



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

No. 135

17th July, 2020

Nauru

G.N.No.428/2020

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment effective as of 26th November, 2019

DEPARTMENT OF MINISTERIAL

Name	Position	Salary Scale
Veronica Halstead	Personal Assistant to the Deputy Minister	Band 8.3 -\$12, 505 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.429/2020

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment effective as of 8th April, 2019;

DEPARTMENT OF CHIEF SECRETARY
(BDM Division)

Name	Position	Salary Scale
Diana Dageago	Clerical Officer	Band 5.3 - \$10, 012 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

GN No. 430/2020

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment effective as of 28th March, 2019;

DEPARTMENT OF NATIONAL & EMERGENCY SERVICES
(Rescue & Fire Services)

Name	Position	Salary Scale
Fillando Gaiyabu	Fireman	Band 5 - \$8, 899 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.431/2020

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer appointment effective as of 20th November, 2019;

DEPARTMENT OF NAURU LANDS COMMITTEE

Name	Position	Salary Scale
Arrow Depaune	Phosphate Land Inspector	Band 6.5 - \$10, 602 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

GN. No. 432/2020

PUBLIC SERVICE ACT 2016
SECTION 24
NOTICE OF APPOINTMENT

It is notified for general information that the following officer appointment effective as of 9th December, 2019;

DEPARTMENT OF EDUCATION
(Secretariat)

Name	Position	Salary Scale
Kaye Moses	Executive Secretary	Band 5 - \$8, 899 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.433/2020

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

The provisional appointment of the following officers' is hereby notified for general notification;

DEPARTMENT OF MINISTERIAL

Name	Position	Salary Scale	Eff. Date
Agnes Denuga	Personal Assistant to the Minister	Band 8.3 -\$12, 505 per annum	02/10/2019
Ralph Teimitsi	Stores & Inventory Officer	Band 8.2 -\$11, 810 per annum	14/10/2019
Kuni Teimitsi	Senior Personal Assistant	Band 9.3 -\$14, 327 per annum	02/09/2019

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

GN No. 434/2020

PUBLIC SERVICE ACT 2016
SECTION 27A (2)

NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 17th June, 2020;

DEPARTMENT OF EDUCATION
(Secretariat)

NAME:	FROM:	TO:
Evaristus Ika	Assistant Statistics Band 5.5 -\$9, 270 per annum	Manager for Statistics Band 12 -\$ 15, 218 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.435/2020

PUBLIC SERVICE ACT 2016
DEEMED RESIGNATION – SECTION 44 (2)

It is notified for general information as per section 44 (2) of the Public Service Act 2016, the following officers' has been deemed resigned from employment.

DEPARTMENT OF EDUCATION
(School Division)

Name	Position	Effective Date
Twiggy Phillip	Teacher Diploma (NIS) Band 11 - \$14, 365 per annum	20 th April, 2020
Kristidis Menke	Liaison Officer (APS) Band 6 - \$9, 330 per annum	31 st March, 2020

DATED this 6th day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.436/2020

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective as of 19th June, 2020.

DEPARTMENT OF TRANSPORT
(Directorate Civil Aviation)

NAME	POSITION	SALARY BAND
Kleo Karl	Assistant Flight Service Officer	Band 4 - \$9, 188 per annum

DATED this 3rd day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.437/2020

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

(Birth Deaths & Marriages)

POSITION : Archive & Record Officer
No. OF POSITION : One (1)
SALARY RANGE : Band – 7 - 14, 863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To maintain and update the Registry's Archives on births, deaths and marriages including dissolution of marriages, adoptions and changes of name.

DUTIES & RESPONSIBILITIES:

- Provide customer service to customers requiring assistance at the registry
- Neatly arrange and organise BDM document on births, deaths and marriages including dissolution of marriages, adoptions, and changes of names
- Scan and convert BDM records and document into electronic data
- Maintain and manage archival collections
- Create and manage inventory of BDM documents
- Photocopy archival document into acid-free paper
- Assist the Registrar to develop safety protocols to protect archival data, records, and documentation
- Organize archival records and develop classification systems to facilitate access to archived documents
- Prepare archival records, such as document descriptions, to allow easy access to information
- Perform data entries into Births, Deaths and Marriages system
- Retrieve files from the archive system for customer service
- Produce and submit weekly or monthly reports to the Registrar summarising work undertaken during that period
- Perform such other duties as may be assigned from time to time by the Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must know how to handle old documents with care
- Must be computer literate
- Familiar with archiving/cataloguing/information systems
- School leavers Certificate
- Background in management or other relevant area
- At least 3 years experience in a relevant area
- Possess good communication skills
- Possess relevant computer skills
- Tertiary Qualification in either Management or other relevant area
- At least 3 years experience as a Senior Office/Manager in a relevant environment

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- Possess excellent communication skills
- Possess excellent computer skills
- Knowledgeable on Windows Access Program
- Knowledgeable on relevant laws

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st July, 2020.**

DATED this 15th day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

GN No. 438/2020

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
(Birth Deaths & Marriages)

POSITION	:	Finance Manager
No. OF POSITION	:	One (1)
SALARY RANGE	:	Band 7 - \$14, 863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The BDM Finance Manager handles all BDM Financial matters and provide administrative support to the BDM Registrar, Colleagues, Clients and Stakeholders.

DUTIES & RESPONSIBILITIES:

Preparing of BDM budgets

- Monitors and evaluates budget and financial plan
- Manages records and receipts
- Processes quotation and invoices
- Procures equipment and supplies
- Follow up requested orders
- Processes purchase applications

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- Reconciles Daily, Monthly and Yearly Transactions
- Provides Annual Financial & Auditing Reports
- Develops in-depth knowledge of organizational products and processes
- Acts as BDM Point of Contract on all financial and accounting matters
- Supports the Finance Department with projects and task if/when required
- Provides customers service to client when required
- Other duties as may be assigned by the BDM Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Written and verbal communication skills
- School leavers Certificate
- Background in Finance and/or Accounting Management
- At least 3 years' experience in a relevant environment
- Possess relevant computer skills such as Microsoft Office
- Possess good communication skills
- Possess excellent computer skills
- Knowledgeable on FMIS Program
- Knowledgeable on MYOB Program

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 31st July, 2020.**

DATED this 16th day of July, 2020.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No.439/2020

REVOCATION OF APPOINTMENT OF MEMBER OF EHCTS INCORPORATION

It is notified for general information that Cabinet at its meeting held on Thursday, 16th July, 2020, approved the following:

1. the revocation of the appointment of Mr. Darren Howard as Acting Chairman of the EHCTS Incorporation; and
2. the revocation of the appointment of Mr. Andy Cain as Director of the EHCTS Incorporation.

DATED this 17th day of July, 2020.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET