

REPUBLIC OF NAURU GOVERNMENT GAZETTE PUBLISHED BY AUTHORITY

No. 23

24th February, 2016

G. N. No. 105 / 2016

PUBLIC SERVICE ACT 1998 SECTION 10

CREATION OF NEW POSITION

Pursuant to the powers in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, HON BARON DIVAVESI WAQA, MP, President and Minister responsible for the Public Service, do hereby, with effect from 1st July, 2015 create the following new position:-

DEPARMENT OF JUSTICE & BORDER CONTROL (Secretariat)

POSITIONNO. OF POSITIONSALARY BANDSALARY PER ANNUMData Entry Officer (RSD)1Band 5\$7,063 pa

Dated this 04th day of February, 2016.

HON. BARON DIVAVESI WAQA, M.P PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 106 / 2016

LEGAL PRACTITIONERS ACT 1973 LEGAL PRACTITIONERS (ADMISSION) RULES 1973

NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE

Notice is hereby given that the following legal practitioner from Fiji has lodged a Petition seeking admission to practice as a barrister and solicitor in relation to any proceedings brought before the Court involving Eigigu Holdings Corporation.

• Mele Latu Lemaki

Any person knowing any reason why the petition should not be granted may within 14 days of the date of this notice lodge with the Registrar of the Supreme Court at Yaren a written statement of the grounds of his/her objection.

Dated this 18th day of February, 2016.

FILIMONE JITOKO <u>REGISTRAR OF THE SUPREME COURT</u>

Nauru

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Nauru

G. N. No. 107 / 2016

APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS

It is notified for general information that on 15^{th} February 2016, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the apointment of Mrs. Lavina Akken to act as Secretary for Home Affairs from 15^{th} - 19^{th} February, 2016 until the return of the substantive Secretary Mrs. Mary Tebouwa.

Dated this 16th day of February, 2016.

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 108 / 2016

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 11^{th} February, 2016 Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr Teu Teulilo, System Accountant to act as Secretary for Finance effective from $12^{\text{th}} - 19^{\text{th}}$ February 2016, until the return of substantive Secretary Mr. Martin Hunt.

Dated this 17th day of February, 2016.

BERNARD GRUNDLER CHIEF SECRETARY

24th February, 2016 _____

Nauru

G. N. No. 109 / 2016

Pay Band	Doint	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Point 9	Point 10	Doint 11	Doint 10	+
Рау вало В	Point	80%	85%											-
			0370			100%	10570	11070		12070	12570	13070	13570	,
17	1	19,395	20,607	21,819	20,607	24,244	25,456	26,668	27,880	29,093	30,305	31,517	32,729	
	b							25,159	28,932	30,190	1	1	1	1
16	a	18,298	19,441	20,585	21,729	22,872	24,016	25,159						
15	b							23,735	27,295	28,482				
	а	17,262	18,341	19,420	20,498	21,577	22,656	23,735						
14	b						21,374	23,512	24,580	25,649				
	а	16,285	17,302	18,320	19,338	20,356	21,374							
13	b	15.000		17.000	10.040	10.000	20,164	22,180	23,188	24,196				
	а	15,363	16,323	17,283	18,243	19,203	20,164]			
12	b a	14,494	15,399	16,305	17,211	18,117	19,023 19,023	20,925	21,877	22,828				
		1,1,131	10,000	10,000	17)211			1		1				
11	b a	13,673	14,527	15,382	16,236	17,091 17,091	17,946	18,800	19,655	20,509				
	G	10,070	1,027	10,002	10,200	17,0001								
10	b a	12,918	13,725	14,532	15,340	16,147	16,954	17,762	18,569	19,376				
		12,918	13,725	14,532	15,340	16,147								
9	b a	12,129	12,887	13,645	14,403	15,161 15,161	15,919	16,677	17,435	18,193				
		12,125	12,007	13,043	14,405						1			
8	b a	10,586	11,247	11,909	12,571	13,232 13,232	13,894	14,555	15,217	15,879				
		10,000			12)371]			
7	b a	9,244	9,822	10,399	10,977	11,555 11,555	12,133	12,710	13,288	13,866				
	u	5,244	5,022	10,333	10,577									
6	b a	8,078	8,582	9,087	9,592	10,097 10,097	10,602	11,107	11,611	12,116				
	a	6,078	0,302	5,007	5,552	10,057								
5	b	7.002	7.505	7.046	0.200	8,829	9,270	9,712	10,153	10,595				
	a	7,063	7,505	7,946	8,388	8,829								
4	b a	5,937	6,308	6,680	7,422	7,607	7,793	8,164	8,535	8,906				+
	a	5,537	0,308	0,080]			1
3	b a	5,417	5,756	6,094	6,772 6,772	6,941	7,110	7,449	7,787	8,126				+
		5,417	5,750	0,034										+
2	b a	4,965	5,275	5,585	6,206 6,206	6,361	6,516	6,826	7,137	7,447				+
		4,505	3,273	3,303]			1
1	a b	4,571	4,856	5,142	5,713 5,713	5,856	5,999	6,285	6,570	6,856				+

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24th February, 2016

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Nauru

G. N. No. 110 / 2016

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 HEALTH & MEDICAL SERVICES

POSITION	:	Ambulance Driver
SALARY	:	Band 5 - \$7, 063per annum
No. OF POSITIONS	:	Two (2)

PRIMARY PURPOSE OF POSITION:

Respond to urgent public medical emergencies in a timely and professional manner and responsible to the Nurse Supervisor on duty.

PRINCIPAL RESPONSIBILITIES:

- Assist with patient care as advised by doctor and/or senior nursing staff on duty.
- Demonstrate effective communication skills.
- Ability to be called in when required.
- Maintain log book registry of Ambulance activities.
- Report to the Nurse Supervisor on duty at start of each shift.
- Assist staff in Emergency room to develop clinical skills.
- Maintain the ambulance in a clean and organised state.
- Responsible for the vehicle check list, ensuring all equipment and supplies are in working order and are fully stocked every morning and after each call-out.
- Responsible for cleaning inside of ambulance on a daily basis and outside of ambulance on a weekly basis and as required.
- Responsible for cleaning of ambulance station on a daily basis.
- Report all problems and shortage of equipment/supplies to senior nursing staff in emergency room in a timely manner.
- Sign timesheet at nursing station in acute block at commencement and end of each shift including overtime call-outs.
- Participate in all quality improvement activities and in staff performance appraisal.
- Attend all mandatory training and maintain competencies in basic life support, infection control and manual handling.

QUALIFICATIONS:

- Year 12 School Leavers' Certificate.
- Drivers' License.
- Nurse Aide Program Basic Certificate.
- Ability to Driver.
- Good understanding of English language.
- Average written and spoken English.
- Good knowledge/technical skills relating to mechanics.
- Basic life support.
- Infection control.
- Manual handling.

G. N. No. 110 / 2016 (Cont'd)

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's department or the Secretary for Corporate Service (HRL) no later than 5pm, Thursday 3rd March, 2016.

Dated this 18th day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 111/2016

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 HEALTH & MEDICAL SERVICES

POSITION	:	Nurse Aide (level 1)
NO. OF POSITION	:	One (1)
SALARY	:	Band 5 - \$7, 7063per annum

PRIMARY PURPOSE OF POSITION:

The nurse aide is responsible for providing care under the supervision of a registered nurse and contributes to delivery direct patient care to patients, assisting RN by providing information in the evaluation of progress towards expected outcomes.

PRINCIPAL RESPONSIBILITIES:.

- Implements nursing care as delegated by the registered nurse. •
- Utilises appropriate communication skills and participate as a member of multidisciplinary team. •
- Promotes an environment for professional development and lifelong learning. •
- Promotes a focus and framework for improving the quality of patient care.
- Operates within field of expertise, competencies and experience- scope of practice. •
- Operates within the parameters of any relevant legislation. •
- Promotes personal safety and that of others, and reports and defects to work equipment. •
- Participate in staff meetings and hospital projects as appropriate. •
- Provides general hygiene personal care and activities of daily living for the patient under the • direction and supervision of a registered nurse.
- Observes, records, and report observations, intake and output, and charts in patients conditions. •
- Documents within scope of practice. •
- Maintains a safe and clean environment for patients and staff. •
- Demonstrates knowledge of and the ability to render care based on age appropriateness. •
- Responds promptly and positively to patients, families, co-workers and all others in a respectful, • courteous, and confidential manner.
- Ensures patients to other departments as needed. •
- Escorts patients to other departments as needed. •
- Acts as courier as required..
- Supports effective functioning of unit routine. Answers calls bells, prepares charts, etc.

G. N. No. 111 / 2016 (Cont'd)

- Performs additional duties as specified by unit manager or nurse in charge of shift. •
- Responds appropriately in crisis and emergency situation.
- Demonstrate skills in continual assessment of patients physical and psychological needs.
- Communicates clearly and effectively with all members of the multidisciplinary team.
- Maintains confidentiality of information.

OUALIFICATIONS:

- Nurse aide certificate or currently undergoing nurse aide certificate program.
- Registered under Nauru Health Practitioners Registration Board.
- Education completion of year 10.
- Good written and spoken English.
- Experience in nursing care setting.
- Annual infection control.
- Annual manual handling.
- Annual BLS/ALS training.
- Annual 20hrs CPD. •

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's department or the Secretary for Corporate Services (HRL) no later than 5pm, Thursday 3rd March. 2016.

Dated this 18th day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 112/2016

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 HEALTH & MEDICAL SERVICES

POSITION	:	Nurse Aide (level 2)
NO. OF POSITION	:	Four (4)
SALARY	:	Band 5.2 - \$ 7, 505 per annum

PRIMARY PURPOSE OF POSITION:

The nurse aide is responsible for providing care under the supervision of a registered nurse and contributes to nursing assessment and care patients, assisting RN by providing information in the evaluation of progress towards expected outcomes.

PRINCIPAL RESPONSIBILITIES:.

- Implements nursing care as delegated by the registered nurse.
- Utilises appropriate communication skills and participate as a member of multidisciplinary team. •

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G. N. No. 112 / 2016 (Cont'd)

- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care.
- Operates within field of expertise, competencies and experience- scope of practice.
- Operates within the parameters of any relevant legislation.
- Promotes personal safety and that of others, and reports and defects to work equipment.
- Participate in staff meetings and hospital projects as appropriate.
- Provides general hygiene personal care and activities of daily living for the patient under the direction and supervision of a registered nurse.
- Observes, records, and report observations, intake and output, and charts in patients conditions.
- Documents within scope of practice.
- Maintains a safe and clean environment for patients and staff.
- Demonstrates knowledge of and the ability to render care based on age appropriateness.
- Responds promptly and positively to patients, families, co-workers and all others in a respectful, courteous, and confidential manner.
- Ensures patients to other departments as needed.
- Escorts patients to other departments as needed.
- Acts as courier as required..
- Supports effective functioning of unit routine. Answers calls bells, prepares charts, etc.
- Performs additional duties as specified by unit manager or nurse in charge of shift.
- Responds appropriately in crisis and emergency situation.
- Demonstrate skills in continual assessment of patients' physical and psychological needs.
- Communicates clearly and effectively with all members of the multidisciplinary team.
- Maintains confidentiality of information.

QUALIFICATIONS:

- Nurse aide certificate or currently undergoing nurse aide certificate program.
- Registered under Nauru Health Practitioners Registration Board.
- Education completion of year 10.
- Good written and spoken English
- Experience in nursing care setting.
- Annual infection control.
- Annual manual handling.
- Annual BLS/ALS training.
- Annual 20hrs CPD.

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's department or the Secretary for Corporate Services (HRL) no later than 5pm, Thursday 3rd March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

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24th February, 2016

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Nauru

G. N. No. 113 / 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 TELECOMMUNICATION & MEDIA

(Nauru Media Bureau)

POSITION	:	ADMINISTRATIVE ASSISTANT
SALARY LEVEL	:	Band 5 - \$7, 063pa

PRIMARY PURPOSE OF POSITION: Responsible for assisting the Executive officer and the Director of Media to administer the day to day affairs of the department in terms of establishment staff changes and movements in line with established policies and of the Nauru Public Service Act 2016; and other necessary work requirements for smooth operations.

DUTIES & RESPONSIBILITIES

- Compilation of monthly reporting of the Unit's activities within the Bureau
- Drafting letters and executing directions of the Executive Officer or the Director of Media
- Corresponds and liaise with line agencies, public service departments on any matters of the Nauru Media Bureau
- Compile tracking and registration of all Nauru Media Bureau records
- Compile and furnish monthly or quarterly plans on office requirement reorders
- Operate office equipment and manage equipment replenishments within the limited quota in the financial year
- Assist in preparation and sustainability of the Nauru Media budget
- Assist in stock-take inventory of the Media's office plant & equipment, furniture and
- stationeries
- Assist the Executive officer or Director of Media on staff travel and bookings and establishment staff changes and movements
- Ensure that all matters are brought to the attention of the Executive officer or Director Media
- Treat all matters arising with due process and diligence
- Perform any other duties as may be required by the Media Bureau

SKILLS, ABILITIES & EXPERIENCE

- Has good organizational and time management skills
- Ability to communicate effectively both in oral and written format (Nauruan and English)
- Ability to work both independently and with a team, providing administrative support to other members of the media team
- Ability to work extra hours as may be required by the Media Bureau
- High quality customer service skills, including taking and processing phone enquiries
- Demonstrated ability and experience in financial management, budget preparations, records management and minute taking
- Must be punctual, enthusiastic, efficient and diligent in relation to all Nauru Media activities

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G. N. No. 113 / 2016 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00pm, Friday 4th March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 114 / 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 TELECOMMUNICATION & MEDIA (Nauru Media Bureau)

POSITION	:	TECHNICIAN
SALARY LEVEL	:	Band 5 - \$7, 7063pa

PRIMARY PURPOSE OF ROLE : Media technicians operate, maintain, produce, and troubleshoot audiovisual equipment and materials. Schedule and assist with the usage of equipment to enhance meetings, lectures, and seminars. Media technicians can also provide instruction in the use of media and computer technology within the workplace in the forms of individual lessons or scheduled courses, depending on the working environment.

DUTIES:

- Assist to maintain record keeping and general administration work
- Assist to maintain services and repairs of the TV studio equipment and other multimedia devices and office equipment
- Assist to ensure that the performance of the technical equipment complies with statutory requirements and meets the manufacturers specifications
- Assist and develop skills to operate equipment at specified sites and in office
- Assist and develop skills to complete incident reports according to procedures
- Assist and develop skills to carry out preventative maintenance
- Assist and develop skills to carry out fault repair work
- Perform other duties as my be required by the Nauru Media

QUALIFICATIONS:

- Has good organizational and time management skills
- Ability to communicate effectively both in oral and written format (English and Nauruan)
- Ability to work both independently and with a team, providing technical support to other members of the media team
- Basic computer skills in Microsoft word and Excel and or technical equipment
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities

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G. N. No. 114 / 2016 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00pm, Friday 4th March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 115 / 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 CHIEF SECRETARY

(Births, Deaths & Marriages)

POSITION	:	Higher Clerical Officer (Gazette)
No OF POSITION	:	One (1)
SALARY	:	Band 5 - \$7, 063per annum

DUTIES/RESPONSIBILITIES:.

- Prepare and update Government Gazette.
- Collect and compile Gazette notice.
- Send e-gazette to local and overseas.
- Attend customer services.
- Develop and maintain database of Gazette records.
- Any other duties as required by the Registrar.
- **QUALIFICATIONS & EXPERIENCES:**
 - Minimum education level of 12.
 - At least 2 years of relevant experience.
 - Ability to read and write in English.
 - Able to work accurately and neatly.
 - Sound knowledge and understanding of computer systems, eg. Spread sheet, word processing and database applications.
 - Proactive, punctual and displays professionalism and tact.

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's department or the Secretary for Corporate Services no later than 5pm, Thursday 3rd March, 2016.

Dated this 18th day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

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Nauru

G. N. No. 116 / 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 CHIEF SECRETARY

(Human Resource & Labour)

POSITION	:	Clerical Officer
No OF POSITION	:	Two (2)
SECTION	:	Salaries, Entitlement & Benefit Unit
SALARY	:	Band 5 - \$7, 063per annum

PRIMARY PURPOSE OF POSITION:

The Clerical Officer will provide the clerical support to the Administrative Officer in providing advice and management of the Nauru Public Service employee benefits, especially the leave entitlements working under the supervision and the management of the Administrative Officer.

DUTIES/RESPONSIBILITIES:.

The Clerical Officer is responsible to the Administrative Officer and the Manager of SEBU. Role and responsibilities of the Clerical Officer is to assist the Administrative Officer in providing the following clerical support for the NPS.

- Develop and maintain adequate filing systems to ensure confidentiality, security accessibility of personal records accurately and efficiently in line with statutory requirement.
- Maintaining, updating and filing the NPS employee records in their personal files.
- Maintaining, updating and filing the NPS employee records in MYOB payroll software.
- Handle employee queries regarding leave benefits and appropriate matters.
- Maintain the registry of incoming and outgoing correspondences and files.
- Process employee leave application forms and advice the employee accordingly of the leave approval.
- Record employee's leave applications and history cards.
- Check and verify that leave applied form on NPS4 is consistent and relevant with employee's entitlement.
- Assist Administrative Officer produce monthly report on different leave data which is sick leave, furlough leave, recreation leave.
- Attend to the counter to ensure that employees are served.
- Keep the daily registry of employee personal files movement.
- Other duties as may be directed by Manager Salary Administration or Director HRL.

QUALIFICATIONS & EXPERIENCES:

- Minimum qualification of Year 12.
- At least 2 years of relevant experience.
- Leave Certificate is desirable.
- Planning and organization skills.
- Time management skills.
- Ability to read and write in English.
- Posses a high level of computer literacy with experience in MS Office & MYOB payroll software.

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• Posses excellent oral communication skills and interpersonal skills, including the ability to liaise tactfully and confidentiality with people at all levels, negotiable positive outcomes with internal and external customers and the ability to display empathy toward job applicants.

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's department or the Secretary for Corporate Services (HRL) no later than 5pm, Tuesday 4th March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 117 / 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 CHIEF SECRETARY

(Human Resource & Labour)

POSITION	:	Clerical Officer
No OF POSITION	:	One (1)
SECTION	:	Training & Development Unit
SALARY	:	Band 5 - \$7, 063per annum

PRIMARY PURPOSE OF POSITION:

The Clerical Officer is responsible in providing clerical support to the Nauru Public Service training & professional development activities, working under the supervision and management of the Training & Development Manager.

DUTIES/RESPONSIBILITIES:.

- Role and responsibilities of the Clerical Officer is to assist the Development Officer and Manager in providing the following clerical support for NPS.
- Customer service.
- Undertake administrative duties, answer phone and deal with clients.
- Maintain incoming and outgoing correspondence in MS Outlook.
- Keep daily registry of Unit files movement.
- Develop and maintain filing systems.
- Assist Development Officer to coordinate and disseminate training and professional development information to the NPS Departments through GIO.
- Assist Development Officer with providing materials, deliver and present training sessions.
- Assist Development Officer in monitoring and evaluating in house training sessions.
- Other duties as may be directed by the manager, Training & Development Unit.

Nauru

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QUALIFICATIONS & EXPERIENCES:

- Minimum Form 5 or School Leavers' Certificate.
- Demonstrate ability to work in a tram environment.
- Demonstrate good inter-personal skills.

- Ability to produce documents to a high standard of presentation and output using Microsoft Office suite (including Word, Excel) software applications.
- Ability to communicate effectively both verbally and in writing with employees.
- Ability to plan, prioritize and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.

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's department or the Secretary for Corporate Services (HRL) no later than 5pm, Tuesday 4th March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 118 / 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 CHIEF SECRETARY (Human Resource & Labour)

POSITION	:	HR Systems & Data Administrator
No OF POSITION	:	One (1)
SALARY	:	Band 8 - \$ 10, 586 per annum

PRIMARY PURPOSE OF POSITION:

Role and responsibilities of the HR Systems & Data Administrator is to assist the Manager Salary Administration & Employee Benefits in providing the following HR services for the NPS.

DUTIES/RESPONSIBILITIES:.

- Manage and update the Nauru Public Service Civil List and Establishment and all HR data.
- Process the civil list after gazettal notices and payroll information has been received regarding recruitments, resignation, dismissal and retirements.
- Adjust employee's salary in relation to promotion and demotion.
- Present the pay rates to the Manager Salary Administration to and adjust the civil list accordingly.
- Develop e-HR and maintain the Complete Human Resources Information System (CHRIS)
- Produce Monthly Report to Chief Secretary on the manning levels, staff turnover rates, absenteeism rate, and the civil list.
- Update NPS 6 form weekly and attend to leave deduction, increasing of salary etc.
- Salary recovery check if claim is in order the seek Chief Secretary's approval.

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• Other duties as may be directed by Manager Salary Administration & Employee Benefits.

QUALIFICATIONS & EXPERIENCES:

- Minimum qualification of year 12 with at least 5 years of relevant experience in an HR role.
- Possess a high level of computer literacy with experience in MS Office application. Human Resource Information System (HRIS) experience will be highly regarded.
- 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.
- Excellent planning and organizational skills.
- Time management skills.
- Possess a positive attitude towards customer service and the ability to deliver quality outcomes while maintaining a high attention to detail.
- Be a team player and possess the ability to work effectively and contribute positively and innovatively towards HR goals and objectives.
- Creativity and innovative approach to problem-solving

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's department or the Secretary for Corporate Services (HRL) no later than 5pm, Tuesday 4th March, 2016.

Dated this 23rd day of February, 2016

BERNARD GRUNDLER CHIEF SECRETARY

G. N. No. 119 / 2016

ENGAGEMENT TO MARRY

NAME OF PARTIES:	Shaka Bill of Boe District and
	Mayrose Detenamo of Buada District

DATE OF ENGAGEMENT: 11th February, 2016

HON. AARON COOK, MP <u>MINISTER IN CHARGE</u>

ENGAGEMENT TO MARRY

NAME OF PARTIES:	Sudsee Denuga of Aiwo District and
	Itema Notte of Anetan District

DATE OF ENGAGEMENT: 26th February, 2016

HON. DAVID ADEANG, MP <u>MINISTER IN CHARGE</u>

ENGAGEMENT TO MARRY

No. 23	24 th February, 2016	Nauru
G. N. No. 119 / 2016 (Cont'd	d)	
NAME OF PARTIES:	Brisko-Slade Benjamin of Uaboe District and Jo-Jaenie Ketner of Yaren District	
	Jim Marvin Tokaibure of Boe District and Mariallena Ika of Anetan District	
DATE OF ENGAGEMENT:	27 th February, 2016 28 th February, 2016	

HON. BARON DIVAVESI WAQA, MP <u>MINISTER IN CHARGE</u>

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CORRIGENDUM

It is notified for general information Gazette No. 22/2016 G.N.No. 104 /2016 page 2.

DELETE: MINISTER FOR POLICE & EMERGENCY SERVICES

INSERT: MINISTER FOR NAURU POLICE FORCE

MINISTER FOR NATIONAL EMERGENCY SERVICES

GAZETTE OFFICER