

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 CHIEF SECRETARY

(Human Resources & Labour)

POSITION : Manager – Salary Administration & Employee Benefits

SALARY : \$7,421 pa (7.1)

PRIMARY PURPOSE OF THE POSITION

The Manager Salary Administration & Employee Benefits is responsible planning, management and organisation of the day to day operation of the Salary Administration & Employee Benefits Unit to ensure all Public Service Salary are processed within GON timescales and procedures.

PRINCIPAL RESPONSIBILITIES

The Manager Salary Administration & Employee Benefits is responsible to the Director HR &L. Role and responsibilities of the Manager Salary Administration & Employee Benefits is to provide the following:

- Ensure that public servants fortnightly salaries are prepared, processed and paid on time at the end of each pay period.
- Ensure that employees payroll related queries are addressed and resolved in a timely manner reflecting the high level of customer service expected from Payroll Staff.
- Ensure payroll records are maintained and updated regularly to provide confidence that the correct authorisation of payments, accountability and probity of Payroll financial transactions has taken place.
- Direct and guide staff to reconcile and effectively control the accounts affecting Payroll on a monthly basis.
- Ensure that all deductions, are accurately deducted from salary and paid in a timely manner.
- Work in conjunction with Recruitment, Selection & Monitoring Unit upon receiving NPS6 Form enter fortnightly and monthly payroll according to the time frames and to ensure that sound procedures exist for new starts and leavers minimising under/over payments.
- Review the payroll after it has been printed to ensure accuracy of the data and take corrective action.
- Identify improvements with the aim of enhancing the performance of the Payroll section.

G.N.No. 239 / 2009 (cont'd)

- Develop a system for monitoring KPI's, including provision of a monthly report to the Director HR&L.
- Represent the Salary Administration & Employee Benefits Section in all internal committees and working groups, and external groups, as assigned by the Director HR&L.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum of year 12 educational and working knowledge of MYOB and other relevant financial/payroll management software.
- Previous Training, Certifications, and Education in Payroll and Accounting related curriculum is essential.
- Excellent oral and written communication and analytical skills required.
- Must be able to work under time constraints and meet daily, weekly and monthly deadlines.
- Excellent written and MS skills
- **Fluency in English language required both written and spoken.**
- **Demonstrated ability to produce reports and other written deliverables to a high standard.**

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Dated this 7th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 240 / 2009

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 CHIEF SECRETARY
(Human Resources & Labour)

POSITION : Manager Recruitment, Selection & Monitoring

SALARY/SCALE : \$7,421 pa (7.1)

PRIMARY PURPOSE OF THE POSITION:

The Manager Recruitment, Selection & Monitoring is responsible for developing, implement and continually improve employee attraction and retention strategies, to ensure that the GON employs excellent employees, and provides a work environment which encourages employees to reach their full potential and maximize and their contribution to the NPS in accordance with merit principles and the principles of Nauru Public Service Act 1998.

PRINCIPAL RESPONSIBILITIES:

The Manager Recruitment, Selection & Monitoring is responsible to Director Human Resources & Labour. Role and responsibilities of the Manager Recruitment, Selection and Monitoring include:

- Provide specialist advice to Managers and Supervisors in relation to recruitment and selection programs;
- Provide support to Managers and Supervisors in relation to, position description development and optimization, appropriate and effective selection criteria, advertising strategies;
- Provide support to and/ or participate on selection panels;
- Develop employee induction program for new employees joining NPS;
- Review the use of recruitment and selection methods and tools including the focus on the technology to make efficiency gains;
- Continuously assess the cost effectiveness of the current recruitment strategies and processes develop new strategies where appropriate;
- Continue to monitor recruitment process to encompass honesty, fairness, transparency, in compliance with the Public Service Act and Human Resources policies;
- Ensure that all appropriate administration and documentation in relation to recruitment programs is carried out and referenced to satisfy external scrutiny and includes shortlist grids, merit assessment, selection panel reports and reference checks;
- Develop, implement, and continually improve 'merit based' competitive selection process the recruitment and selection;

G.N.No. 240 / 2009 (cont'd)

- Ensure that recruitment activity is consistent with approved establishment;
- Represent HR&L Department in attraction and recruitment initiatives such as job expo's , school to work programs and high school career fairs;
- Conduct advertisement of vacant positions and ensure that all advertising complies with the Public Service Act;
- Assist in coordinating selection panel representation for all positions across NPS where required;
- Assist in the development and implementation of workforce plan strategies;
- Promote Equal Employment Opportunity, merit based principles in the recruitment and selection phase of employment programs;
- Perform other duties as requested by the Director of Human Resource & Labour.

QUALIFICATIONS

- Minimum of year 12 and demonstrated experience in a medium or large human resources function with direct involvement in recruitment and selection programs based on merit;
- Achievement or progress toward relevant human qualifications would be highly regarded;
- Possess a high level of computer literacy with experience in MS Office application;
- Ability to undertake job evaluations. Previous experience will be highly regarded.
- Possess excellent oral communications and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants;
- Possess well-developed written communication skills including the ability to draft memos, reports, advertisements and other correspondence.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 20th July 2009, 5.00 pm.

Dated this 7th day of July 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

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 CHIEF SECRETARY
(Human Resources & Labour)

POSITION : Manager – Training & Development

SALARY : \$7,421 pa (7.1)

PRIMARY PURPOSE OF THE POSITION

The Training & Development Manager is responsible for planning, developing, implementing and coordinating training and professional development activities, for the Nauru Public Service as deemed necessary.

PRINCIPAL RESPONSIBILITIES

The Training & Development Manager is responsible to Director Human Resources & Labour.

Role and responsibilities of the Training & Development Manager include;

- Consultation with the heads of department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Liaise with departmental heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.
- Liaise with various donor agencies such as AusAID, NZAID, and various educational institutional like USP on scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information public service wide.
- Assist various government agencies with processes for transparent selection of most appropriate participants for all training opportunities.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations training outcomes report.

G.N.No. 241 / 2009 (cont'd)

- Ensure the content of all training delivered is in line with the Nauru human resources development strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.
- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training data base and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE , SKILLS AND EXPERIENCE

- Academic qualification in, adult learning /training, human resource management, organisational development, or other relevant discipline.
- At least (5) five years experience working in a training role (Train –the- Trainer) in the public sector with an up-to-date knowledge of training concepts and theories.
- High level presentation, facilitation, communication and capacity building skills including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education
- **Excellent interpersonal, written, oral communication and MS skills.**
- **Fluency in English language required both written and spoken.**
- **Demonstrated ability to produce reports and other written deliverables to a high standard.**

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 20th July, 2009, 5.00 pm.

Dated this 7th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 242 / 2009

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 CHIEF SECRETARY
(Human Resources & Labour)

POSITION : DEVELOPMENT OFFICER

SALARY : \$6,670 pa (5.3)

PRIMARY PURPOSE OF THE POSITION

The Development Officer will assist in the development, coordination and management of the Nauru Public Service training & professional development activities, working under the supervision and management of the Training & Development Manager.

PRINCIPAL RESPONSIBILITIES

The Development Officer is responsible to the Training & Development Manager. Role and responsibilities of the Development Officer is to assist the Training & Development Manager in providing the following HR services for the NPS:

- Advise departmental heads and employees on training policies and practices;
- Plan training courses and prepare materials;
- Deliver and present training sessions;
- Monitor and evaluate in-house training courses;
- Represent the HR&L in attending to activities such as job expo's, school to work programs and high school career fairs;
- Plan and sometimes delivering training, including inductions for new staff;
- Assist Training & Development Manager conduct training needs analysis and skills audit for the NPS in conjunction with departmental heads;
- Develop and maintain data base and update employee training and professional development records;
- Produce monthly training report;
- Develop and implement staff development programs;
- Assist Manager Training & development, prepare training & professional development costs budget;
- Coordinating the placement vacation students work experience with the various government agencies;
- Coordinate and disseminate training and professional development information to the NPS departments;

G.N.No. 242 / 2009 (cont'd)

- Liaise with the AusAID and other donor agencies scholarship office on scholarships available for NPS and coordinate and disseminate this information to the relevant heads of department within NPS.;
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service;
- Other duties as may be directed.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of year 12 with at least 3 years of relevant experience training and development/human resources;
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organisational development initiatives using Adult Learning principles;
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action;
- Planning and organisational skills;
- Time-management skills;
- Excellent presentation and facilitation skills;
- Persuasive presentation skills;
- Ability to negotiate and liaise with managers, employers, educational institutions and donor agencies.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 20th July, 2009, 5.00 pm.

Dated this 7th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 68

8th July, 2009

Nauru

G.N.No. 243 / 2009

PUBLIC SERVICE ACT 1998
SECTION 52 - RETIREMENT

It is notified for general information that Mr. Leonard Norio Tebouwa from the Nauru Police Force took retirement on medical grounds from the Nauru Public Service with effect from 2nd July, 2009.

Dated this 2nd day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 244 / 2009

PUBLIC SERVICE ACT 1998
SECTION 53 (1) - RESIGNATIONS

It is notified for general information that the following officer's resignation has been accepted effective from 6th July, 2009.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Jansen Ali Kakiouea	Teacher Trainee	\$4,416 (2.1)
Bernadette Aliklik	Teacher Assistant	\$4,416 (2.1)

Dated this 6th day of July, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 68

8th July, 2009

Nauru

G.N.No. 245 / 2009

ENGAGEMENT TO MARRY

NAME OF PARTIES: Yablonski Deiranauw of Ewa District and
Rowanna Detenamo of Buada District.

Zachery Cain of Yaren District and
Delphine Dongobir of Baiti District.

DATE OF ENGAGEMENT: 18th June, 2009.
7th November, 2006

HON. MARCUS STEPHEN M.P.
MINISTER IN CHARGE
