



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

No. 21

26th February, 2021

Nauru

G.N.No. 73/2021

LAND TRANSFER

As according to Cabinet Submission No. 89/2021- consent for Transfer of Land Ownership between Donna Adam and Lisera Bingham Agir was considered and approval has been granted on Thursday 25th February, 2021 for the transfer of land ownerships of the coconut land namely 'Idaubugia' Portion No. 328 which is situated in the district of Buada.

District	Portion No.	Type of Land	Name of Land	Original Owner	Share	Proposed Landowner	Proposed Share
Buada	328	cl.	Idaubugia	Donna Adam	1	Lisera Bingham Agir	1

DATED this 26th Day of this Month February, Two Thousand and Twenty One.

H.E. HON. LIONEL ROUWEN AINGIMEA M.P.
PRESIDENT

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 INFRASTRUCTURE
(Secretariat)

POSITION : Clerical Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To assist the Infrastructure Development Officer in preparing office paper work including timesheets, payment vouchers and Infrastructure documentations.

DUTIES & RESPONSIBILITIES:

- Manage and organise the library and personnel
- Assist with maintaining daily budget – revenue and expenditure
- Assist with process of payment vouchers and its register
- Control all office equipment and stationeries by maintaining statistics and inventory
- Ensure all store and stock item are neatly stocked and replenished on a timely basis

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Form 6 school leavers
- Have experience in librarianship and personnel administration
- Knowledge in general accounting and administrative duties
- Good public relation and customer service skills
- Ability to produce documents to a high standard of presentation and output using Microsoft office
- Excellent organizational abilities including the ability to plan, prioritize and coordinate workload in order to meet conflicting deadlines
- Ability to exercise discretion and maintain confidentiality
- Ability to communicate effectively both verbally and in writing
- Ability to work with a team environment and under own supervision using initiative
- Be honest, proactive, innovative and efficient

Applications should be submitted to the 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 5th March, 2021.**

Dated this 17th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY