



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

No. 33

25th March, 2009

Nauru

G.N.No. 139 / 2009

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF FINANCE
(Treasury Secretariat)

POSITION : Record Clerk

SALARY : \$3,915 pa (1.1)

DUTIES Reporting to management in the Department of Treasury, the Record Clerk will:

- Maintain filing, record and register of all financial documentations
- Compile and update electronic data input on all financial records
- Compile and provide written monthly financial statements and reports
- Assist in preparation of a range of financial reports
- Assist in tracking of all financial documentations
- Other duties as assigned by the Treasury Management

QUALIFICATIONS:

- Numeracy and English literacy skills
- Customer relations and communications skills
- Basic computer skills
- Eligible for employment within the Public Service of Nauru

DESIRABLE :

- Experience working in a finance area
- Excel spreadsheet skills
- Post secondary qualification in accounting, bookkeeping or related fields.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 3rd April, 2009.

Dated this 23rd day of the month of March, Two Thousand and Nine.

CAMILLA SOLOMON
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998

VACANCY : SECTION 15

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

DEPARTMENT OF FINANCE & SUSTAINABLE DEVELOPMENT
(Aid Management Unit)

POSITION : Assistant Director - Bilateral

SALARY : \$7,421 pa (D1)

LEVEL : Second Division

POSITION REQUIREMENTS:

- Preferable a Diploma or Certificate in the development areas including economics, finance, management and human resource
- Computer literate with the ability to utilize internet facilities
- Good oral and written communication skills
- Ability to consult and correspond with multi-lateral donors on a regular basis
- Good organizational skills
- Ability to maintain accurate records and compilation data
- Ability to advise in a systematic, rational and consistent way

KEY RESPONSIBILITIES:

1. Matching requests with development partner sector – key role for assistance directors:
2. Maintenance of a contacts database for development partner which will highlight the sectors which partner are likely to support,
3. Maintenance of a database to capture all development assistance by partner, sector to the Government of Nauru;
4. Communications with development partners on a regular basis to ensure that Government of Nauru commitments are being met;
5. Conduct physical inspections of projects being implemented to ensure they meet all necessary requirements;
6. In consultation with implementing departments, prepare require quantitative reports for developments partners;
7. Maintain contact with development partners to ensure continued support for Government of Nauru implementation of national priorities:
8. Seek to establish links with potential development partners for added supports
9. Assist in the preparations of documentation and logistics for an annual development partner roundtable;
10. Any other duties as may be required from time to time.

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G.N.No. 140 / 2009 (cont'd.)

ACCOUNTABILITY:

This position is responsible to the Director of Aid Management Unit.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 3rd April, 2009.

Dated this 21st day of the month of March, Two Thousand and Nine.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 141 / 2009

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation has been accepted effective from 21st November 2008.

DEPARTMENT OF POLICE, PRISON & EMERGENCY SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Paner Baguga	Security Supervisor	\$5,418 p.a. (4.1)

Dated this 20th day of March, Two Thousand and Nine.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 33

25th March, 2009

Nauru

G.N.No. 142 / 2009

ENGAGEMENT TO MARRY

NAME OF PARTIES: JOSEPH GADEANANG of Denig District and
PRISCILLA TAU of Boe District.

CHRIS DENIYE DABANA of Yaren District and
CHRISTINA STAR of Boe District.

DATE OF ENGAGEMENT: 20th March, 2009.

21st March, 2009.

HON. MARCUS STEPHEN, M.P.
PRESIDENT

G.N.No. 143 / 2009

SUCCESSION, PROBATE AND ADMINISTRATION ACT 1976
NOTICE UNDER SECTION 55 OF THE ACT
DECEASED ESTATES

PERSONALTY ESTATE OF THE LATE ARCHIE TOM

The Curator of Intestate Estates has hereby determined that ALL Personalty Estates such as: Aerodrome Rentals, Land Rentals, RONWAN Interest, Royalties, Salaries, Final Entitlements, Passbook and all other residual funds (if any) of the Late ARCHIE TOM be distributed as follows:-

Anna Mobit	-	1/4	Meere Dake	-	1/4
Chris Tom	-	1/4	Deresa Teerma	-	1/4

Any income or related moneys emanating from ownership of land after death shall await the determination made by the Nauru Lands Committee with respect to the said Land/s, and the Curator shall make payments of such related moneys to the said beneficiaries in accordance with the said determination of the Nauru Lands Committee.

Creditors and others having claims against the above determinations may send into the Curator of Intestate Estates within thirty (30) days of this Gazette Notice, after which date the said Curator shall distribute the assets of the deceased, or any part thereof, amongst the beneficiaries having regards only to the claims of which he has then received notice.

KELSON T. TAMAKIN
CURATOR OF INTESTATE ESTATES
