



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

No. 35

28th March, 2012

Nauru

G.N.No. 161/ 2012

APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS

It is notified for general information that Cabinet at its meeting held on Wednesday, 21st March, 2012 and pursuant to Article 68, clause 3 of the Constitution of Nauru approve the appointment of Mr. Russ Kun to act as Secretary for Home Affairs effective from 21st March, 2012 until the return of the substantive Secretary for Home Affairs, Mrs. Charmaine Scotty.

Dated this 22nd day of March, 2012.

**BERNARD GRUNDLER
ACTING SECRETARY TO CABINET**

G.N.No. 162/ 2012

**PUBLIC SERVICE ACT 1998
SECTION 14(1)
NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment shall be on probation until confirmed:-

DEPARTMENT OF COMMERCE, INDUSTRIES & ENVIRONMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Sharona Ephraim	Project Coordinator	\$6, 740pa (L5.2)

Dated this 26th day of March, 2012.

**BERNARD GRUNDLER
CHIEF SECRETARY.**

G.N.No. 163/ 2012

**PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53(1)**

It is notified for general information that the following officer's resignation has been accepted effective from 14th March, 2012;

DEPARTMENT OF HEALTH & MEDICAL SERVICE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Shine-on Ika	Kitchen Aide	\$4,374pa (L1.2)

Dated this 23rd day of March, 2012.

**BERNARD GRUNDLER
ACTING CHIEF SECRETARY**

G.N.No. 164/ 2012

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 NAURU POLICE FORCE

POSITION : Finance Officer

SALARY/SCALE : \$6, 215pa (L4.3)

DUTIES:

- Prepare budget submissions for the Executive for compilation of the Annual Budget.
- Analyze finance monthly expenditure reporting, track progress and make recommendations for future expenditure.
- Prepare purchasing voucher and submit for committed expenditure.
- Maintain financial database in relation to financial activities to assist in the compilation of reporting and accountability.
- Ensure adherence to Republic of Nauru Financial legislation and procedures.
- Provide written quarterly budget analysis and recommendations for future expenditure to Senior Executive.
- Manage the purchasing activities of Nauru Police Force in accordance with Government of Nauru Purchasing Policy and Processes.

QUALIFICATIONS:

- Background and relevant experience in financial management.
- Advanced computer literacy and knowledge of appropriate software programs.
- Understanding of financial management and accounting procedures.
- Ethical judgment and decision making.
- Interpersonal and negotiation skills.
- Communicate with influence.
- Job knowledge and professionalism.
- Customer relation skills.
- Strong commitment to ethical practice.
- Communication (oral and written) and interpersonal skills.
- Conceptual and analytical skills.
- Demonstrated knowledge and experience of financial legislation and procedures impacting upon the NPF.
- Ability to work in a team environment.
- Computer literacy in financial software programs.
- Certificate level qualification in financial management.

Application should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Acting Director of Human Resources & Labour no later than 5.00pm, **Thursday 5th April, 2012.**

Dated this 26th day of March, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 165/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : STOREMAN

SALARY LEVEL : L2.1/\$4,637pa (\$178.34)

DUTIES

- Perform accurate, effective and timely picking of supplies, proper storing of items and accurate and timely distribution of supplies to relevant departments.
- Keep accurate records and perform regular stock checking.
- Perform other duties deemed necessary and as directed by the Minister of Health, Secretary of Health and Medical Service and the Director of Medical Services.

KEY RESPONSIBILITIES:

- Demonstrate good knowledge of store management
- Assist the storeman to ensure that all supplies are received and delivered appropriately to all departments.
- Promotes a focus and frame work for improving procurement.
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation.

QUALIFICATION:

- Have good experience in Health and Medical Services activities;
- Certificate in Senior First Aide will be an advantage;
- Good administrative, secretarial and organizational skills;
- Good written and oral communication skills in both English and Nauruan;
- Medium level computer skills;
- In possession of a valid driver's license.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae to the Acting Director of Human Resources & Labour or the Chief Secretary's Office no later than **Thursday 5 April, 2012**.

Dated this 26th day of March, 2012.

BERNARD GRUNDLER
CHIEF SECRETARY.

No. 35

28th March, 2012

Nauru

G.N.No. 166/ 2012

ENGAGEMENT TO MARRY

Name of Parties: Taangah Hezekiel Rupert of Meneñ District and
Bridget Jessmina Cain of Yaren District.

Date of Engagement: 21st March, 2012.

HON. VALDON DOWIYOGO, MP
MINISTER RESPONSIBLE

G.N.No. 167/ 2012

PERSONALTY ESTATE OF THE LATE JAMES DUBURIYA

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

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
James Duburiya	Any monies due, rentals, ronwan interest (if any)	Jacqueline Duburiya(LTO)	ALL

NOTE: Please effect distribution of the above accordingly.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE

G.N.No. 168/ 2012

NAURU LANDS COMMITTEE
PUBLIC NOTICE

The Nauru Lands Committee will be determining personalty estates of the late:-

1. ALFRED M. TSIODE
2. NEIROK GRACE DETEA
3. LAMSTEN KAMTAURA

This is a notification for interested parties having claims against the above may seek to the Nauru Lands Committee office which date for estates will be processed for determination within 14 days of gazettal.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTEE
