



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

No.22

16<sup>th</sup> March, 2005

Nauru

G.N.No. 61/2005

**PUBLIC SERVICE ACT 1998**  
**VACANCY – SECTION 15**

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

**DEPARTMENT OF CHIEF SECRETARY**  
**(Personnel Section)**

POSITION : DIRECTOR OF PERSONNEL

LEVEL : SECOND DIVISION

SALARY : H1 SCALE

**KEY RESPONSIBILITIES:**

- Offer sound policy advice on the Public Service in line with Government policies and priorities.
- Provide strategic analysis and advice on:
  - Staff recruitment and induction
  - Staff remuneration
  - Performance management
  - Staff appraisal and development
- Provide the Chief Secretary an annual public service employee report.
- Assist the Chief Secretary on matters relating to disciplinary proceedings
- Co-ordinate and manage quality service delivery to the Public and Government.

**POSITION REQUIREMENTS:**

- Skills: Ability to motivate and provide leadership
  - Highly effective communication skills
  - Effective time management and task prioritising skills
  - High proficiency in operating Window XP and Office XP Programs
- Knowledge: Working knowledge of relevant Policies, Procedures and the Nauru Public Service Act 1998.

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G.N.No. 61/2005 (cont'd)

- Experience and Qualification: Minimum 3 years experience at senior executive Level.  
Certification in Human Resource Management or relate field would be an advantage.
- Accountability: This position is responsible to the Chief Secretary and may be assigned other duties when required.

Applications should be lodged in writing stating name, age qualifications and experience with the Chief Secretary no later than Friday 26<sup>th</sup> March 2005.

Dated this 3<sup>rd</sup> day of March, Two Thousand and Five.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 62/2005

**PUBLIC SERVICE ACT 1998**  
**VACANCY – SECTION 15**

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

**DEPARTMENT OF CHIEF SECRETARY**  
**(Personnel Section)**

POSITION : ASSISTANT DIRECTOR OF PERSONNEL  
DEPARTMENT : PERSONNEL  
LEVEL : SECOND DIVISION  
SALARY SCALE : D1

POSITION REQUIREMENTS:

- High proficiency in operating Microsoft Windows programs
- Highly effective communication skills
- Effective time management and task prioritizing skills
- Sound knowledge of the Public Service Act
- Certification in Human Resource Management or equivalent would be an advantage.

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G.N.No. 62/2005 (cont'd)

**KEY RESPONSIBILITIES:**

- Co-ordinate daily administrative operation of section
- Maintain safe keeping of public service employee employment records
- Maintain accurate fortnightly/monthly public service employee variation input
- Maintain public service Expatriate employee leave entitlements
- Maintain staff performance and attendance

**ACCOUNTABILITY:**

This position is responsible to the Director of Personnel and may be assigned other duties when required.

Applications should be lodged in writing stating name, age qualifications and experience with the Chief Secretary no later than Friday 26<sup>th</sup> March 2005.

Dated this 3<sup>rd</sup> day of March, Two Thousand and Five.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 63/2005

**PUBLIC SERVICE ACT 1998**  
**VACANCY – SECTION 15**

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

**DEPARTMENT OF CHIEF SECRETARY**

POSITION : ASSISTANT DIRECTOR OF ADMINISTRATION  
DEPARTMENT : CHIEF SECRETARY  
LEVEL : SECOND DIVISION  
SALARY SCALE : D1

**KEY RESPONSIBILITIES:**

- Assist the Director on Policy advise
- Prepare and maintain the department Budgets
- Co-ordinate daily operation of section
- Ensure accurate date of the Chief Secretary's Annual Report
- Maintain efficient operation of the Secretariat computers/network
- Maintain staff attendance and performance

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16<sup>th</sup> March, 2005

Nauru

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G.N.No. 63/2005 (cont'd)

Accountability:

This position is responsible to the Director of Administration and may be assigned other duties when required.

POSITION REQUIREMENTS:

- High proficiency in operating Microsoft Windows programmes
- Highly effective communicate skills
- Effective time management and task prioritising skills
- General understanding of Computers and Networks
- Sound knowledge of the Public Service Act
- Certification in Business Management or equivalent,

Applications should be lodge in writing stating name, age, qualification and experience with the Chief Secretary no later than Friday 26<sup>th</sup> March Two Thousand and Five.

Dated this 3<sup>rd</sup> day of March 2005.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 64/2005

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Chiesty Duburiya of Buada District and  
Stella Thoma of Aiwo District.

Harvey Thoma of Aiwo District and  
Eilani Scriven also from Aiwo District

DATE OF ENGAGEMENT: 12<sup>th</sup> August, 2004.  
7<sup>th</sup> March, 2005.

**GODFREY THOMA**  
**MINISTER IN CHARGE**

NAME OF PARTIES: Vee-Jay Scotty of Buada District and  
Paulette Agigo of Aiwo District.

Peter Hiram of Denigomodu District and  
Rachael Seymour of Yaren District.

DATE OF ENGAGEMENT: 25<sup>th</sup> February 2005  
29<sup>th</sup> April 2005

**DAVID ADEANG**  
**MINISTER IN CHARGE**

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