



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

No. 179

01<sup>st</sup> May, 2025

Nauru

G.N.No. 479/2025

**LAND TRANSFER**

As according to Cabinet Submission No. 177/2025 – consent for Transfer of Land Ownership was considered and approval has been granted on Monday, 10<sup>th</sup> March 2025 for the transfer of landownerships of the Z land namely ‘ANAUQUANE’, Portion No. 147 which is situated in the district of Anabar.

District	Portion No.	Type of Land	Name of Land	Original Landowners	Share	Proposed Landowner	Proposed Share
Anabar	147	Z.L	Anaquane	Bruno Tatum	5/1152	Delphina Reagan	25/1152
				Phillip Tatum	5/1152		
				Kristel Tatum	5/1152		
				Rudolph Tatum	5/1152		
				Salome Mwareo (nee Detenamo)	5/1152		

DATED this 11<sup>th</sup> Day of this Month of March, Two Thousand and Twenty-Five.

.....  
**H.E. HON. DAVID W.R. ADEANG, MP**  
**PRESIDENT**

G.N.No. 480/2025

**LAND TRANSFER**

As according to Cabinet Submission No. 178/2025 – consent for Transfer of Land Ownership was considered and approval has been granted on Monday, 10<sup>th</sup> March 2025 for the transfer of landownerships of the Coconut land namely ‘IJONAB’, Portion No. 156 which is situated in the district of Anabar.

District	Portion No.	Type of Land	Name of Land	Original Landowners	Share	Proposed Landowner	Proposed Share
Anabar	156	C.L	Ijonab	Angeline Oscar	1/32	Amarja Appi	1/16
				Eigorung Oscar	1/32		

DATED this ..... Day of this Month of March, Two Thousand and Twenty-Five.

.....  
**H.E. HON. DAVID W.R. ADEANG, MP**  
**PRESIDENT**

G.N.No. 481/2025

**LAND TRANSFER**

As according to Cabinet Submission No. 187/2025 – consent for Transfer of Land Ownership was considered and approval has been granted on Tuesday, 11<sup>th</sup> March 2025 for the transfer of landownerships of the Coconut land namely ‘AGABWE’, Portion No. 50 which is situated in the district of Anibare.

District	Portion No.	Type of Land	Name of Land	Original Landowners	Share	Proposed Landowner	Proposed Share
Anibare	50	C.L	Agabwe	Ali Kakiouea	1/12	Sean Oppenheimer	1/12

DATED this ..... Day of this Month of March, Two Thousand and Twenty-Five.

.....  
**H.E. HON. DAVID W.R. ADEANG, MP**  
**PRESIDENT**

G.N.No. 482/2025

**PUBLIC SERVICE ACT 2016**  
**SECTION 11A**

**ABOLISH A SECTION**

PURSUANT TO the powers in that behalf vested in me, under Section 11A Subsection (1)(d) of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 8<sup>th</sup> April abolish an existing Section within the Department of Education as follows:

**DEPARTMENT OF EDUCATION**

**Abolishment of Section**

Directorate of Nauru Trade & Vocational Education Training
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DATED this 29<sup>th</sup> day of April, 2025

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

G.N.No. 483/2025

**PUBLIC SERVICE ACT 2016**  
**SECTION 11**

**ALTER TITLE OF A DEPARTMENT**

PURSUANT TO the powers in that behalf vested in me, under Section 11 Subsection (b) of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 8<sup>th</sup> April 2025 alter the title of a Department as follows:

**Alteration of Department Designation**

CURRENT DEPARTMENT TITLE	PROPOSED DEPARTMENT TITLE
Skills and Workforce Development	Vocational Training and Professional Development

DATED this 29<sup>th</sup> day of April, 2025

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

**PUBLIC SERVICE ACT 2016**

**SECTION 16(3)**

**RECLASSIFICATION OF POSITIONS**

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 8<sup>th</sup> April 2025 reclassify the following positions.

**DEPARTMENT OF VOCATIONAL TRAINING AND PROFESSIONAL DEVELOPMENT**

**Reclassification of Position**

<b>Current Designation</b>	<b>No. of Positions</b>	<b>Reclassified Designation</b>
Secretary for Skills and Workforce Development Special rate -\$60-000 per annum	1	Secretary for Vocational Training and Professional Development Special rate -\$60-000 per annum
Deputy Secretary for Skills and Workforce Development Band 13.1-\$26,002 per annum	1	Deputy Secretary for Vocational Training and Professional Development Band 13.4-\$30,275 per annum

DATED this 29<sup>th</sup> day of April, 2025.

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

G.N.No. 485/2025

**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 8<sup>th</sup> April 2025 create the following positions.

**DEPARTMENT OF VOCATIONAL TRAINING AND PROFESSIONAL DEVELOPMENT**

**Creation of positions**

<b>Designation</b>	<b>No. of Positions</b>	<b>Salary Band</b>
Director for Corporate Services	1	Band 12.1 -\$24,075 Per annum
Director for Learning Services	1	Band 12.1 -\$24,075 Per annum
Director for Organizational Services	1	Band 12.1 -\$24,075 Per annum
Manager for Policy and Strategy	1	Band 11.1 -\$22, 210 per annum
Manager for Qualifications and Accreditation	1	Band 11.1 -\$22, 210 per annum
Manager for Curriculum Development	1	Band 11.1 -\$22, 210 per annum
Manager for Quality Assurance & Skills Development	1	Band 11.1 -\$22, 210 per annum
Services Administrator	1	Band 7.1 -\$16, 389 per annum
Student Administrator	1	Band 7.1 -\$16, 389 per annum
Marketing Administrator	1	Band 10.1 -\$20,641 per annum
Project Officer	1	Band 10.1 -\$20,641 per annum
Safety and Building Administrator	1	Band 10.1 -\$20,641 per annum
Finance Administrator	1	Band 10.1 -\$20,641 per annum
ICT & Digital Technician	1	Band 8.1 -\$18,679 Per annum
Asset & Procurement Officer	1	Band 10.1 -\$20,641 per annum
Trainer	15	Band 10.1 -\$20,641 per annum
Gardener/Cleaner	2	Band 1.1 -\$10,720 per annum

DATED this 29<sup>th</sup> day of April, 2025.

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

**PUBLIC SERVICE ACT 2016**  
**SECTION 11**

**DEPARTMENT ESTABLISHMENT**

PURSUANT TO the powers in that behalf vested in me, under Section 11 Subsection (a) of the Public Service Act 2016, I DAVID W.R ADEANG, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective 22<sup>nd</sup> August 2024 establish the positions within the following Department.

**DEPARTMENT OF VOCATIONAL TRAINING AND PROFESSIONAL DEVELOPMENT**

<b>Designation</b>	<b>No. of Positions</b>	<b>Salary Band</b>
Secretary for Vocational Training and Professional Development	<b>1</b>	Special rate -\$60-000 per annum
Deputy Secretary for Vocational Training and Professional Development	1	Band 13.4-\$30,275 per annum
Director for Corporate Services	1	Band 12.1 -\$24,075 Per annum
Director for Learning Services	1	Band 12.1 -\$24,075 Per annum
Director for Organizational Services	1	Band 12.1 -\$24,075 Per annum
Manager for Policy and Strategy	1	Band 11.1 -\$22, 210 per annum
Manager for Qualifications and Accreditation	1	Band 11.1 -\$22, 210 per annum
Manager for Curriculum Development	1	Band 11.1 -\$22, 210 per annum
Manager for Quality Assurance & Skills Development	1	Band 11.1 -\$22, 210 per annum
Services Administrator	1	Band 7.1 -\$16, 389 per annum
Student Administrator	1	Band 7.1 -\$16, 389 per annum
Marketing Administrator	1	Band 10.1 -\$20,641 per annum
Project Officer	1	Band 10.1 -\$20,641 per annum
Safety and Building Administrator	1	Band 10.1 -\$20,641 per annum
Finance Administrator	1	Band 10.1 -\$20,641 per annum
ICT & Digital Technician	1	Band 8.1 -\$18,679 Per annum
Asset & Procurement Officer	1	Band 10.1 -\$20,641 per annum
Trainer	1	Band 10.1 -\$20,641 per annum
Trainer	2	Band 10.1 -\$20,641 per annum
Trainer	3	Band 10.1 -\$20,641 per annum
Trainer	4	Band 10.1 -\$20,641 per annum
Trainer	5	Band 10.1 -\$20,641 per annum
Trainer	6	Band 10.1 -\$20,641 per annum
Trainer	7	Band 10.1 -\$20,641 per annum

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Trainer	8	Band 10.1 -\$20,641 per annum
Trainer	9	Band 10.1 -\$20,641 per annum
Trainer	10	Band 10.1 -\$20,641 per annum
Trainer	11	Band 10.1 -\$20,641 per annum
Trainer	12	Band 10.1 -\$20,641 per annum
Trainer	13	Band 10.1 -\$20,641 per annum
Trainer	14	Band 10.1 -\$20,641 per annum
Trainer	15	Band 10.1 -\$20,641 per annum
Gardener/Cleaner	1	Band 1.1 -\$10,720 per annum
Gardener/Cleaner	2	Band 1.1 -\$10,720 per annum

DATED this 29<sup>th</sup> day of April, 2025.

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

G.N.No. 487/2025

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Manto Tsiode of Uaboe District and  
Aiesha Ribauw of Buada District.

**DATE OF ENGAGEMENT:**

08<sup>th</sup> May, 2025

**HON. LIONEL ROUWEN AINGIMEA, M.P**  
**MINISTER IN CHARGE**

G.N.No. 488/2025

**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 EDUCATION**

**POSITION** : Assistant Director of Administration  
**No. OF POSITION** : One (1)  
**SALARY** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

Assist Director of Administration in coordinating the support services within the Head Office and the Schools and ensure that the Public Service guidelines regarding salary, leaves, promotions, transfer, discipline, termination of service or code of conduct are observed throughout the Department.

**DUTIES/RESPONSIBILITIES:**

- Assist Director of Administration with the Secretary for education and Directors to develop strategic plans for the department to meet Nauru Education objectives and goal.
- Assist Director of Administration in working with the Secretary for Education and Directors in preparing the annual operation plan, report and budget.
- Ensure development of organisational policies.
- Assist Director of Administration in negotiating contracts and agreement with vendors.
- Assist Director of Administration with plan, coordinate and manage all administrative procedures and systems.
- Assist Director of Administration with plan, develop, coordinate and manage EMIS database and analysis reports.
- Assist Director of Administration with plan, coordinate and manage education budget on resources and salary.
- Assist Director of Administration with responsibilities of Administration staff performance and initiatives including Statistics and Asset personnel.
- Assist Director of administration and HR in recruiting of employees.
- Assist Director of Administration and HR on Education structure and establishment list update.
- Assist Director of Administration with staff management and expatriate teachers travel coordination and processes.
- Ensure Head Office and Schools are fully equipped with necessary resources, stationeries, furniture and new technology received in timely manner for maximum efficiency.
- Assist Director of Administration with disciplinary officers breaching the education Act 2011 and Public Service act 2016.
- Assist Director of administration in overseeing the department's functions and events preparations
- Assist Director of Administration in overseeing risk management and legal activities, guarantee compliance with all relevant regulations.
- Assist Director of Administration with ICT staff, in developing and implement new processes and systems that increase operational efficiencies.
- Assist director of Administration in drafting the Department Annual report for the Head of Department's approval.
- Assist Director of Administration in preparing a weekly/ monthly report for Administration division to the Head of Department.
- Assist Director of Administration with corresponding and work with international organisations that Nauru affiliates with.
- Assist Director of Administration in creating new, abolish and reclassify positions as authorised by the Head of Department.
- Assist Director of Administration in drafting job descriptions for created positions for the Head of Department approval.
- Assist Director of Administration in updating job descriptions reclassified for the Head of Department approval.
- Assist Director of Administration in proposing new initiatives to the Head of Department for approval.



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- Assist director of Administration in drafting and submitting Cabinet submission papers to Head of Department for approval.
- Adhere to the Public Service act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies.
- Perform any other duties compatible with the position as directed by the Secretary for Education.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate, Bachelor in Education or other related fields in Management.
- 5 years' experience or more in related fields
- Leadership skills
- Management skills
- Interpersonal skills
- Organising skills
- Computer literate
- Proficient in English and Nauruan language.
- Diligent

Applications should be submitted to the 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 17<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 489/2025

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Maintenance superintendent
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 1.3.1 - \$10,836 per annum

**PRIMARY PURPOSE OF ROLE:**

Clean, stock and supply WASDA department main office area and the Safe House (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)

**DUTIES/RESPONSIBILITIES:**

- Perform and document routine inspection and maintenance activities for the Safe House.
- Carry out heavy cleansing tasks and special projects on the WASDA main office and the Safe House.
- Notify management of occurring deficiencies or needs for repairs on the Safe House.
- Make adjustments and minor repairs as and when needed.
- Stocks and maintain supply rooms as the safe house and the WASDA main office.
- Cooperate with the rest of the staff of the Divisions under WASDA.
- Follow all health and safety regulations to keep safe and everyone safe.

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**QUALIFICATIONS & EXPERIENCE:**

- Proven working experience as a Cleaner and Maintenance
- Ability to handle heavy equipment and machinery as and when required.
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity

Applications should be submitted to the 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 16<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 490/2025

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Executive Secretary
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

Vacancy exist for competent Executive Secretary to support the Director Women's Affairs in the Women's Affairs Department. The relevant candidate will be responsible for the organizing and maintaining of the executive's schedule and assist them by performing a variety of administrative tasks.

Executive secretaries must be quick professionals with great time-management and multitasking abilities. It is with diligence and competence in their work that the Director Women can focus on their managerial responsibilities without worrying for other tasks.

The goal is to contribute to the efficiency of the Women's Affairs Department by ensuring all assigned administrative duties are carried on timely and efficiency.

**DUTIES/RESPONSIBILITIES:**

- Maintaining Women's Affairs Department agenda and assist in planning appointments, board meetings, conference etc.
- Attending to meetings and keep minutes.
- Receiving and screening phone calls and redirecting them when appropriate.
- Proven experience as executive secretary or similar administrative role.
- Proficient in MS Office and "back-office" software (e.g. ERP)
- In depth knowledge of office management as well as technical vocabulary of relevant industry.
- Familiarity with basis research methods and reporting techniques.
- Excellent organizational and time-management skills.
- Outstanding communication and negotiation abilities.
- Integrity and confidentiality.
- At least 2 years' experience in a similar role or field.

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- Must be a team player

**QUALIFICATIONS & EXPERIENCE:**

- 2 years' experience.
- Strong computer skills.
- Good interpersonal, communication, organizational, and administrative skills required.
- The ability to initiate and follow through with work responsibilities and to meet deadlines with minimum of supervision is required.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Applications should be submitted to the 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 16<sup>th</sup> May, 2025**.

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 491/2025

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Project Officer (Gender Based Violence)
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

The Project Officer for Gender-Based Violence (GBV) is responsible for coordinating and implementing programs aimed at preventing and responding to GBV in Nauru. The Role involves advocacy, capacity-building, stakeholder coordination, and service delivery to support survivors, raise awareness, and strengthen national mechanisms for GBV prevention and response.

**DUTIES/RESPONSIBILITIES:**

- GBV Prevention and Response Programs
- Develop and implement GBV awareness campaigns and education programs.
- Coordinate support services for survivor, including counselling, legal aid, and safe housing.
- Work with law enforcement and healthcare providers to improve GBV response mechanisms.
- Advocate for policies and legislative reforms to strengthen protection for women and vulnerable groups.
- Stakeholder Engagement and Coordination
- Collaborate with government ministries, civil society organizations, and develop partners on GBV initiatives.
- Facilities training and workshops for police, healthcare workers, social workers, and community leaders on GBV response and prevention.
- Establish referral pathways for survivors to access support services efficiently.
- Program Monitoring and Evaluation.

G.N.No. 491/2025 (Cont'd)

- Tracking project progress, ensuring compliance with national policies and international GBV response frameworks.
- Collect and analyse data on GBV incidents and response effectiveness to inform policy decisions.
- Prepare reports, case studies, and recommendations for improvement.
- Capacity Building and Community Empowerment.
- Train and support community leaders and grassroots organizations to address GBV locally.
- Empower women and girls through education and skills development programs to reduce vulnerability.
- Develop culturally appropriate materials to support GBV awareness efforts.

**QUALIFICATIONS & EXPERIENCE:**

- Higher School Leaving Certificate or some form of higher tertiary qualification working with children or equivalent.
- Experience working with children and young people, particularly in regards to social and welfare support services.
- Must have sound knowledge and be able to offer counselling to children.
- Must have strong knowledge of administrative and operational procedures relating to children issues.
- Must be a Team Leader.
- Must not have criminal history.
- Must be computer literate.
- Must be able to offer sound and practical advice.
- Must have sound knowledge on the laws of Nauru relating to children in particular Child Protection and Welfare Act 2016.
- Must know the traditions and culture of Nauru.
- Must have the genuine desire to help vulnerable children.
- Must be skilful in negotiating and solving problem.
- Must be knowledgeable in family dynamics and risk factors impacting others abilities to protect and care for children.
- Must be skilful in gathering and analysing complex data.
- Experience in project management, GBV prevention, or social work.
- Strong advocacy, training, and facilitation skills.
- Ability to work diverse stakeholders, including government agencies and community groups.
- Excellent communication, problem-solving, and organizational skills.
- This role is vital in promoting gender equality, supporting survivors, and ensuring a coordinated national response to GBV in Nauru.

Applications should be submitted to the 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 16<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 492/2025

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Personal assistant
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 7.1 - \$16,389 per annum

G.N.No. 492/2025 (Cont'd)

**PRIMARY PURPOSE OF ROLE:**

To provide assistance and support to the Secretary Women's and Social Development Affairs.

**DUTIES/RESPONSIBILITIES:**

- Acting as a first point of contact: dealing with correspondence and phone calls for Secretary WASDA.
- Managing diaries and organizing meetings and appointments, often controlling access to the Secretary WASDA.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the Secretary WASDA of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing data bases and filing systems.
- Implementing and maintaining procedures/ administrative systems.
- Liaising with staff within all Divisions under WASDA.
- Collating filing expenses.
- Miscellaneous tasks to support Secretary WASDA to ensure that the Department is being run properly and complying with legislation and regulations and policies.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate or Diploma Level preferable but not a requirement.
- No formal academic qualifications are required as standard, previous experience of administration or personal assistant work: often 1-2 years.
- Read and write English, competent in Microsoft word and excel, Discretion and trustworthiness.

Applications should be submitted to the 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 16<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 493/2025

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Director for Child Protection
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 12.1 - \$24,075 per annum

**PRIMARY PURPOSE OF ROLE:**

The director for Children Protection Service is responsible for the overall management and operations of the Division of Child Protection. DCS's role is to respond to issues of child abuse and neglect; and to coordinate and provide services and supports for vulnerable children and families, including referral to family support services and counselling.

G.N.No. 493/2025 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

- To ensure through good management that the daily operations of the division are completed in line with the organizational strategic plan.
  - To coordinate case complex conferences with relevant stakeholders.
  - To delegate task to staff on a daily basis.
  - To develop policies and or mechanisms on the protection of children in line with the Conventions on the Rights of the Child, the Child Protection and Welfare Act 2016 and other relevant legislation.
  - To develop and monitor plans, programs and policies and to formulate strategies for implementation.
  - To coordinate to provision of culturally appropriate training and education on children protection in line with the Conventions on the Rights of the Child and relevant legislation.
  - To liaise with relevant stakeholders on the issues of children protection that needs to be addressed.
  - To provide accessible and child-sensitive counselling and family support services.
  - To draw up for an effective and accessible system for reporting, follow-up and support for child victims.
  - To address access to Justice and Reporting process and the need for civic education.
  - To liaise with national, regional and international agencies such as UNICEF, World Health Organization, Regional Rights Resource Team, Human Rights Programs of the South Pacific Commission and other key partners.
  - To identify fundraising and grants opportunities and develop proposals, manage donor relationships and manage projects that are successful.
  - To provide assistance and support to service providers working with the children with disabilities, child victims of domestic violence, Asylum Seekers and Refugee children.
  - To work with all stakeholders in the implementation and monitoring of the Directorates plans, programs and policies in particular to the prevention, early intervention and responding to notifications for children and young people.
  - To provide capacity building, mentoring, and supervision to staff.
  - To represent the division at regional and international level if required
  - To assist the Police in providing a complaint and reporting system network.
  - To apply for a Court Order for the protection of vulnerable children.
  - To do and perform other duties as may be directed by the Secretary of the Minister for Home Affairs
- Administrative duties**
- Responsible for budgetary matters such as New Project Proposals, Annual Operation Plans, supplementary budgetary requisitions.
  - To provide Monthly and Annual Reports on the administration and operation of the Directorate to the Secretary for Home Affairs.
  - Ensure the maintenance of confidential client case records.

**QUALIFICATIONS & EXPERIENCE:**

- Higher School Leaving Certificate or some form of higher tertiary qualification on working with children or equivalent.
- Experience working with children and young people, particularly in regards to social and welfare support services
- Must have sound knowledge and be able to offer counselling to children.
- Must have strong knowledge of administrative and operational procedures relating to children issues.
- Must be a Team Leader.
- Must not have criminal history.
- Must be computer literate.
- Must be able to offer sound and practical advice.
- Must have sound knowledge on the laws of Nauru relating to children in particular Child Protection and Welfare Act 2016.
- Must know the traditions and culture of Nauru.
- Must have the genuine desire to help vulnerable children.
- Must be skilful in negotiating and solving problem.
- Must be knowledgeable in family dynamics and risk factors impacting others abilities to protect and care for children.
- Must be skilful in gathering and analysing complex data.
- Must be able to provide afterhours coverage of cases.

G.N.No. 493/2025 (Cont'd)

Applications should be submitted to the 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 16<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

**LEONA WAIDABU**  
**CHIEF SECRETARY**

G.N.No. 494/2025 (Cont'd)

**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 WOMEN'S & SOCIAL DEVELOPMENT AFFAIRS**

<b>POSITION</b>	:	Director of Women's Affairs
<b>No. OF POSITION</b>	:	One (1)
<b>SALARY</b>	:	Band 12.1 - \$24,075 per annum

**PRIMARY PURPOSE OF ROLE:**

The Director of the Women's Affairs Department is responsible for leading and managing initiatives that promote gender equality, women's empowerment, and social development in Nauru. This role involves policy development, program implementation, stakeholder engagement, and advocacy to address issues affecting women and girls, ensuring their rights and opportunities are protected and advanced.

**DUTIES/RESPONSIBILITIES:**

- To ensure through good management that the daily operations of the division are completed in line with the organizational strategic plan.
- To coordinate case complex conferences with relevant stakeholders.
- To delegate task to staff on a daily basis.
- To develop policies and or mechanisms on the protection of women and girls in line with the Conventions on the Elimination of all forms of Discrimination Against Women, the Domestic Violence and Family protection Act 2017 and other relevant legislation.
- To develop and monitor plans, programs and policies and to formulate strategies for implementation.
- To coordinate the provision of culturally appropriate training and education on protection in line with CEDAW and relevant legislation.
- To liaise with relevant stakeholders on the issues that needs to be addressed.
- To provide accessible and sensitive counselling and family support services
- To draw up for an effective and accessible system for reporting, follow-up and support for victims.
- To address access to Justice and Reporting process and the need for civic education.
- To liaise with national, regional and international agencies such as UnWomen, World Health Organization, Regional Rights Resource Team, Human Rights Programs of the South Pacific Commission and other key partners.
- To identify fundraising and grant opportunities and develop proposals, manage donor relationships and manage projects that are successful.
- To provide assistance and support to service providers working with disabilities, victims of domestic violence, Asylum Seekers and Refugee.
- To work with all stakeholders in the implementation and monitoring of the Directorates plans, programs and policies in particular to the prevention, early interview and responding to notifications for women and girls.
- To provide capacity building, mentoring, and supervision to staff.
- To represent the division at regional and international level if required.

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- To assist the Police in providing a complaint and reporting system network.
- To apply for Court Order for the protection of women and children  
To do and perform other duties as may be directed by the Secretary or the Secretary of the Minister for WASDA
- Administrative duties
- Responsible for budgeting matters such as New Project Proposals, Annual Operation Plans, supplementary budgetary requisitions.
- To provide Monthly and Annual Reports on the administration and operation of the Directorate to the Secretary for Home Affairs
- Ensure the maintenance of confidential client case records

**QUALIFICATIONS & EXPERIENCE:**

- Higher School Leaving Certificate or some form of higher tertiary qualification working with children or equivalent
- Experience working with children and young people, particularly in regards to social and welfare support services
- Must have sound knowledge and be able to offer counselling to children
- Must have strong knowledge of administrative and operational procedures relating to children issues.
- Must be a Team Leader.
- Must not have criminal history
- Must be computer literate.
- Must be able to offer sound and practical advice.
- Must have sound knowledge on the laws of Nauru relating to children in particular Child Protection and Welfare Act 2016.
- Must know the traditions and culture of Nauru.
- Must have the genuine desire to help vulnerable children.
- Must be skilful in negotiating and solving problem.
- Must knowledgeable in family dynamics and risk factors impacting others abilities to protect and care for children
- Must be skilful in gathering and analysing complex data
- Must be able to provide afterhours coverage of cases

Applications should be submitted to the 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 16<sup>th</sup> May, 2025.**

Dated this 29<sup>th</sup> day of April, 2025

LEONA WAIDABU  
CHIEF SECRETARY