



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

No. 155

19th August, 2016

Nauru

G. N. No. 678 / 2016

**PUBLIC SERVICE ACT 2016
SECTION 16 (1a)
CREATION OF A NEW POSITION**

PURSUANT TO the powers in that vested in me, under Section 16, subsection (1) clause (a) of the Public Service Act 2016, I, VALDON DOWIYOGO, MP, Acting President and Minister responsible for the Public Service, DO HEREBY, create the following new position with immediate effect:-

DEPARTMENT OF HOME AFFAIRS

(Women's Affairs Division)

Name of Position	No. of Position	Salary band in range	Salary (per annum)
Gender Focal Officer	1	Band 6b –6.9b	\$10,097 - \$12,116 p.a

DATED this 11th day of August, 2016.

**VALDON DOWIYOGO
ACTING PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G. N. No. 679 / 2016

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
OF NAURU REHABILITATION CORPORATION**

It is notified for general information that Cabinet on Monday 15th August 2016 has approved the appointment of Mr. Leo Peo to act as Chief Executive Officer of the Nauru Rehabilitation Corporation effective from Sunday 14th August 2016 until the return of Mrs. Clarissa Jeremiah on Wednesday 17th August, 2016.

DATED this 15th day of August, 2016

**SASIKUMAR PARAVANOOR,
SECRETARY TO CABINET**

G.N. No. 680 / 2016

APPOINTMENT OF DR. ANNA ELISABETH PRINZ AS THE AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE FEDERAL REPUBLIC OF GERMANY TO THE REPUBLIC OF NAURU WITH RESIDENCE IN CANBERRA, AUSTRALIA

It is notified for general information that Cabinet, at its meeting held on Tuesday 9th August 2016, pursuant to Article 4 and 5(1) of the Vienna Convention and Article 17(1) of the Constitution of Nauru, Cabinet has approved the appointment of Dr. Anna Elisabeth Prinz as the Ambassador Extraordinary and Plenipotentiary of the Federal Republic of Germany to the Republic of Nauru with Residence in Canberra, Australia.

DATED this 15th day of August, 2016.

SASIKUMAR PARAVANOOR,
SECRETARY TO CABINET.

G.N No. 681 / 2016

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following appointments are effective as of 28th July, 2016.

DEPARTMENT OF FINANCE

(Treasury)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY RANGE (PER ANNUM)</u>
Ruthie Kosam	Director - Financial Reporting	Band 13a - \$15,363 - \$19,203 p.a
Wayman Harris	Senior Payment Officer	Band 7b - \$11,555 - \$13,866 p.a
Salote Harris	Senior Procurement Officer	Band 7b - \$11,555 - \$13,866 p.a
Kismina Gadeanang	Account Payment Officer	Band 5a - \$7,063 - \$8,829 p.a
Coburg Gadabu	Assistant Budget & Debt Officer	Band 5a - \$7,063 - \$8,829 p.a
Raemyna Itsimaera	Account Officer	Band 5a - \$7,063 - \$8,829 p.a
Rhianna Scotty	Assistant Account Payment Officer	Band 5a - \$7,063 - \$8,829 p.a

DATED this 10th day of August, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 682 / 2016

PUBLIC SERVICE ACT 2016
SECTION 24 DIVISION 2A IN PART 5
NOTICE OF TRANSFER

The transfer of the following officer is hereby notified for general information effective 10th August, 2016.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>FROM NURSING:</u>	<u>TO PHYSIOTHERAPY:</u>
Savanna Keppa	Health Trainee Band 4a - \$6,250 per annum	Physiotherapist Aide Prosthesis Band 5a - \$7,063 per annum

DATED this 11th day of August, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 683 / 2016

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

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

DEPARTMENT OF AUDIT

<u>NAME</u>	<u>POSITION & SALARY BAND</u>	<u>EFFECTIVE DATE</u>
Starrington Dowabobo	Examiner of Accounts Band 6 - \$8,078 per annum	15 th August, 2016

DATED this 17th day of August, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 684 / 2016

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

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

DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT
(Agriculture)

<u>NAME</u>	<u>POSITION & SALARY BAND</u>	<u>EFFECTIVE DATE</u>
Joseph Oaion Kun	Agriculture Extension & Marketing Officer Band 6.5 - \$10,097 per annum	8 th August, 2016

DATED this 17th day of August, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 685 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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
(Births, Deaths & Marriages)

POSITION	:	Clerical Officer
No OF POSITION	:	(1)
SALARY RANGE	:	Band 5a: \$7,063 - \$8,829pa
RESPONSIBLE TO	:	Registrar, Administrative Assistant, Higher Clerical Officer and Customers

PRIMARY PURPOSE OF THIS POSITION

The position of Clerical Officer is to assist the Higher Clerical Officer, the Senior Administrative Officer and Registrar

DUTIES & RESPONSIBILITIES

- Maintain and update entries in the registration system
- Maintain and update the filling Registration index
- Collect, record and file original receipts before issuing a Certificate

G. N. No. 685 / 2016 (CONT'D)

- Preparation of Certificates for Registrar to sign
- Attend Customer service

KNOWLEDGE & QUALIFICATIONS

- Applicants must have experience in Basic Computer Skills (Word & Excel Program)
- Answering telephone calls
- Must be innovation and Proactive to work
- Must have good relation with the team
- Must keep all information confidential at all time

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 or the Secretary for Corporate Services no later than **5:00pm, Wednesday 24th August, 2016**

DATED this 10th day of August, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 686 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF TELECOMMUNICATION
(Information, Communication & Technology)

POSITION : Telecommunication – Line Technician
No OF POSITION : (1)
SALARY RANGE : Band 5b: \$8,829 - \$10,595 per annum

GERNAL ROLE: Responsible for assisting Project Manager and Senior Technician in running cables and termination of Cat3, Cat5, Cat6, CATV and various other wiring format, including optic Fibre. The position includes the testing of cabling problems and government telephone systems.

G.N. No. 686 / 2016 (CONT'D)

DUTY STATEMENTS: Standard Computer Cabling and Fibre Optics:

- Assist in checking Government PABX-Panasonic Telephone System
- Assist in running new cabling in new or existing building for data and voice
- Report in recommendations for new cable and accessories
- Assist for running new cabling in new or existing buildings
- Assist in troubleshooting equipment for identifying and malfunctions cause
- Replacing faulty cable accessories as required
- Assist in supporting the roll-out of new applications by assisting IT technician on cabling requirements
- Responding within agreed time to call-outs
- Working continuously on a task until completion (or referral to third parties, if appropriate)
- Rapidly establishing a good working relationship with customers and other professionals, e.g., Software developers and IT technicians
- Assist in testing and evaluating new cabling technology to meet the increasing demand from internal customers (department)
- Assist in conducting electrical safety checks on computer cables and telephones systems

Fibre Optic Cables

- Assist in splices overhead, underground multiple-conductor cables used in telephone and telegram communication
- Climb Utility Poles or Towers, utilizes truck-mounted lift bucket, or descends into sewers and underground vaults where cables are located
- Cuts lead sheath from installed to gain access to defective cable connections, using hacksaw
- Cuts and peels lead sheath and insulation from newly installed cables and conductors preparatory to splicing
- Cleans, tins, and splices corresponding conductors by twisting ends together or by joining ends with metal clips and soldering each connection

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Must have knowledge of basic computer skills and be able to demonstrate good writing skills
- Knowledge of Microsoft Office, Excel and Outlook would be very helpful
- Must work well with little supervision individually and in a team environment
- Must be Knowledgeable in various wiring configurations and terminations
- Technical skills and knowledge of telecommunications industry and/or installations
- Must have a valid driver's license and a clean driving record

G.N. No. 686 / 2016 (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 or the Secretary for Corporate Services no later than **5:00pm, Wednesday 24th August, 2016**

DATED this 10th day of August, 2016

**PETA GADABU
ACTING CHIEF SECRETARY**

G.N. No. 687 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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
(Births, Deaths & Marriages)

POSITION : Archives and Records Keeper
No. OF POSITION : (1)
SALARY RANGE : Band 8a: \$10,546 - \$13,232 per annum
RESPONSIBLE TO : Registrar & Deputy Registrar

DUTIES & RESPONSIBILITIES

- Maintain and update file index
- Answer queries by searching and retrieving files
- Perform data entries into Birth, Deaths & Marriages (BDM) system
- Add new files to Archives
- Use scanner to save information on each document
- Able to identify own filing system for quick accessible for customer services

KNOWLEDGE & QUALIFICATIONS

- Must be computer literate to work on Microsoft Software Word and Excel Program
- Answering queries
- Able to work independent without supervision
- Able to Work as a team
- Able to keep information confidential at all time

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19th August, 2016

Nauru

G.N. No. 687 / 2016 (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 or the Secretary for Corporate Services no later than **5:00pm, Wednesday 24th August, 2016**

DATED this 12th day of August, 2016

**PETA GADABU
ACTING CHIEF SECRETARY**

G.N No. 688 / 2016

ENGAGEMENT TO MARRY

NAMES OF PARTY:

Oneal James Dabwadauw of Yaren District
and Myreanna Harris of Nibok District

DATE OF ENGAGEMENT:

11th August 2016

**HON. DAVID RANIBOK ADEANG M.P
MINISTER IN CHARGE**
