



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

No. 186

7<sup>th</sup> October 2016

Nauru

G.N. No. 802 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 27**  
**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following officers' appointment shall be on probation;

**DEPARTMENT OF CHIEF SECRETARY**  
*(Administration)*

<b><u>NAME</u></b>	<b><u>POSITION/SALARY</u></b> <b>(per annum)</b>	<b><u>EFFECTIVE</u></b>
Beatrice Kamtaura	Receptionist Band 4 - \$5,937 - \$7,422pa	14 <sup>th</sup> September, 2016

DATED this 29<sup>th</sup> day of September, 2016

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

G.N. No. 803 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 27**  
**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following officer's appointment shall be on probation.

**DEPARTMENT OF CHIEF SECRETARY**  
*(Births, Deaths & Marriages)*

<b><u>NAME</u></b>	<b><u>POSITION/SALARY</u></b>	<b><u>EFFECTIVE</u></b>
Agnessa Limen	Higher Clerical Officer Band 5a - \$7,063 - \$8,829 pa	12 <sup>th</sup> September, 2016

DATED this 29<sup>th</sup> day of September, 2016

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

G.N. No. 804 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24, (1a)**  
**NOTICE OF APPOINTMENT**

It is notified for general information that the following appointments shall be on probation.

**DEPARTMENT OF FINANCE**  
*(Nauru Revenue & Customs Office)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b> <b>(per annum)</b>	<b><u>EFFECTIVE DATE</u></b>
Matelita Tatu	Director Taxpayer Services	Band 12a \$14,494- \$18,117 pa	5 <sup>th</sup> August, 2016

DATED this 29<sup>th</sup> day of September, 2016

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

G.N. No. 805 / 2016

**PUBLIC SERVICE ACT 2016**  
**SECTION 24, (1a)**  
**NOTICE OF APPOINTMENT**

It is notified for general information that the following officer's appointment is hereby confirmed with effect from 8<sup>th</sup> September, 2016;

**DEPARTMENT OF HOME AFFAIRS**  
*(Directorate of Tourism)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b> <b>(per annum)</b>
Jace Halstead	Higher Clerical Officer	Band 5a – 5.5a \$7,063 - \$8,829 pa

DATED this 29<sup>th</sup> day of September, 2016.

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

G.N. No. 806 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

It is notified for general information that the following resignation has been accepted.

**DEPARTMENT OF JUDICIARY & COURTS**

<b><u>NAME</u></b>	<b><u>POSITION &amp; SALARY BAND</u></b> <b>(per annum)</b>	<b><u>EFFECTIVE DATE</u></b>
Therese Quadina	Assistant Clerk of Court Band 5.2 - \$7,505 pa	12 <sup>th</sup> September, 2016

DATED this 29<sup>th</sup> day of September, 2016

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

G.N. No. 807 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

It is notified for general information that the following resignation has been accepted.

**DEPARTMENT OF NATIONAL EMERGENCY SERVICES**  
*(Lifeguard Services)*

<b><u>NAME</u></b>	<b><u>POSITION &amp; SALARY BAND</u></b> <b>(per annum)</b>	<b><u>EFFECTIVE DATE</u></b>
Ebrahim Amiri	Life Guard, Band 5-\$7,063 pa	16 <sup>th</sup> September, 2016

DATED this 29<sup>th</sup> day of September, 2016

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

G.N. No. 808 / 2016

**PUBLIC SERVICE ACT 2016**  
**RESIGNATION – SECTION 83**

It is notified for general information that the following resignation has been accepted.

**DEPARTMENT OF TRANSPORT**  
*(Directorate of Civil Aviation)*

<b><u>NAME</u></b>	<b><u>POSITION &amp; SALARY BAND</u></b> <b>(per annum)</b>	<b><u>EFFECTIVE DATE</u></b>
Julie Adeang	Caretaker/Cleaner, Band 1-\$6,013 pa	20 <sup>th</sup> September, 2016

DATED this 4<sup>th</sup> day of October, 2016

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

G.N. No 809 / 2016

**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**  
*(Prison & Correctional Services)*

<b>POSITION</b>	:	Correctional Officer
<b>No. OF POSITIONS</b>	:	Ten (10)
<b>SALARY RANGE</b>	:	Band 6: \$8, 077pa - \$10, 097pa

**PRIMARY PURPOSE OF POSITION:**

The Correctional Officer is responsible for providing security, care and welfare, conduct correctional behaviour trainings and re-integration programs of prison inmates in the Correctional Services.

**PRINCIPAL RESPONSIBILITIES:** the Correctional Officer is responsible to the Chief Correctional Officer. Role and responsibilities of the Correctional Officer is to assist the Chief Correctional Officer and the Superintendent Correctional Officer in providing the following;

- Management and operation of the Correctional Service on a daily basis.
- Observe the conduct and behaviour of inmates.
- Maintain control, disciplinary and security within the Correctional Service.
- Prepare reports including admission and incident reports.

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- To assist in providing special reports as and when they are required.
- Conduct correctional behaviour trainings to prison inmates.
- Conduct re-integration program for prison inmates.
- To perform any other duties required by the Chief Correctional Officer of the Unit.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum of year 12 education.
- General knowledge and experience in administration and security work.
- Possess good discipline and able to teach prison inmates on good behaviours.
- Ability to carry out re-integration programs of prisoners back to societies.
- Computer literate.
- Must have drivers' licence.
- Excellent communication skills both oral and written.
- Sober habits and be of congenial character.
- Punctual, proactive and efficient.

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, Wednesday 12<sup>th</sup> October, 2016.**

DATED this day 4<sup>th</sup> October, 2016.

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

G.N.No. 810 / 2016

**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**  
*(Prison & Correctional Services)*

**POSITION** : Cook

**SALARY RANGE** : Band 9: \$12, 129pa - \$15, 161pa

**PRINCIPAL RESPONSIBILITIES:** the Cook prepares month in advance food menus approval by Chief Correctional Officer;

- The cook is responsible to the Correctional Superintendent Administration.
- The cook communicates with the Superintendent (Admin) to plan monthly food menus and ensure that food meets minimum agreed standards.
- Responsible for the safe handling and supervision of food distribution to inmates in a timely manner.

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- Ensure consumable stocks are available on a monthly basis.
- Responsible for the cleanliness of the kitchen serving area.
- Responsible to reconcile and submit receipts for monthly reports to Superintendent (Admin).
- Undertake quality assurance activities.
- Any other activities/instructions as may be required by the Chief Correctional Officer.

**HEALTH & SAFETY:**

- Be responsible to take reasonable for his or her own acts or omissions and the effect that these may have upon the safety of themselves of any other person.
- Must use safety equipment of clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and food safety procedures, instructions that have been issued by the his/her superiors.
- May not take any tasks for which they have not been authorized.
- Is required to bring to the attention of his/her superiors any perceived short coming of any safety or work arrangements or any defects in work equipment.

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, Wednesday 12<sup>th</sup> October, 2016.**

Dated this day 4<sup>th</sup> of October, 2016.

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

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