



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

No. 13

2nd February, 2011

Nauru

G.N.No. 58 / 2011

PUBLIC SERVICE ACT 1998
SECTION 55 (1&2)

RETIREMENT OF AN OFFICER FROM THE PUBLIC SERVICE

It is notified for general information that Mr. Francis Scotty from the Department of Land Transport be retired from the Public Service of Nauru effective from 22nd February, 2011.

Dated this 26th day of January, 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 59 / 2011

PUBLIC SERVICE ACT 1998
SECTION 53(1) – RESIGNATION

It is notified for general information that the following resignation has been accepted with effect from 14th January, 2011.

DEPARTMENT OF HOME AFFAIRS
(Nauru Media)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Peter Ika	Technician	\$4,166 pa (1.2)

Dated this 26th day of January, 2011

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 60 / 2011

PUBLIC SERVICE ACT 1998
SECTION 53(1) – RESIGNATION

It is notified for general information that the following resignation has been accepted with effect from 11th February, 2011.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Angeline Gadabu	Dental Assistant	\$4,416 pa (2.1)

Dated this 27th day of January, 2011

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 61 / 2011

PUBLIC SERVICE ACT 1998
SECTION 14(1)

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment is hereby confirmed with immediate effect;

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Iivan Aingimea	Cook	\$4,666 pa (2.2)

Dated this 28th day of January, 2011

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 62 / 2011

PUBLIC SERVICE ACT 1998
SECTION 15 – VACANCY

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

DEPARTMENT OF FINANCE
(Treasury)

POSITION - Receptionist
SALARY - \$3,915 pa (1.1)
RESPONSIBLE TO - Secretary for Finance
DUTIES - Reporting to Secretary for Finance and senior management in the Department, the Receptionist will:

- Greet and assist visitors
- Direct calls and respond to inquires
- Maintain personnel records for Finance
- Maintain procedures files for Finance
- Keep records and update all staff TOIL balances
- Maintain time sheets for Treasury & Revenue sections, and ensure proper and correct timing are recorded
- Prepare variations for Treasury & Revenue section for adjustments in payroll before the payment voucher is raised
- Maintain and verify staff leave records and staff travel register
- Draft letters as may be directed by the Permanent Secretary
- Maintain appointment schedules for the Permanent Secretary
- Facilitate travel arrangements for the Permanent Secretary and other staff
- Provide assistance with typing, photocopying, scanning, etc as necessary
- Assist with transportation needs of the Department
- Ensure sufficient levels of all stationary and office supplies are available
- Liaise with Government Maintenance and/or ICT for any necessary maintenance on office equipment
- Set up bookings and organize meeting logistics for finance meetings or seminars
- Perform any other duties as may be required by the Permanent Secretary

QUALIFICATIONS

- Reached High School education level
- Good knowledge and experience in clerical duties
- Good numeracy and English literacy skills
- Excellent customer relations and communications skills
- Basic computer skills in Word and Excel
- Must have a drivers license
- Eligible for employment within the Public Service

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office, and attention to the Director of Human Resources & Labour no later than 10th February, 2011.

Dated this 26th day of January, 2011

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 63 / 2011 (cont'd)

PUBLIC SERVICE ACT 1998
SECTION 15 – VACANCY

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

DEPARTMENT OF FINANCE
(Planning and Aid Unit)

POSITION : Cross Cutting Sector Planner

SALARY/SCALE : \$7,421 pa (7.1)

PRINCIPAL RESPONSIBILITIES:

The Cross Cutting Sector Planner will be responsible to the Deputy Secretary, Economic Development and Monitoring.

The roles and responsibilities of the Cross Cutting Sector Planner is to-

1. Implement and monitor the Cross Cutting Sector Planner component of the NSDS inclusive of on-going development projects
2. Provide advice and support in relation to cross cutting sector planning and policy
3. Facilitate regional and international partnership development programs
4. Maximize development assistance, implementation and impact mindful of the alignment of funds and reporting processes with national priorities and system
5. Conduct physical inspection of projects being implemented to ensure they meet all necessary requirements
6. Arrange logistics/meeting schedules for consultants and development partners visiting Nauru
7. Appraise and comment on new policy initiatives from line Ministries/Departments
8. Consolidate and communicate progress on sectoral and national strategies/plans to the Government of Nauru and donor agencies
9. Work in concert with line agencies to prepare new cross cutting sector project proposals for the annual budget discussion
10. Verify financial component of cross cutting sector development project to ensure compliance with donor agreement and requirements and verify Government reporting and monitoring requirements
11. Maintain close collaboration with international and regional organization active in the cross cutting sector
12. Effectively represent the Government at relevant national, and international forums and programs
13. Any other duties specified by the Deputy Secretary Economic Development and Monitoring

G.N.No. 63 / 2011 (cont'd)

ESSENTIAL:

The Cross Cutting Sector Planner should have the following qualifications and experience.

- Bachelor degree in a relevant field such as development planning, economics, management, business or public sector policy and administration or five years experience in a senior level position in Government
- Knowledge of the planning cycle, design and management of programmes, projects and project management
- Well developed analytical skills and attention to detail
- Competent computer skills
- Good interpersonal and communication skills
- Good organisation skills and able to maintain accurate records
- A capacity to work with an interdisciplinary perspective

DESIRABLE:

Basic financial management skills and experience in preparing budgets.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary department or the Acting Director of Human Resources & Labour no later than Friday 11th February, 2011 5.00 pm.

Dated this 27th day of January 2011.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY
