



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

No. 118

1st September, 2010

Nauru

G.N.No. 467 / 2010

PUBLIC SERVICE ACT 1998
SECTION 10

CREATION OF NEW POSITIONS

PURSUANT TO the powers in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I MARCUS STEPHEN, President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour Section)

DESIGNATION OF OFFICE	NO. OF POSITION	SALARY SCALE
Clerical Officer (Benefits)	1	\$4,416pa (2.1)
Clerical Officer (Salaries)	2	\$4,416pa (2.1)

DATED this 25th day of the month of August, 2010.

MARCUS STEPHEN
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

No. 118

1st September, 2010

Nauru

G.N.No. 468 / 2010

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY
(HUMAN RESOURCES & LABOUR SECTION)

JOB TITLE CLERICAL OFFICER (Salaries) – 2 positions

SALARY LEVEL \$4,416pa (2.1)

RESPONSIBLE TO MANAGER SALARY ADMINISTRATION AND EMPLOYEE BENEFITS

PRIMARY PURPOSE OF THE POSITION

The Data Officer will provide the clerical support to the Manager Salary Administration & Employee Benefits in preparation and processing of public service salaries fortnightly basis in timely manner.

PRINCIPAL RESPONSIBILITIES

The Data Officer is responsible to the Deputy Paymaster. Role and responsibilities of the Data Officer is to assist the Deputy Paymaster in providing the payroll clerical support for the NPS as follows:

- Coordinate with the departments for the MYOB text files to be exported electronically to the pay office in accordance with the required timeframe.
- Coordinating with departments for the raw timesheets (hard copy) with MYOB summary to be submitted along with the electronic MYOB text files.
- Importing departmental MYOB text files into MYOB system for processing employees salaries.
- Checking for any discrepancies in the timesheets in MYOB systems against hard copy.
- Data entry of advises from NPS6 provided by the Manager Salary Administration and Employee Benefits.
- Processing and recording all entries in the MYOB systems.
- Processing and printing of departmental pay summaries for distribution to Departments.
- Processing of departmental pay summaries and payment vouchers for Treasury.
- Scanning processed payment vouchers with pay summaries to the bank for salary payout.
- Maintaining and updating the filing of timesheets and NPS6 advises at the end of each fortnight.
- Handle employee queries regarding payroll related matters.
- Maintain the registry of incoming and outgoing correspondences and files.
- Attend to the counter to ensure that employees are served with regard to payroll queries.
- Other duties as may be directed by Manager Salary Administration & Employee Benefits or Director Human Resources & Labour.

G.N.No. 468 / 2010 (Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of year 12 with at least 2 years of relevant experience.
- Planning, and organizational skills
- Customer services skills
- Time-management skills
- Excellent IT skills (particularly Excel, Word & Access, MYOB)
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants.

Application 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 5.00pm, Tuesday 7 September, 2010.

Dated this 25th day of August, 2010

Michael B. Cain
ACTING CHIEF SECRETARY

G.N.No. 469 / 2010

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY
(HUMAN RESOURCES & LABOUR SECTION)

JOB TITLE CLERICAL OFFICER (Benefits)

SALARY LEVEL \$4,416pa (2.1)

RESPONSIBLE TO ADMINISTRATIVE OFFICER

PRIMARY PURPOSE OF THE POSITION

The Filing Clerk is to maintain the movement and opening of all Public Service Employees files in the Human Resource Department and is responsible to the Administrative Officer for Salary and Benefits Unit.

G.N.No. 469 / 2010 (Cont'd)

PRINCIPAL RESPONSIBILITIES

The filing clerk is responsible to the Administrative Officer. Role and responsibilities of the filing clerk is to assist the Human Resource Department in providing the support for filing maintenance:

- Develop archive and maintain filing system for Human Resource Department.
- Maintain filing systems to ensure confidentiality, security, and accessibility of personal records accurately and efficiently in line with statutory requirement.
- Maintaining the filing system for Archives.
- Maintain the registry of incoming and outgoing correspondences and files.
- Other duties as may be directed by Manager Salary Administration or Director HR&L.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Knowledge on maintaining archives and filing systems.
- Minimum qualification of year 12 with at least 2 years of relevant experience. Leave certificate is desirable.
- Planning and organizational skills
- Time-management skills
- Possess a high level of computer literacy with experience in MS Office application & MYOB payroll software.
- Possess a positive attitude towards customer service and the ability to deliver quality outcomes while maintaining a high attention to details.

Application 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 5.00pm, Tuesday 7 September, 2010.

Dated this 25th day of August, 2010

Michael B. Cain
ACTING CHIEF SECRETARY

No. 118

1st September, 2010

Nauru

G.N.No. 470 / 2010

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment effective from 23rd August 2010 is hereby notified for general information:-

DEPARTMENT OF CHIEF SECRETARY

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Ophelia Caleb	Executive Secretary	\$5,167pa (3.2)
Chrisabeth Canon	Higher Clerical Officer	\$4,666pa (2.2)
Camluc Scotty	Driver	\$3,915pa (1.1)

DATED this 26th day of the month of August, 2010.

Michael B. Cain
ACTING CHIEF SECRETARY

G.N.No. 471 / 2010

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

It is notified for general information that effective immediately, the following officers' appointment is hereby confirmed;

DEPARTMENT OF FINANCE
(Treasury)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Javan Tamakin	Chief Accountant	\$7,672pa (7.2)

DATED this 31st day of August, 2010.

Michael B. Cain
ACTING CHIEF SECRETARY

G.N.No. 472 / 2010

APPOINTMENT OF LICENSING INSPECTORS

IT IS NOTIFIED for general information that His Excellency the President in exercise of his powers under Section 12, subsection (2) of the Liquor Act 1967 – 2009, revoke all previous appointments and approved the appointment of the following persons as Licensing Inspectors with effect from 24th August, 2010:-

1. Acting Inspector Simpson Deidenang
2. Sun Inspector Brown Capelle
3. Sergeant Gregor Garoa
4. Acting Sergeant Dinamo Appin

DATED this 1st day of the month of September, Two Thousand and Ten.

Michael B. Cain
ACTING CHIEF SECRETARY

G.N.No. 473 / 2010

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Jayon Dageago	Security Officer	23 August 2010

DATED this 25th day of August, 2010.

Michael B. Cain
ACTING CHIEF SECRETARY

G.N.No. 474 / 2010

ENGAGEMENT TO MARRY

NAME OF PARTIES: Brodyan Deduna of Nibok District and Elvane Bam of Aiwo District.

Malachi Tannang of Ewa District and Joan Christy May Bop of Meneñ District.

Bop Adam of Boe District and Prisina Tsitsi of Aiwo District

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DATE OF ENGAGEMENT: 18th August, 2010.
27th August, 2010.
28th August, 2010.

HON. MARCUS STEPHEN.
MINISTER IN CHARGE
