



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

No. 65

20th February, 2025

Nauru

G.N.No.172/2025

**APPOINTMENT OF MEMBERS OF THE NATIONAL ANTI-CORRUPTION STRATEGY WORKING
COMMITTEE FOR THE REPUBLIC OF NAURU**

It is notified for general information that the Cabinet, on Wednesday 12th February 2025, has approved to appoint the following persons as Members of the National Anti-Corruption Strategy Working Committee for the Republic of Nauru:

- | | | | |
|----|-------------|---|---------------------------|
| 1. | Chairperson | - | Ravuanimasei Tagivakatini |
| 2. | Member | - | Margaret Suifa'asia |
| 3. | Member | - | Blossom Lisi Tsiode |
| 4. | Member | - | Katherine Belong |
| 5. | Member | - | Febony Detenamo |

Dated this 12th day of February, 2025.

**OPHELIA CALEB,
SECRETARY TO CABINET**

G.N.No. 173/2025

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL HERITAGE

It is notified for general information that on Thursday 13th February 2025, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mrs. Yvette Duburiya to act as Secretary for National Heritage from 24th February 2025 until the return of the substantive Secretary for National Heritage 13th March 2025.

DATED this 13th day of February, 2025.

GIEDO GARABWAN
ACTING CHIEF SECRETARY

G.N.No. 174/2025

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that on Thursday 13th February 2025, 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 16th February 2025 until the return of the substantive Secretary for Transport 2nd March 2025.

DATED this 13th day of February, 2025.

GIEDO GARABWAN
ACTING CHIEF SECRETARY

G.N.No. 175/2025

NAOERO CITIZENSHIP ACT 2017
SECTION 13

It is notified for general information that Cabinet on Tuesday, 28th January 2025 pursuant to Section 13 of the Naoero Citizenship Act 2017, approved and granted Nauruan citizenship to Mr. Vaelei Timion Tanaera.

DATED this 28th day of January, 2025.

SASIKUMAR PARAVANOOR,
ACTING SECRETARY TO CABINET

PUBLIC SERVICE ACT 2016

SECTION 16(1a)

CREATION OF POSITIONS

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1a of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 22nd March 2024 create the following positions.

DEPARTMENT OF POLICE & EMERGENCY SERVICES

Creation of positions

Designation (Nauru Police Force)	No. of Positions	Salary Band
Constable	25	Band 5.1 - \$14,313 per annum

DATED this 20th day of February 2025.

**H.E. HON. DAVID W.R ADEANG, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

PUBLIC SERVICE ACT 2016

SECTION 16(1a)

CREATION OF POSITIONS

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 1a of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 3rd April 2024 create the following positions.

DEPARTMENT OF POLICE & EMERGENCY SERVICES

Creation of positions

Designation (Police Protective Services)	No. of Positions	Salary Band
Police Protective Services Officer	40	Band 3.1 - \$12,503 per annum

DATED this 20th day of February 2025.

**H.E. HON. DAVID W.R ADEANG, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 178/2025

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

DEPARTMENT OF JUDICIARY

POSITION : Court Interpreter
No. OF POSITION : One (1)
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

Court Interpreter translates information from the Nauruan language into English for the court. They work with lawyers, witnesses and defendants to relay information for depositions, hearings and other courts cases. They must be fluent in the English language in addition to having adequate knowledge of the legal terminology.

Interpreters facilitate communication between parties who speak two different languages. They do this by interpreting, translating and re-communicating both verbal and written messages from one language into another. This includes both spoken languages and sign languages.

DUTIES/RESPONSIBILITIES:

- Translate verbal communication it is crucial that they interpret accurately and quickly in real time without leaving out or changing any information that is being communicated.
- To listen, speak at the same time and remain detached from the content of conversations so they keep the original tone and context
- Translate written communication it is important that they effectively communicate the meaning of the text and maintain its core message
- Acting as a liaison between two parties, they must also maintain a knowledge of the culture and be aware of any culturally sensitive issues that may arise
- Interpreting oral conversations between lawyers, accused and bar
- Enabling comprehension by using paraphrasing and simplifying tools
- Assisting in the generation of the Court Transcripts where interpretation is part of the Court Records.
- Assist in Court Clerical duties when required.
- Any other duties assigned by the supervisor

QUALIFICATIONS & EXPERIENCE:

- Completion of Year 12
- Certificate in Law or Pleader is desirable
- Proficiency in MS Office
- 2 years working experience
- Fluent in English and Nauruan language being interpreted
- Demonstrating translation abilities
- Showing knowledge of cultures involved
- Being comfortable with public speaking
- Vocabulary range must be extensive and include formal language slang

Expression of interest letters must be electronically word processed and should state - full name, contact details (email, phone and address), and attached with curriculum vitae, copy of qualifications, supporting references and any other relevant attachments.

Interested persons may collect job application forms at Chief Secretary Department, Human Resource Section Government Office, Yaren. Please submit your applications no later than **5:00pm Friday, 7th March, 2025.**

DATED this 19th day of February, 2025

LEONA W Aidabu
Chief Secretary

G.N.No. 179/2025

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

DEPARTMENT OF JUDICIARY

POSITION : Manager Finance and Administration
No. OF POSITION : One (1)
SALARY : Band 10.1 - \$20,641 per annum

PRIMARY PURPOSE OF ROLE:

Directors and coordinates administration, travel, procurement and budget preparation. Implements budgeting and financial record keeping procedures to ensure efficient coordination of the Judiciary and maintains accurate information regarding financial status. Advises Registrar of Courts regarding financial decisions, allotments, expense projections, prepares a variety of administrative operation, financial reports and spreadsheets.

DUTIES/RESPONSIBILITIES:

- Overseeing the budget ad financial payment on behalf of the department both internal and external in consultation with the Registrar and the Chief Justice
- Maintaining and evaluating the procurement of supplies, equipment and miscellaneous
- Arranging and managing travel and accommodation for Court of Appeal and Judiciary
- Assisting in annual budgeting and financial planning by providing allocation and expense projections
- Maintaining finance database on relation to financial activities to assist in the compilation of reporting accountability
- Ensuring adherence to Republic Financial Legislation and Procedures
- Providing budget analysis accordance with Government of Nauru on financial matters such as budget submission and clarification of financial budgetary policies and procedures
- Providing Financial Annual Report of the Judiciary with the assistance of the Registrar
- Assisting by coordinating the purchase of supplies and equipment by identifying prospective vendors, obtaining cost estimates, and selecting equipment and related vendors a d overseeing the purchasing process.
- Taking ownership of the Court facilities in terms of care and maintenance
- Controlling expenditures, monitoring balances and monthly reconciliation
- Processing requisitions, payment vouchers and all other financial responsibilities under the Judiciary budget
- Keeping record and assist with the collection of revenue as required
- Any other duties assigned by the supervisors

QUALIFICATIONS & EXPERIENCE:

- Minimum Year 12 education
- One year of advanced level administration, accounting, or full-performance level budgeting experience planning, preparing, and maintaining departmental budgets.
- Experience and proficiency in using MS Office and should be comfortable using equipment and software, particularly while managing budgeting and financial data records
- At least 5 years working experience in Financial Administration Management or relevant fields
- Experience in administration, accounting budgetary or management is an advantage
- Good interpersonal, communication, organization and administrative skills
- Forecasting expenditures based on current and previous expenses or other appropriate factors
- Maintenance of accurate and complete financial records
- Integrity and ability to initiate, work accurately methodically and meet deadlines
- Detail oriented, ability to problem solve, exercise sound judgement and work ethic
- Ability to work in a team
- Deep understanding of the Public Service Regulations, Public Service Act and Courts Act
- Ability to exercise discretion and confidentiality
- Fluency in English and Nauruan

G.N.No. 179/2025 (Cont'd)

Expression of interest letters must be electronically word processed and should state - full name, contact details (email, phone and address), and attached with curriculum vitae, copy of qualifications, supporting references and any other relevant attachments.

Interested persons may collect job application forms at Chief Secretary Department, Human Resource Section Government Office, Yaren. Please submit your applications no later than **5:00pm Friday, 7th March, 2025**.

DATED this 19th day of February, 2025

LEONA WAIDABU
CHIEF SECRETARY

G.N.No. 180/2025

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Director of Human Resource for Health
No. OF POSITION : One (1)
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

The Director of Human Resource for Health manages personnel and ensures that human resources programs and initiatives are effective, efficient and aligned to the strategic direction of the department.

DUTIES/RESPONSIBILITIES:

- Collaborates with senior leadership to understand the organization goals and strategy related to staffing, recruiting, and retention.
- Plans, leads develops, coordinates, and implements policies, process, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organizational values.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Develops department's strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with NSDS.
- Facilitates professional development, training, and certification activities for HR staff.
- Supports management by providing human resource direction, advice and counsel
- Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources within a large multi-national organization
- Guides management and employee actions by developing HR guidelines, communicating the guidelines and enforcing organization values

G.N.No. 180/2025 (Cont'd)

- Identifying and clarifying issues and priorities; communicating; and coordinating requirements; expediting fulfilment; evaluating milestone accomplishments; evaluating optional course of action; changing assumptions and direction.
- Leads company's compliance with all existing governmental and labour legal requirements including any related to the Nauru Public Services Act 2016; the Department of Labour, worker compensation, the Occupational Safety and Health Administration (OSHA) enforcing adherence to requirements and regulations; advising management on needed actions.
- Maintains minimal company exposure to lawsuits
- Ability to work closely with international counterparts to limit workplace issues due to the multicultural nature of our business; Understanding of cultural norms, traditions, and working with diverse teams.
- Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines
- Maintains company organization charts and employee directory
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal network; participating in professional organizations
- Manages human resources operations by orienting, training, coaching, counselling, and disciplining staff; planning monitoring, appraising, and reviewing staff job contributions; productivity, quality, and customer-service strategies; Develops human resources operations financial strategies by estimating, forecasting, forecasting, and anticipating requirements, trends and variances; aligning monetary resources; developing action plans; measuring and analysing results; initiating corrective actions; minimizing the impact of variance.
- Performs other duties as required.

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 safety of themselves or 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 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.
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QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree in HR, MBA, or a specialized field in industrial-organizational psychology, labour relations, or organizational development preferred.
- SHRM-CP or SHRM-SCP highly preferred or reputable HRM organization
- At seven (7) years of human resource management experience Knowledge of the Nauru Public Service Act including Amendments and Regulations
- A minimum of five (5) years of human resource management experience preferred required with Bachelors
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills
- Reliable and hardworking with great communication skills.
- Time management skills, accurate keyboard skills and the ability to prioritize work
- Data management and attention to detail and accuracy with problem-solving and adaptability skills
- Good customer service orientation and team work experience in a healthcare environment
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures with basic

G.N.No. 180/2025 (Cont'd)

- Good knowledge and application of Basic Life Support, Occupational Health & Safety, Infection Control and of Safety Training and Moving Techniques

Expression of interest letters must be electronically word processed and should state - full name, contact details (email, phone and address), and attached with curriculum vitae, copy of qualifications, supporting references and any other relevant attachments.

Interested persons may collect job application forms at Chief Secretary Department, Human Resource Section Government Office, Yaren. Please submit your applications no later than **5:00pm Friday, 7th March, 2025**.

DATE this 19th day of February, 2025

**LEONA WAIDABU
CHIEF SECRETARY**

G.N.No. 181/2025

CORRIGENDUM

To G.No. 63/2025 GNN. 168/2025; dated 18th February, 2025; page 10.

DELETE:

**PUBLIC SERVICE ACT 2016
SECTION 16(3)**

RECLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 9th January, 2025 reclassify the following positions.

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE

Reclassification of Positions

Current Designation (Agriculture)	No. of Positions	Reclassified Designation (Agriculture)	No. of Positions
Farm Assistant Band 5.1 -\$14, 313 per annum	2	Farm Manager Band 12.1 -\$24, 075 per annum	1

DATED this 12th day of February, 2025.

**H.E. HON. DAVID W.R ADEANG, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

And in it's stead,

G.N.No. 181/2025 (Cont'd)

INSERT:

PUBLIC SERVICE ACT 2016
SECTION 16(3)

RECLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 9th January, 2025 reclassify the following positions.

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE

Reclassification of Positions

Current Designation (Agriculture)	No. of Positions	Reclassified Designation (Agriculture)	No. of Positions
Farm Assistant Band 5.1 - \$14, 313 per annum	2	Farm Manager Band 10.1 - \$20, 641 per annum	1

DATED this 12th day of February, 2025.

H.E. HON. DAVID W.R ADEANG, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE
