



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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No. 144

24th July, 2020

Nauru

G.N.No. 465/2020

IN THE SUPREME COURT OF NAURU
MISCELLANEOUS JURISDICTION

Miscellaneous Proceedings No. 11 of 2020

IN THE MATTER of the *Legal Practitioners Act 2019*

AND IN THE MATTER of the *Legal Practitioners (Admission) Rules 2019*

AND IN THE MATTER of an application for admission as a Barrister and Solicitor by **PETER HENRY SIMAILE II LEAUPEPE**

NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE

TAKE NOTICE that a petition by **PETER HENRY SIMAILE II LEAUPEPE** seeking admission to practice as a *Barrister and Solicitor* was lodged with the Court on this 17 day of July 2020.

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 or her objection.

DATED this 21st day of July 2020.

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Registrar

G.N.No. 466/2020

IN THE SUPREME COURT OF NAURU
MISCELLANEOUS JURISDICTION

Miscellaneous Proceedings No. 9 of 2020

IN THE MATTER of the *Legal Practitioners Act 2019*

AND IN THE MATTER of the *Legal Practitioners*
(Admission) Rules 2019

AND IN THE MATTER of an application for
admission as a Barrister and Solicitor by **EMMA**
BROCKHURST

NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE

TAKE NOTICE that a petition by **EMMA BROCKHURST** seeking admission to practice as a *Barrister and Solicitor* was lodged with the Court on this 16 day of March 2020.

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 or her objection.

DATED this 21st day of July 2020.

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Registrar

G.N.No. 467/2020

IN THE SUPREME COURT OF NAURU
MISCELLANEOUS JURISDICTION

Miscellaneous Proceedings No. 8 of 2020

IN THE MATTER of the *Legal Practitioners Act 2019*

AND IN THE MATTER of the *Legal Practitioners (Admission) Rules 2019*

AND IN THE MATTER of an application for admission as a Barrister and Solicitor by **ALIA VISWALINGAM**

NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE

TAKE NOTICE that a petition by **ALIA VISWALINGAM** seeking admission to practice as a *Barrister and Solicitor* was lodged with the Court on this 16 day of March 2020.

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 or her objection.

DATED this 21st day of July 2020.

.....
Registrar

G.N.No. 468/2020

PUBLIC SERVICE ACT 2016
SECTION 11 (1) I, 11A (2)

Pursuant to the powers in that behalf vested in me, under Section 11 of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, do hereby, transfer of offices effective immediately as follows:

| DIVISION | TRANSFER FROM | TRANSFER TO |
|----------------------|---|--|
| Labour Mobility Unit | Department of Chief Secretary (Administration) | Department of Chief Secretary (Secretariat) |

All established positions with personnel attached under Labour Mobility Unit also transferred to that other department.

DATED this 18th day of June, 2020

H.E. HON. LIONEL ROUWEN AINGIMEA, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

GN No. 469/2020

VACANCY RE –ADVERTISEMENT

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF MULTICULTURAL AFFAIRS
(Secretariat)

POSITION : Human Resource Manager
No. OF POSITION : One (1)
SALARY RANGE : Special Rate – \$21, 580 salary per annum

PRIMARY PURPOSE OF POSITION:

The position of Human Resource Manager (HRM) is a managerial role which deals with the issues of human resource with the department of Multicultural Affairs. The HRM ensures the proper of implementation of the relevant of the human resource strategy and objective. The position is based on an employment contract which shall be for an initial period of one year with first six months of that year being probation.

DUTIES & RESPONSIBILITIES:

- Promoting GON and department values and enabling success through job design, recruitment, performance management, training and development, employment cycle changes, talent management and facilities management services.
- Being the point of contract for GON in relation to any human resource complaints or issues regarding DMA staff or RPC Settlement service provider staff to which DMA has an interest in.

G.N.No. 469/2020 (Cont'd)

- Developing HR planning strategies with other managers with other consideration for immediate and long-term staff requirements.
- Preparing job description for all positions within the Department of Multicultural Affairs
- Evaluating and monitoring of staff performance and Punctuality
- Maintaining staffing records in a proper and effective system
- Implementation and compliance with the instructions of the Secretary for Multicultural Affairs
- Coordinate with the Nauru Police Force (NPF) with the recruitment of Community Liaison Officers (CLO)
- Maintain staff records for CLOs in a proper and effective system
- Other task as instructed by the Secretary for Multicultural Affairs
- 40 hours of duty
- Extra hours if required

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification – Year 12 School Leaver Graduation Certificate; or
- Minimum qualification – Certificate IV in Office Management
- Preferred: Diploma in Management studies or equivalent
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive motor cycle vehicle and have valid driver license
- Must be computer literate
- Must have experience in the HR and logistic fields
- Effective communication skills, including problem solving skills and conflicts resolution
- Ability to work in a team and lead others
- Attention to details
- Very organised
- Short hand skills – typing 100 wpm and minute taking skills
- Good Customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and give attention to detail
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be willing and able to travel overseas for working purposes
- Must be sober habits, mature and responsible
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 7th August, 2020.**

Please submit your applications to the following addresses:

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Email: petagadabu@gmail.com

Clarissa Scotty
Contract Manager
Manager Recruitment Selection & Monitoring
Human Resource & Labour
Chief Secretary Department
Email: clarissa.scotty@nauru.gov.nr

G.N.No. 470/2020

VACANCY RE- ADVERTISEMENT

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF MULTICULTURAL AFFAIR

(Secretariat)

POSITION : Ancillary Officer
No. OF POSITION : One (1)
SALARY RANGE : Special rate-\$17,748 salary per annum

PRIMARY PURPOSE OF POSITION:

The role of the Ancillary Officer is to provide administrative support in order to contribute to the smooth operation of the Department of Multicultural Affairs. Perform duties in any specific office clerical occupation, required knowledge of office systems and procedures. This position is also a centralised supportive administrative and clerical role on request from other sections within the department i.e. Human resource and Finance Section.

DUTIES & RESPONSIBILITIES:

- Works in the office of the SecMA
- Assist the personal Assistant to the SecMA for inter office errands on a daily basis
- Maintain office equipment in proper operating condition
- Deal the office requirements such as cleaning and maintenance
- Photocopying and scanning
- Monitoring and ordering inventory for office supplies
- Receiving, sorting and distributing incoming mail
- Upon request, will assist other sections within the department
- Carry out tasks as instructed by the SecMA

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification- Year 12 School Leaver Graduation certificate
- Must have at least 1 year experience in the area of Ancillary Officer or similar
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must computer literate
- Good customer service skills
- Must speak, read and write in English
- Good communication skills
- Must be able to multi-task and attend to detail
- Must have strong working Knowledge of Microsoft Office
- Must be able to work irregular hours
- Must be able to work within a team environment

G.N.No. 470/2020 (Cont'd)

Applications should be submitted to Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 7th August, 2020.**

Please submit your applications to the following addresses:

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Email: petagadabu@gmail.com

Clarissa Scotty
Contract Manager
Manager Recruitment Selection & Monitoring
Human Resource & Labour
Chief Secretary Department
Email: clarissa.scotty@nauru.gov.nr

GN No. 471/2020

VACANCY RE- ADVERTISEMENT

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF MULTICULTURAL AFFAIRS

(Secretariat)

POSITION : Settlement Manager Assistant
No. OF POSITION : One (1)
SALARY RANGE : Band \$16, 900 salary per annum

PRIMARY PURPOSE OF POSITION:

The position of Settlement Officer – Managers Assistant (SO) is one which assists the Settlement Manager (SM) with all matter relating to services provided to the community through the Department of Settlement programs. The SO works with various ethnicities and individuals of different religious backgrounds as well as other providers.

DUTIES & RESPONSIBILITIES:

- Working with the SM on ensuring the objectives of the Department are being complied with and promoted.
- Assisting the SM in the Management of the Community Resource Centre and its logistical requirements.
- Support established projects and initiative consistent with the organisational objectives.
- Implement and maintain settlement policies.
- Undertaking relevant training in upgrading their skills and knowledge in a relevant area.
- Taking directions from the SM and assisting in coordinating with service providers tasked with support for refugees in the settlement space.
- Reporting and escalating issues to higher management when necessary.
- Attending relevant meeting and workshop.
- Complying with instructions of the SecMA and undertake task as allocated to them by either.

G.N.No. 471/2020 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have completed up to year 12 school leavers
- At least 1 year experience in a job similar to the role of Settlement Officer-Managers Assistant
- Must have experience in dealing with individuals from various nationalities and cultural backgrounds
- Effective communication skills, including problem solving skills and conflict resolution
- Must be at least 18 years
- Must be a Nauruan Citizen
- Must be able to drive a motor vehicle and have a valid drivers' licence
- Must have a strong working knowledge of Microsoft Office
- Must be able to work irregular Hours
- Must be willing and able to travel overseas for work purpose
- Must have high standards of work ethics and be punctual with exemplary attendance
- Must be able to work within a team environment and work with different ethnicities

Applications should be submitted to Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 7th August, 2020.**

Please submit your applications to the following addresses:

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Email: petagadabu@gmail.com

Clarissa Scotty
Contract Manager
Acting Manager Recruitment Selection & Monitoring
Human Resource & Labour
Chief Secretary Department
Email: clarissa.scotty@nauru.gov.nr

G.N.No. 472/2020

VACANCY RE –ADVERTISEMENT

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF JUDICIARY
(Secretariat)

POSITION : Clerk of Court (Appeal)
No. OF POSITION : One (1)
SALARY RANGE : Band 7.1 - \$14, 863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Registrar of Court of Appeal, Justices of Appeal and the President of the Court

DUTIES & RESPONSIBILITIES:

- Assist the Justices of Appeal/ Registrar with the Sittings of the Nauru Court of Appeal and complete other related duties as assigned by the Justices of Appeal or the Registrar
- Maintain cases files, registers, record judgments and orders of the Court
- Ensure court applications and documents are filed and received in compliance with the relevant acts and rules of the court
- Provide and attend to enquires from the public and he stakeholders through the Registry
- Attend and assist and be present in court at all times during the sitting of the Court Session
- Perform such other duties as assigned by the Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Qualification of Year 12
- Certificate in Law or Graduate Pleader
- Experience Clerk of Court, Assistant Clerk of Court or as a legal Clerk
- Good public relations and customer service skills
- Ability to communicate effectively in English and the Nauruan language
- Ability to interpret from Nauruan to English and vice versa
- Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines
- Ability to work in team environment
- Ability to contribute positively and innovatively towards Judiciary goals and objectives
- Good written communication skills with an ability to produce documents to a high standard
- Ability to exercise discretion and maintain confidentiality

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 7th August, 2020.**

Please submit your applications to the following addresses:

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Secretary for Corporate Services
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