



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

No. 54

27th May, 2009

Nauru

G.N.No. 187 / 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 : Higher Clerical Officer

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

DUTIES Reporting to management in the Department of Treasury, the Higher Clerical Officer will:

- Process payments
- Prepare a range of financial reports
- Track MOU funds
- Oversight less experienced office staff
- Other duties including working with the Revenue Office as assigned by the Treasury Management.

QUALIFICATIONS:

- Excellent numeracy and English literacy skills
- Excellent 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 qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 12th June, 2009.

Dated this 26th day of May, 2009.

**CAMILLA SOLOMON
CHIEF SECRETARY**

No. 54

27th May, 2009

Nauru

G.N.No. 188 / 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 : Clerical Officer

SALARY : \$4,416 p.a (2.1)

DUTIES Reporting to management in the Department of Treasury, the Clerical Officer will:

- File, record and register payment vouchers for further processing
- Maintaining filing and record batches of processed payment vouchers
- Electronically update data entries on all finance records
- Attend public enquires and relay matter to relevant staff of the department
- 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:

- Excellent numeracy and English literacy skills
- Excellent 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 qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 12th June, 2009.

Dated this 26th day of May, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 189 / 2009

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for general information.

DEPARTMENT OF NAURU POLICE FORCE

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Natasha Deireragea	Clerical Officer \$4,416 p.a. (2.1)	Administrative Officer \$6,670 p.a. (5.3)

Any officer of the Public Service may appeal to the above promotion under Section 20 of the Public Service Act 1998. Appeals should be based on one or other grounds set out in Section 20(2) of the Act, and should be lodged in writing stating the ground (s) of appeal to the Chief Secretary within seven (7) days after the date of this Gazette.

Dated this 22nd day of May, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 190 / 2009

ENGAGEMENT TO MARRY

NAME OF PARTIES : Drake Thoma of Yaren District and
Bianca Reweru also from Yaren District.

DATE OF ENGAGEMENT: 21st May, 2009.

HON. DR. KIEREN KEKE M.P.
MINISTER IN CHARGE
