



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

No. 11

26th January, 2018

Nauru

G.N. No. 50 / 2018

PUBLIC SERVICE ACT 2016
SECTION 24 (1a)

NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment is hereby confirmed with effect from 4th January, 2018;

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Immigration)

Name	Position	Salary Band
Elvin Brechtefeld	Immigration Officer	Band 6a \$8, 078 per annum
Amuson Brechtefeld	Immigration Officer	Band 6a \$8, 078 per annum
Stanton Dame	Immigration Officer	Band 6a \$8, 078 per annum
Sara Dekhordi	Clerical Officer	Band 5a \$7, 063 per annum

Dated this 17th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 51 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 2nd January, 2018;

DEPARTMENT OF CHIEF SECRETARY
(Ministerial)

Name	Position	Salary Band
Majica Caleb	Research Officer	Band 8.2a - \$11, 247 per annum

Dated this 17th day of January, 2018;

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 52 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27A (2a)

NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information with effect from 5th January, 2018;

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

Name	Transferred From	Transferred To
Georstina Togogae	Nurse Aide Level 2 Band 5.2a - \$7, 505 per annum	Primary Health Care Nurse Aide Band 5a - \$7, 063 per annum

Dated this 17th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 53 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27A (2a)

NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information with effect from 21st November, 2017;

DEPARTMENT OF EDUCATION
(Nauru Secondary School)

Name	Transferred From	Transferred To
Prima Reagan	Liaison Officer Band 6a - \$8, 078 per annum	Student Registrar Band 6.5b - \$10, 097 per annum

Dated this 17th day of January, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

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 FINANCE
(Treasury Section)

POSITION : Assistant Account Payment Officer
No OF POSITION : One (1)
SALARY : Band 5 - \$7,063 per annum

PRIMARY PURPOSE OF ROLE:

To support System & Payment Team (processing team) is processing all Government of Nauru payments including reconciliation of Account Payment ledgers.

DUTIES/RESPONSIBILITIES:

Participation in the System & Processing Team

- Attend and participate in weekly System & Processing Team meetings to review current priorities, progress status and identify any outstanding issues;

Financial Management Information System

- Support Senior Budget Officer & System Payment Team Director with any Financial Management Information System issues;
- Ensure that all transactions are performed and recorded correctly in Financial Management Information System;

Account Payable

- Support senior's officers in accessing and processing all Government of Nauru payments (Invoices/indents, Payment Voucher's, Purchase Order's etc.) on daily basis;
- Assess all incoming payments in Financial Management Information System for accuracy prior referring to senior's officers for final approval (Treasury Assessor & Pre-approve);
- Check that all Treasury record processed records are maintained effectively with all transactions properly processed;
- Release all Government of Nauru Cheque and Telegraphic Transfer payments for overseas payment;
- Support Account Reconciliation/Reconciliation officer in preparing donor monthly cashbooks for reconciliation purposes;
- Follow up with departments on any issues regarding payments, invoices, indents, etc.;
- Responsible for raising and posting of any payment raised by Finance department;
- Maintain a register on all local payments issued;
- Support the team in preparing all Account Payment documents (cashbook payment, etc.) for reconciliation purposes;

Manage Cash Balances and Account Payment Balance

- Support team in managing cash balances by informing Senior Budget Officer and System & Payment Team Director of incoming/submitted payments
- Support team in managing the Account Payment aged trial balance;

Processes and Control

- Apply System & Processing Team processes, system, and controls in an efficient, transparent, and accountable manner,
- Carry out other duties as required.

G.N. No. 54 / 2018 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- At least Form 6 & 7 level of Education;
- Certificate in Accounting, Economics or any other field;
- Good communication and interpersonal skills;
- Ability to communicate oral and in writing in the English language;
- At least 1-2 years of suitable accounting work experience;
- General understanding in Accounting and Finance;
- Fully understand Word, Excel and knowledge on Financial Management Information System would be highly desirable.

Applications should be lodged in writing or electronically stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments provided to the Chief Secretary's Department or the Secretary for Corporate Services no later than 5:00pm, Friday 9th February, 2018.

Dated this 17th day of January, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 55 / 2018

CORRIGENDUM

It is notified for general information that the Gazette No. 178/2017 G.N.No. 801/2017 dated 17th November, 2017;

DELETE:

Paulita **Adam**

INSERT:

Paulita **Adun**

G.N. No. 56 / 2018

ENGAGEMENT TO MARRY

NAME OF PARTIES: Moco Agir of Buada District and
Janeka Temaki of Meneng District.

DATE OF ENGAGEMENT: 10th February, 2018

HON. BARON DIVAVESI WAQA, M.P.
MINISTER IN CHARGE

G.N. No. 57 / 2018

CORRIGENDUM

It is notified for general information that the Gazette No. 9/2018 G.N.No. 39/2018 dated 19th January, 2018;

DELETE:

ENGAGEMENT TO MARRY

NAME OF PARTIES: Kyrone James Ratabwiy of Yaren District and
Almira Waqa of Boe District.

P-roy Mau of Anetan District and
Enũwũdu Justen of Boe District

DATE OF ENGAGEMENT: 9th December, **2018**

24th **December**, 2018

HON. BARON DIVAVESI WAQA, M.P.
MINISTER IN CHARGE

INSERT:

ENGAGEMENT TO MARRY

NAME OF PARTIES: Kyrone James Ratabwiy of Yaren District and
Almira Waqa of Boe District.

P-roy Mau of Anetan District and
Enũwũdu Justen of Boe District

DATE OF ENGAGEMENT: 9th December, **2017**

24th **January**, 2018

HON. BARON DIVAVESI WAQA, M.P.
MINISTER IN CHARGE