

### REPUBLIC OF NAURU GOVERNMENT GAZETTE PUBLISHED BY AUTHORITY

No. 130 10<sup>th</sup> August 2018 Nauru

G.N.No. 606/2018

# PUBLIC SERVICE ACT 2016 SECTION 16 CREATION, ABOLITION, CLASSIFICATION

#### **CREATION OF POSITION**

Pursuant to the powers in that vested in me, under Section 16, subsection (1)(a) of the Public Service Act 2016, I, Baron Divavesi Waqa, MP, President and Minister responsible for the Public Service, do hereby, create the following position with effect from 1<sup>st</sup> July, 2017.

## DEPARTMENT OF HOME AFFAIRS (Secretariat)

NAME OF POSITION	NO. OF POSITION	SALARY BAND
		(per annum)
Bingo Audit Enforcement Officer	2	Band 1 - \$6, 013

Dated this 7<sup>th</sup> day of August, 2018.

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

No. 130 10<sup>th</sup> August 2018 Nauru

G.N.No. 607 /2018

# PUBLIC SERVICE ACT 2016 SECTION 16(3) CREATION, ABOLITION AND CLASSIFICATION

Pursuant to the powers in that vested in me, under Section 16, subsection (3) of the Public Service Act 2016, I, David Ranibok Adeang, M.P, Acting President and Minister responsible for the Public Service, do hereby, with effect from 1<sup>st</sup> July 2018 alter the classification of the following position:-

### **ALTERATION OF CLASSIFICATION**

#### **DEPARTMENT OF MULTICULTURAL AFFAIRS**

CURRENT CLASSIFICATION	ALTERED CLASSIFICATION	NO. OF
		POSITIONS
Refugees Status Determination Officer	RSD Removal Officer	3
Band 7.5 - \$11,555 per annum	Special Pay - \$16,900	
	Per annum	
Refugees Status Determination Registrar	RSDO Registrar	1
Band 11.5- \$17,091 per annum	Special Pay - \$19,500	
	Per annum	

Dated this 8<sup>th</sup> day of August, 2018.

HON. DAVID RANIBOK ADEANG, M.P ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 608/2018

# PUBLIC SERVICE ACT 2016 SECTION 16(3) CREATION, ABOLITION AND CLASSIFICATION

Pursuant to the powers in that behalf vested in me, under Section 16, Subsection (3) of the Public Service Act 2016, I, David Ranibok Adeang, M.P, Acting President and Minister responsible for the Public Service, do hereby, with effect from 1<sup>st</sup> July 2018, alter the classification of the following position:-

# ALTERATION OF CLASSIFICATION DEPARTMENT OF TRANSPORT (Secretariat)

CURRENT CLASSIFICATIONALTERED CLASSIFICATIONNO. OF POSITIONAdministrative OfficerOfficer Manager1Band 6.5 - \$10, 097 per annumBand 9.3 - \$13,645 per annum

Dated this 10<sup>th</sup> day of July, 2018.

HON. DAVID RANIBOK ADEANG, M.P ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 609 /2018

### APPOINTMENT OF ACTING SECRETARY FOR EDUCATION

It is notified for general information that on 1<sup>st</sup> August 2018, Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approved the appointment of Mr. Richard-Hyde Menke to act as Secretary for Education effective from 1<sup>st</sup> – 31<sup>st</sup> August 2018, until the return of the Secretary for Education, Dr. Maria Gaiyabu.

Dated this 6<sup>th</sup> day of August, 2018.

# BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 610/2018

### APPOINTMENT OF ACTING SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that on 1<sup>st</sup> August 2018, Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Justice & Border Control, until the return of the substantive Secretary for Justice & Border Control, Mr. Graham Leung on 3<sup>rd</sup> August 2018.

Dated this 6<sup>th</sup> day of August, 2018.

## BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 611/2018

#### APPOINTMENT OF ACTING CHIEF OF STAFF & TRADE

It is notified for general information that on  $1^{st}$  August 2018, Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Chief of Staff effective from  $1^{st} - 5^{th}$  August 2018, until the return of the substantive Chief of Staff, Mr. Peter Jacob.

Dated this 6<sup>th</sup> day of August, 2018.

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G.N.No. 612/2018

## APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on 2<sup>nd</sup> August 2018, Cabinet, pursuant to Article 68(1)(a) of the Constitution of Nauru approved the appointment of Mrs. Annette Cook, Settlement Manager to act as Secretary for Multicultural Affairs effective from 29<sup>th</sup> July – 12<sup>th</sup> August 2018, until the return of substantive Secretary for Multicultural Affairs, Ms. Barina Waqa.

Dated this 8<sup>th</sup> day of August, 2018.

### BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 613/2018

#### **APPOINTMENT OF ACTING SECRETARY FOR FINANCE**

It is notified for general information that on  $2^{nd}$  August 2018, Cabinet, pursuant to Article 68(3) of the Constitution of Nauru approved the appointment of Mr. Andy Cain, Director of Debt & Budget to act as Secretary for Finance effective from  $10^{th} - 26^{th}$  August 2018, until the return of substantive Secretary for Finance, Mr. Martin Hunt.

Dated this 8<sup>th</sup> day of August, 2018.

### BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 614/2018

# PUBLIC SERVICE ACT 2016 SECTION 27 APPOINTMENT ON PROBATION

It is notified for general information that the following appointment shall be on probationary period for the following officer.

## **DEPARTMENT OF JUSTICE & BORDER CONTROL**

(Quarantine Division)

NAME	POSITION/SALARY	EFFECTIVE DATE
Khaizmen Simon	Clerical Officer	9 <sup>th</sup> July, 2018
	Band 5 - \$7,063 per annum	-

Dated this 11<sup>th</sup> day of July, 2018.

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G.N.No. 615 /2018

# PUBLIC SERVICE ACT 2016 SECTION 27 APPOINTMENT OF PROBATION

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

### **DEPARTMENT OF CHIEF SECRETARY**

(Human Resource & Labour)

NAME	POSITION/SALARY	EFFECTIVE DATE
Jana Jeremiah	Recruitment Officer	2 <sup>nd</sup> August, 2018
	Band 8 - \$10,586 per annum	

Dated this 6<sup>th</sup> day of August, 2018.

## BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 616/2018

# PUBLIC SERVICE ACT 2016 SECTION 27 APPOINTMENT ON PROBATION

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

## DEPARTMENT OF CHIEF SECRETARY (Birth, Death & Marriage)

NAME	POSITION/SALARY	EFFECTIVE DATE
Dorcas Temaki	Gazette Officer	6 <sup>th</sup> August, 2018
	Band 7 - \$9,244 per annum	

Dated this 8<sup>th</sup> day of August, 2018.

# BERNARD GRUNDLER CHIEF SECRETARY

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G.N.No. 617/2018

# PUBLIC SERVICE ACT 2016 SECTION 27 APPOINTMENT ON PROBATION

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

# <u>DEPARTMENT OF CHIEF SECRETARY</u> (Secretariat)

NAME	POSITION/SALARY	EFFECTIVE DATE
Chet Tatum	Labour Mobility Coordinator	18 <sup>th</sup> July,2018
	Band 10.2 - \$13,725 per annum	

Dated this 8<sup>th</sup> day of August, 2018.

## BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 618/2018

# PUBLIC SERVICE ACT 2016 SECTION 27A, (5) NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information effective as of 4<sup>th</sup> July, 2018.

## <u>DEPARTMENT OF HEALTH & MEDICAL SERVICES</u> (Administration)

NAME	TRANSFERRED FROM:	TRANSFERRED TO:
	PUBLIC HEALTH DIVISION	ADMINISTRATION DIVISION
Elvani Teimitsi	District Public Health Care Worker	Senior Clerical Officer
	Band 5 - \$7,063 per annum	Band 5 - \$7,063 per annum

Dated this 9<sup>th</sup> day of July, 2018.

G.N.No. 619/2018

# PUBLIC SERVICE ACT 2016 PART 7, SECTION 88 NOTICE OF MEDICAL RETIREMENT

It is notified for general information that Mr. Ronnel Hedmon from the Ministry of Health & Medical Services be retired on medical grounds from the Public Service of Nauru with effect 27<sup>th</sup> July, 2018.

Dated this 8<sup>th</sup> day of August, 2018.

# BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 620/2018

### 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 FINANCE**

(Statistics Bureau)

**POSITION** : Statistical Trainee Officer (Social Statistics)

**No. OF POSITIONS** : One (1)

**SALARY SCALE** : Band 6 - \$8, 078 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

To primarily assist the Assistant Statistical Officer (Social Statistics) in collecting, compiling and analysing national data from various sources that falls under the purview of Social Statistics. To also maintain, archive the records of the information on various matters and ensure timeliness of statistical releases.

#### PRINCIPAL RESPONSIBILITIES:

- Maintaining the integrity of data source's collected and processed according to the mandates under the Bureau of Statistics Act 1994, and the Public Service Act 2016.
- Assist in collecting, compiling of the Health and Education Statistics.
- Assist in collecting, compiling of the Civil Registration & Vital Statistics (CRVSI).
- Assist in collecting, compiling of the Arrival/Departure Statistics.
- Assist in collecting, compiling in any other statistical area's deemed necessary by the Director.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Passed Year 12 or similar, or higher level of education.
- Experience working in the field of data processing.
- Must possess good to excellent working, reliable conducive to a team environment.
- Must be able to work under pressure and to expected schedules and quotas.
- Must have good to excellent skills in dealing with difficult situations and people during statistical collection activities.
- Must be willing to work with different government agencies.

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G.N.No. 620 /2018 (Cont'd)

 Must possess a high level of professionalism in conducting and administering the duties and functions of the office.

- Must be self-motivated.
- Proficient in operating PC's, databases or excel spreadsheet skills.
- High organisation skills in personal working environment.
- Have sufficient knowledge and willingness to be trained on software's required to undertake the work.

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, Friday 17<sup>th</sup> August, 2018.

Dated this 8<sup>th</sup> of August, 2018

# BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 621/2018

### 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 FINANCE

(Statistics Bureau)

**POSITION** : Statistical Trainee Officer (Economics Statistics)

**No. OF POSITIONS** : One (1)

**SALARY SCALE** : Band 6 - \$8, 078 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

To primarily assist the Assistant Statistical Officer (Economics Statistics) in collecting, compiling and analysing national data from various sources that falls under the purview of Economics Statistics. To also maintain, archive the records of the information on various matters and ensure timeliness of statistical releases.

#### PRINCIPAL RESPONSIBILITIES:

- Maintaining the integrity of data source's collected and processed according to the mandates under the Bureau of Statistics Act 1994, and the Public Service Act 2016.
- Assist in collecting, compiling of the Consumer Price Index (CPI)
- Assist in collecting, compiling of the International Merchandise Trade Statistics (IMTS).
- Assist in collecting, compiling of the Balance of Payment (BOP).
- Assist in collecting, compiling of the National Account (NA).
- Assist in collect, compiling in any other statistical area's deemed necessary by the Director.

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G.N.No. 621 /2018 (Cont'd)

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Passed Year 12 of similar, or higher level of education.
- Experience working in the field of data processing.
- Must possess good to excellent working habits conducive to a team environment.
- Must be able to work under pressure and to expected schedules and quotas.
- Must have good to excellent skills in dealing with difficult situations and people during statistical collection activities.
- Must be willing to work with different government agencies.
- Must possess a high level of professionalism in conducting and administering the duties and functions of the office.
- Must be self-motivated.
- Proficient in operating PC's, databases or excel spreadsheet skills.
- High organisation skills in personal working environment.
- Have sufficient knowledge and willingness to be trained on software's required to undertake the work.

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**, **Friday 17**<sup>th</sup> **August, 2018**.

Dated this 8<sup>th</sup> of August, 2018

# BERNARD GRUNDLER CHIEF SECRETARY

G.N.No. 622/2018

### 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

(Infrastructure)

**POSITION**: Director of Infrastructure

**No OF POSITION** : One (1)

**SALARY SCALE** : Band 13 - \$15, 363 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

The Director of Infrastructure is to provide supervision and management roles to the Infrastructure Development especially on services and maintenance on Nauru Infrastructure.

#### PRINCIPAL RESPONSIBILITIES:

- Check and monitor all local contractors hired by the department.
- Check correct and amend contractors' invoices before PV process.
- Managing office staff and coordinate resources required by contractors.
- Ensuring supply and services so project work progresses.

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G.N.No. 622 /2018 (Cont'd)

- Prepare budget and AOP work.
- Maintain database on Nauru Infrastructure and Asset Management.
- Assist the Secretary for Transport to draft or offer sound policy advice on government policies and procedures.
- Drafting project proposals for donor assistance.
- Maintain and sustain budget quota for the financial on Land Transport requirements and replenishments.
- Provide report on activities and other matters on a regular monthly basis.
- Provide support to staff on capacity building development programs through in-house training or overseas.
- Maintain the daily operations of the Infrastructure Development and administration of Human Resources.
- Monitor and maintain the time keeping record staff attendance and performance.
- Perform other duties as ma be required by the Secretary.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum qualification of Year 12 with at least 2 years of relevant experience, Leave Certificate is desirable.
- Ability to lead, recruit, train, assess and support staff.
- Possess excellent oral and written communication and interpersonal skills.
- Possess a planning & organisational skills, and time management skills.
- Possess a high level of computer literacy with experience in MS office application software.
- Displays tact, confidence, proficiency and proactive.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures.

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**, **Friday 17**<sup>th</sup> **August, 2018**.

Dated this 8<sup>th</sup> day of August, 2018.

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G.N.No. 623 /2018

#### 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

(Infrastructure Development)

**POSITION** : Clerical Officer

**No OF POSITION** : One (1)

**SALARY SCALE** : Band 5 - \$8, 476 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of the Clerical Officer is to assist Infrastructure Development Officer with clerical duties for the Infrastructure Development.

#### PRINCIPAL RESPONSIBILITIES:

- Assist in updating, processing of invoices.
- Attend and process all incoming telephone enquiries.
- Maintain confidentiality of all work information received.
- Maintain a clean and tidy work environment.
- Undertake quality assurance activities.
- Other duties as directed by the management.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Ability to read and write in English.
- Computer literate (Excel and Word)
- Have good customer relations and organizational skills.
- Willingness to work after office hours.
- Good public relation.

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, Friday 17<sup>th</sup> August, 2018.

Dated this 8<sup>th</sup> day of August, 2018.

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G.N.No. 624 /2018

#### 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

(Directorate of Civil Aviation)

**POSITION**: Airport Foreman

**No OF POSITION** : One (1)

**SALARY SCALE** : Band 5 - \$9, 375 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

The purpose for this position is to supervise and coordinate shift schedules for the maintenance section and ensuring compliance with the Department's regulations at all times.

#### PRINCIPAL RESPONSIBILITIES:

- Ensure team to do their job skilfully and efficiently, and that assigned work progress on schedule.
- Ensure maintenance repair on all the airport areas including the terminal building VOR/DME and NDB building, interior and exterior the aerodrome fencing/runway/taxiway/tarmac and car park scaling and painting as well as Department's vehicles.
- Ensure good housekeeping by disposing of rubbish and assisting cleaners in cleaning unreachable areas.
- Maintain daily rounds to check defects in all areas of carpentry, plumbing, electrical, painting etc. and provide reports of maintenance activities, where and when necessary.
- Ensure emergency maintenance requests/call-outs be encountered.
- Follow-up job cards request and maintain clean and tidy work area and workshop.
- Perform general office routine and clerical duties such as preparing weekly and monthly maintenance activities for the Director.
- Assist the Director for engaging contractors on major repair of all the airport areas.
- Perform other related duties as assigned by the Director of Civil Aviation.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum form 6 level of education.
- Minimum of 2 years in relevant supervisory role.
- Knowledge in basic computer operation, an advantage.
- Sufficient command of spoken and written English.
- Good knowledge and skills in building and general repair activities.
- Be able to read and understand building drawings.
- Be able to read and write routine reports, forms and other documentations or correspondences.
- Must have knowledge in First Aid procedures.
- Have a valid drivers' license, medical clearance and police clearance.

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, Friday 17<sup>th</sup> August, 2018.

Dated this 8<sup>th</sup> day of August, 2018.

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No. 130 10<sup>th</sup> August 2018 Nauru

G.N.No. 625 /2018

### 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**

(Directorate of Civil Aviation)

**POSITION**: Aerodrome Maintenance

**No OF POSITION** : One (1)

**SALARY SCALE** : Band 5 - \$7, 063 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

The Aerodrome Maintenance ensures that facilities and equipment in an organization are in good working conditions.

#### PRINCIPAL RESPONSIBILITIES:

- Report to the Airport Foreman.
- Perform maintenance on the runway, tarmac area, car park area within and around the airport terminal building as well as the VOR and NDB\/DME.
- Maintain equipment in a safe condition performs preventative and routine maintenance servicing.
- Daily rounds to check defects in all areas of carpentry, plumbing, electrical, painting, fencing, welding etc.
- Empty wheelie bins and other rubbish containers, and dispose of rubbish from the airport.
- Clean unreachable areas (ceilings, walls, fans etc.) using ladders or similar equipment.
- Maintain a clean and tidy work areas and workshops.
- Perform other related duties as may be assigned.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum education level of year 10.
- Sufficient command of spoken and written English.
- Be able to read and understand basic building drawings.
- Be able to read and write routine report, forms and other documentations or correspondences.
- Some knowledge and skills in building and general repair work.
- Healthy, fit and preferably of sober habits.
- Have valid drivers' license, a medical clearance and a police clearance.
- Must provide at least 2 references.

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**, **Friday 17**<sup>th</sup> **August, 2018**.

Dated this 8<sup>th</sup> day of August, 2018.

No. 130 10<sup>th</sup> August 2018 Nauru

G.N.No. 626/2018

### 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**

(Directorate of Civil Aviation)

**POSITION** : Aerodrome Traffic Officer

**No OF POSITION** : Five (5)

**SALARY SCALE** : \$3,005 per annum

#### PRIMARY PURPOSE OF THIS ROLE:

The purpose for this position is to control the main road traffic during flight operations.

#### PRINCIPAL RESPONSIBILITIES:

- Report to the Aerodrome Supervisor.
- Perform duties of the Aerodrome Caretakers on regular hours.
- Attending work irregular hours for flight operations.
- Perform other duties related duties as may be assigned by the Director.

#### **KNOWLEDGE, SKILLS & EXPERIENCES:**

- Minimum year 10 level education.
- Sufficient command of spoken and written English.
- Able to write reports.
- Must have a valid medical report and a valid police clearance.
- Must have a valid drivers' license.

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**, **Friday 17<sup>th</sup> August, 2018.** 

Dated this 8<sup>th</sup> day of August, 2018.

G.N.No. 627 /2018

### **ENGAGEMENT TO MARRY**

NAME OF PARTIES: Logan Mason Thoma of Meneng District and

Atniza Batsiua of Uaboe District.

DATE OF ENGAGEMENT: 20th July, 2018

 $\begin{array}{c} \textbf{HON. BARON DIVAVESI WAQA, MP} \\ \underline{\textbf{MINISTER IN CHARGE}} \end{array}$