



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

No. 92

9th September, 2009

Nauru

G.N.No. 352 / 2009

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF EDUCATION

POSITION : Assistant Director of Education

SALARY/SCALE : \$7421 p.a. (7.1)

PRIMARY PURPOSE OF POSITION:

The Assistant Director of Education is to ensure that the Public Service staffing guidelines and Education staff movement are maintained, monitored in alignment to the provisional budget quota for the financial year. The Assistant Director of Education is to assist the Director of Education in providing sound advice, management and administration of the department in an efficient and effective manner.

PRINCIPAL RESPONSIBILITIES:

The Assistant Director of Education is responsible to the Director of Education and accountable to the Secretary for Education. The Assistant Director of Education assists to provide management and supervisory roles in the department of Education.

- Assist the Director to coordinate and manage daily operations of the department;
- Assist the Director of Education to draft or offer sound policy advice on general administration and education policies and procedures including reports and contracts;
- Document and collate the Department's Policy Manual;
- Assist the Director of Education in the compilation and formulation of the department's annual or monthly reports;
- Responsible for the maintenance on asset stock and replenishments of education schools and office requirements, i.e. building, office equipments, etc;
- Provide customer support services and in close coordination with schools in terms of transport assistance for school excursions, building maintenance, and other essential requirements;
- Provide professional support to staff development in training and mentoring;
- Development and enhancement of the department's work procedures and other areas of development;
- Monitor and maintain the time keeping record of staff attendance and performance;
- Maintain sustainability of the Education department budget quota for the financial year;
- Perform other duties as may be required by the Director of Education.

G.N.No. 352 / 2009 (cont'd)

QUALIFICATIONS & EXPERIENCES

- Minimum of year 12 education or qualification in relevant fields of education or management;
- Knowledge and experience of the operation of a school and the Nauruan Education system;
- Intellectual ability to analyse education research findings and assess their suitability to the Nauruan context;
- Demonstrated administrative experience of three (3) years and over in organization or government department at Senior Administrative level or above.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures
- Demonstrated sound knowledge and experience in computer literacy and the internet
- Ability to lead, recruit, train, assess and support staff
- Ability to have high level of written or oral English communication skills
- Punctual, Proactive and efficient

Applications should be lodged in writing or electronically word processed 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 18th September 2009, 5.00 p.m.

Dated this 4th day of September, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 353 / 2009

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Cleaner
NO. OF POSITION : Two (2)
SALARY/SCALE : \$3,916 p.a. (1.1)

PRIMARY PURPOSE OF POSITION:

The Cleaner is responsible to the Administrative Officer or the Health Administration Directorate. The Cleaner is responsible in providing general cleaning of NGH and RONH on a day to day basis and ensure that cleanliness of the hospital buildings and grounds meets minimum agreed standards.

DUTIES AND RESPONSIBILITIES:

- Responsible for the general cleanliness of the hospital buildings and grounds;
- Responsible for the cleanliness of the hospital quarters, wards, kitchen, bathrooms and grounds;
- Ensure daily, weekly and month jobs are attended to;
- Prepare and provide list of cleaning replenishments for reorders to the Team Leader;
- Report to the area assigned to work for the shift;
- Responsible for cleaning mops, buckets and all other cleaning equipment and storing it properly and securely;
- Undertake quality assurance activities;
- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- Must use safety equipment or clothing in a proper manner and for the purpose intended;
- Must work in accordance with any health and safety procedures, instructions or training that has been given;
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- Other duties as may be required by the Health Administration Directorate.

QUALIFICATIONS & EXPERIENCES

- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- Ability to undergo health training on health safety, basic life support, and infection control;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary Department or the Director of Human Resources & Labour no later than Friday 18th September, 2009. 5.00 p.m.

Dated this 8th day of September, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 92

9th September, 2009

Nauru

G.N.No. 354 / 2009

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment is hereby notified for general information:

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Prisons & Correctional Services)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Lemon Aboubo	Correctional Officer	\$5,167 p.a. (3.2)
Ricky Bam	Correctional Officer	\$5,167 p.a. (3.2)

Dated this 7th day of September, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 355 / 2009

PUBLIC SERVICE ACT 1998
SECTION 55 (4) – RETIREMENT ON MEDICAL GROUNDS

It is notified for general information that Mr. Krent Dabwido from the Nauru Police Force took retirement on medical grounds as in accordance with the Public Service Act, effective from 3rd September, 2009.

Dated this 3rd day of September, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

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

PERSONALTY ESTATE OF THE LATE CECILIA DEMAUNGA

The Curator of Intestate Estates has hereby determined that ALL Personalty Estate such as: Aerodrome Rentals, Land Rentals RONWAN interests, Royalties, Salaries & Final entitlements, passbook and all other residual funds (if any) of the late CECILIA DEMAUNGA goes to Melson Demaunga only.

Note: Christina Dongobir is the Trustee for Melson Demaunga until he reaches 18 yrs.

PERSONALTY ESTATE OF THE LATE JULIANA DOGUAPE

The Curator of Intestate Estates has hereby determined that ALL Personalty Estate such as: Aerodrome Rentals, Land Rentals RONWAN interests, Royalties, Salaries & Final entitlements, passbook and all other residual funds (if any) of the late JULIANA DOGUAPE are to be distributed as follows:

Wynette Doguape	-	1/8	Illana Doguape	-	1/8
Julie Doguape	-	1/8	Maria Doguape	-	1/8
Ed-Coan Doguape	-	1/8	Rose-Mary Bop	-	1/8
Peter Demaunga	-	1/8	Muzzin Doguape	-	1/8

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 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 beneficiary having regards only to the claims of which he has then received noticed.

KELSON T. TAMAKIN
CURATOR OF INTESTATE ESTATES

No. 92

9th September, 2009

Nauru

G.N.No. 357 / 2009

CORRIGENDUM

It is notified for general information that in Government Gazette No.88 dated 2nd September, G.N.No. 341/2009 on page 5:

DELETE:

No. 9 of 2009 Telecommunications Service Tax Act 2009 **28th August, 2009**

INSERT:

No. 9 of 2009 Telecommunications Service Tax Act 2009 **31st August, 2009**

Dated this 9th day of September, 2009.

FREDERICK CAIN
CLERK OF PARLIAMENT

CORRIGENDUM

It is notified for general information that in Government Gazette No.88 dated 2nd September, G.N.No. 342/2009 on page 6:

DELETE: **LOLLITA DUBURIYA**

&

INSERT: **LOLITA PETER**

Dated this 9th day of September, 2009.

KELSON T. TAMAKIN
CURATOR OF INTESTATE ESTATES
