



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

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No. 109

31<sup>st</sup> October, 2007

Nauru

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G.N.No. 500 / 2007

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

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

**DEPARTMENT OF TRANSPORT & TELECOMMUNICATIONS**  
(Department of ICT)

POSITION : Administrative Officer

SALARY : \$6,670 p.a. (5.3)

DUTIES : The Administrative Officer will provide administrative and clerical support to the Director of ICT within Ministry of Telecommunications

- To provide all manner of administrative support to ICT Directorate
- To maintain a recorded management system for the ICT Directorate
- To assist the Director with budgetary preparation
- To maintain the Directorate's payroll and its relevant variation processes
- To maintain the Directorate's Inventory list
- To assist staff with their relevant travel arrangements
- To maintain ICT's administrative procedures

QUALIFICATION :

- Must be computer literate and skilful in using Ms Word, Excel, Access and email
- Must have knowledge of relevant administrative procedures
- Must have an interest in Information & Communication Technology
- Must have the ability to work diligently without constant supervision
- Must be innovative, proactive and proficient

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office no later than Friday 9<sup>th</sup> November, 2007.

DATED this 24<sup>th</sup> day of October, Two Thousand and Seven.

**CAMILLA SOLOMON  
CHIEF SECRETARY**

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G.N.No. 501 / 2007

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

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Budget Officer

SALARY : \$4,666 p.a. (2.2)

The position will work with the Secretary for Health and Medical Services, Health Directors, Health Department, Officers in Charge and the Ministry in dealing with the financial management issues of the Health Department. These issues and responsibilities involve working with the Government of Nauru budget, MOU funds allocated to the Health Department from the Government of Australia, WHO Bi-annual Budgets and other donor funding.

DUTIES :

1. Tracking and updating all aspects of the Health budget
2. Preparing financial reports for the Secretary of Health & Medical Services, Health Directors, Ministry and Donor Agencies
3. Coordinating the payment process for all Health Department activities
4. Assisting in the implementation of a cash management system
5. Assisting in the preparation of future Health Budgets

QUALIFICATION :

1. Strong written and oral communication skills (English and Nauruan)
2. Strong analytical and numeracy skills
3. Willingness to learn and apply new knowledge and ideas and share these with others
4. Qualifications or working toward qualifications in accounting
5. Typing and computer skills required
6. Good interpersonal and time management skills
7. Good organizational, problem solving and decision making ability
8. Displays professionalism, tact, courtesy, discretion and respects confidentiality
9. Must be accurate, reliable, precise, co-operative, self motivated and able to demonstrate effective service attitude
10. Must be able to work both independently and cooperatively in a team environment

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office no later than Wednesday 7<sup>th</sup> November, 2007.

DATED this 24<sup>th</sup> day of October, Two Thousand and Seven.

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

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No. 109

31<sup>st</sup> October, 2007

Nauru

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G.N.No. 502 / 2007

**ENGAGEMENT TO MARRY**

NAME OF PARTIES:

BERT BRECHTEFELD of Meneng District and  
SMILEY BURAMAN of Anetan District.

BREMNER ADUMUR of Denigomodu and  
MARGINA THOMA of Meneng District.

DATE OF ENGAGEMENT:

31<sup>st</sup> November, 2007

31<sup>st</sup> November, 2007

**LUDWIG SCOTTY**  
**MINISTER IN CHARGE**

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