



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 114

14th September, 2011

Nauru

G.N.No. 597 / 2011

APPOINTMENT OF DEPUTY REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES

It is notified for general information that cabinet at its meeting held on 12th September, 2011 approves the appointment of Mr. Antonius Atuen as the substantive Deputy Registrar with immediate effect.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 598 / 2011

PUBLIC SERVICE ACT 1998
SECTION 55 (1-2)
RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE

IT IS NOTIFIED for general information that the following officer be retired from the Public Service of Nauru with immediate effect.

DIRECTORATE OF FOREIGN AFFAIRS & TRADE

| NAME | DESIGNATION | SALARY |
|-----------------|--------------------|------------------|
| Lijella Dabwido | Assistant Director | \$6, 740pa- L5.2 |

Dated this 31st day of August, 2011.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 599 / 2011

PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53 (1)

It is notified for general information that the following officer's resignation has been accepted with effect from 26th August 2011;

DEPARTMENT OF NAURU POLICE FORCE
(Protection & Guarding Unit)

| NAME | DESIGNATION | SALARY LEVEL |
|----------------|---------------------|---------------------|
| Anthina Olsson | Security Supervisor | \$5, 689pa- L4.1 |

Dated this 26th day of August, 2011.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 600 / 2011

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 FOREIGN AFFAIRS & TRADE

POSITION : **Assistant Director**

SALARY SCALE : **\$6,740 pa (5.2)**

GENERAL ROLE : To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions and the Assistant Director is responsible to the Director for:-

- Providing advice to the Director on Nauru's foreign relations and strategies;
- Liaising and coordinating with international organizations in close consultations with relevant government departments and agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;
- Conducting research on issues of interest of Nauru;
- Preparing Cabinet Papers;
- Maintaining a good recordkeeping system;
- Assisting the Director in the management of support staff;
- Processing attendance of Nauru's representatives to international meetings;
- Developing, evaluating and implementing policy initiatives;
- Providing reports/briefs as and when required;
- Drawing up the Division's annual budget estimates and work programme;
- Implementing the Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Acting as Director in the absence of the Director;
- Perform any other duties as may be required by the Division or Director.

QUALIFICATIONS:

The incumbent should possess:

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration or Management;
- Some experience (3 years minimum) in Foreign Affairs and Trade or related field;
- Good understanding of and commitment to the NSDS, the Constitution and the Foreign Policy Statement;
- Good understanding of and working relations with Nauru's Overseas Missions and other Government Departments;
- Some working knowledge of budget preparations and control;
- Good communication (written and oral) skills in the English language; and
- Strong work ethics and good resources management skills.

Applications should be lodged in writing or word processed stating name, age, qualification and Curriculum Vitae provided to the Director of Human Resources & Labour or the Chief Secretary's Office no later than **Friday 16 September, 2011.**

Dated this 12th day of September, 2011.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 601 / 2011

PUBLIC SERVICE ACT
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 COMMERCE, INDUSTRY AND ENVIRONMENT
(Commerce and Business Development)

JOB TITLE: Higher Clerical Officer
SALARY SCALE: \$4,899pa - L2.2 (\$188.43 per fortnight)
RESPONSIBLE TO: Director of Commerce and Business Development

PRIMARY PURPOSE OF THE POSITION

The Higher Clerical Officer is responsible for assisting the Director of Commerce and Business Development in maintaining a proper filing system (asset list, stock take and contact profiling) for the division as well as maintaining all correspondence (both local and overseas) of the Division. The Higher Clerical Officer also organises and manages meetings as directed by the Director of Commerce and Business Development and keeps a schedule for the Director of CBD of all invitations received.

PRINCIPAL RESPONSIBILITIES

- Daily update and manage filing as well as creating an electronic system to keep track of all correspondence for the CBD Division.
- Organize meetings as directed by the Director of Commerce and Business Development.
- Answering phone calls and handling any queries concerning customers that need assistance and attends to other matters relating to the CBD Division.
- Prepare quotes, payments requisitions; maintain receipts and other source documents.
- Follow up on Payment Vouchers and cashing of cheques.
- Maintain Government asset list as per Department of Audit request.
- Assist in preparing financial reports on projects both externally funded and locally funded.
- Maintain profiles for both local and overseas contacts.
- Drafting of letters as per request from the Director of CBD.
- Any other duties as direct by the Director of CBD.

LEVEL OF EDUCATION AND QUALIFICATIONS

- ✓ A pass in form 6 or equivalent in any High School.
- ✓ Certificate in Secretarial work and/or Basic Bookkeeping is preferable

KNOWLEDGE, SKILLS, AND EXPERIENCE

- A demonstrated understanding of departmental payment rules and processes in the Government of Nauru.
- Good public relations and customer services skills
- Ability to produce documents to a high standard of presentation and output using Microsoft office (*including Word, Excel, power point and publisher*) software applications.
- Ability to communicate effectively both verbally and in writing with employees.
- Excellent organizational abilities, including the ability to plan, prioritize and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative
- At least 2 years working experience in any secretarial work or any relevant fields

No. 114

14th September, 2011

Nauru

G.N.No. 601/ 2011(Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's Department or the Director of Human Resources no later than 5pm **Friday 23rd September, 2011.**

Dated this 13th day of September, 2011.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 602 / 2011

PUBLIC SERVICE ACT
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
(Warehouse)

JOB TITLE: Warehouse Assistant
SALARY SCALE: \$4,637pa - L2.1 (\$178.34 per fortnight)

PRIMARY PURPOSE OF THIS POSITION

The Warehouse Assistant is responsible to the Procurement and Supply Manager and to assist the Warehouse Officer in compiling the data and inventory of the warehouse.

RESPONSIBILITIES

- Assist the Warehouse Officer in the daily activities of the RON Warehouse
- Processing of customs & Quarantine documents
- Updating the department orders
- Collect & compile department requirements.
- Conduct periodical Monthly stocktaking.
- Preparing quotation for departments
- Perform other duties as required by the Procurement & Supply Manager.

G.N.No. 602 / 2011(Cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- ✓ Minimum qualification of year 12
- ✓ At least 2 years of relevant experience
- ✓ Ability to read and Write in English
- ✓ Able to work accurately & neatly
- ✓ Sound Knowledge and understanding of computer systems, e.g. spreadsheets, Word processing & Database applications
- ✓ Able to drive heavy duty manual vehicles

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's Department or the Director of Human Resources no later than 5pm **Friday 23rd September, 2011.**

Dated this 13th day of September, 2011.

Camilla Solomon
CHIEF SECRETARY

No. 114

14th September, 2011

Nauru

G.N.No. 603 / 2011

ENGAGEMENT TO MARRY

NAME OF PARTIES: Patterson Dabadow of Yaren District and
Motu Moses of Aiwo District.

DATE OF ENGAGEMENT: 9th September, 2011.

HON. MARCUS STEPHEN, MP
MINISTER RESPONSIBLE

G.N.No. 604 / 2011

PERSONALTY ESTATE OF THE LATE EMILY THOMA

The Nauru Lands Committee has determined the estate of above named deceased and agreed that the estate should be divided in the following manner:-

| DECEASED | SOURCE OF INCOME | BENEFICIARIES | SHARE |
|-----------------|---|---------------------------------------|--------------|
| Emily Thoma | Any monies due, rentals ronwan interests (if any) | Preston Thoma Chaxton Nanero Thoma | 1/3 2/3 |
| | Pending Salary | Chaxton Nanero Thoma | ALL |

Above distribution to be effective accordingly.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE
