



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

No. 19

15<sup>th</sup> February, 2012

Nauru

G.N.No. 81/ 2012

**PUBLIC SERVICE ACT 1998**  
**SECTION 10**  
**CREATION OF NEW POSITION**

PURSUANT TO the powers in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, **HON. SPRENT ARUMOGO DABWIDO**, MP, the President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new position:-

**DEPARTMENT OF HOME AFFAIRS**  
**(Lands and Survey)**

**DESIGNATION OF OFFICE**

**SALARY SCALE**

Land Records & Administrative Manager

\$7, 530pa (6.2)

DATED this 7<sup>th</sup> day of February, 2012.

**HON. SPRENT ARUMOGO DABWIDO**  
**PRESIDENT AND MINISTER**  
**RESPONSIBLE FOR PUBLIC SERVICE.**

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G.N.No. 82/ 2012

**PUBLIC SERVICE ACT 1998**  
**SECTION 10(1)(c)(d)**  
**RECLASSIFICATION OF AN OFFICE OR**  
**ALTERATION THE DESIGNATION OF AN OFFICE.**

IN PURSUANT to the powers in that behalf vested in me, under Section 10 subsection 1 clause (c) and (d) of the Public Service Act 1998, I, **HON.SPRENT ARUMOGO DABWIDO**, MP, President and Minister responsible for the Public Service, DO HEREBY, with effect from 1 July, 2011 alter the designation and/ or alter classification of Public Offices in the Department of Home Affairs as specified in the following SCHEDULE:

I, FURTHER DIRECT that Section 10, subsection (2), of the Act shall not apply to the above direction and that the Public Officers holding offices immediately prior to such alteration of designation and/or alteration of classification of those offices shall be deemed to continue to hold offices whose designation and/or classification have been so altered.

**DEPARTMENT OF HOME AFFAIRS.**

<b><u>CURRENT POSITION/ SALARY</u></b>	<b><u>ALTERATION OF POSITION/ SALARY</u></b>	<b><u>SECTION</u></b>
Counsellor(Safe House) \$5, 425pa (L3.2)	Counsellor (Safe House) \$6, 215pa (L4.3)	Women Affairs
Radio Announcer (Grade 1) \$4,374pa (L1.2)	Radio Announcer (Grade 1) \$5,163pa (L3.1)	Media
Radio Announcer (Grade 2) \$4,374pa (L1.2)	Radio Announcer (Grade 2) \$4,637pa (L2.1)	Media
Cameraman (Grade 1) \$4,374pa (L1.2)	Cameraman (Grade 1) \$5,163pa (L3.1)	Media
Cameraman (Grade 2) \$4,374pa (L1.2)	Cameraman (Grade 2) \$4,637pa (L2.1)	Media
Cameraman/ Editor/Graphic Designer \$4,374pa (L1.2)	Cameraman/ Editor/Graphic Designer \$4,637pa (L2.1)	Media
TV Presenter/ Reporter \$4,637pa (L2.1)	TV Presenter/ Reporter \$5,163pa (L3.1)	Media
Computer Operator \$4,637pa (L2.1)	Senior Computer Operator \$4,899pa (L2.2)	Lands Committee
Clerical Assistant \$4,374pa (L1.2)	Clerical Officer \$4,637pa (L2.1)	Lands Committee

Dated this 9<sup>th</sup> day of February, 2012.

**HON. SPRENT ARUMOGO DABWIDO**  
**PRESIDENT AND MINISTER**  
**RESPONSIBLE FOR PUBLIC SERVICE.**

G.N.No. 83/ 2012

**PUBLIC SERVICE ACT 1998**  
**NOTICE OF PROMOTION**

The provisional promotion of the following officer is hereby notified for public information with immediate effect:

**DEPARTMENT OF EDUCATION**  
*(Kaysar College)*

<b><u>NAME</u></b>	<b><u>PROMOTED FROM</u></b>	<b><u>PROMOTED TO</u></b>
Vaiuli Amoe	Teacher Certificate (Secondary) \$6, 215pa (L4.3)	Deputy Principal \$7, 266pa (L6.1)

Any officer of the Public Service may appeal to the above promotion under Section 20 (3) of the Public Service Act 1998. An appeal shall be in writing, setting out the ground of appeal and shall be lodged with Chief Secretary within Seven (7) days after the date on which this provisional promotion is notified in the Gazette.

DATED this 14<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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G.N.No. 84/ 2012

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

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

**DEPARTMENT OF CHIEF SECRETARY**  
*(Human Resources and Labour)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Marolyn Harris	Director of Human Resource & Labour	6 <sup>th</sup> February, 2012.

DATED this 9<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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No. 19

15<sup>th</sup> February, 2012

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G.N.No. 85/ 2012

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

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

**DEPARTMENT OF EDUCATION**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Sue-Chen Apadinuwe	Teacher	6 <sup>th</sup> February, 2012.

DATED this 7<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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G.N.No. 86/ 2012

**PUBLIC SERVICE ACT 1998**  
**DISMISSAL- SECTION 56**

It is notified for general information that the following officer's dismissal has been accepted.

**DEPARTMENT OF FINANCE**

<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Delphine Tokaibure	Senior Accountant	26 <sup>th</sup> January, 2012.

DATED this 9<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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No. 19

15<sup>th</sup> February, 2012

Nauru

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G.N.No. 87/ 2012

**NAEORO CITIZENSHIP ACT 2005**  
**SECTION 5 SUBSECTION 5**

It is notified for general information that Cabinet at its meeting held on Monday, 13<sup>th</sup> of February, 2012 approved Mrs. Ngarenno Dabuae (nee Bobai) as a Nauruan Citizen with immediate effect.

DATED this 13<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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G.N.No. 88/ 2012

**ENGAGEMENT TO MARRY**

NAME OF PARTIES:

Jose Uepa of Ewa District and  
Yatimi Tsitsi of Boe District

Robert-Deniro Dake of Nibok District and  
Anna-Lisa Hiram of Aiwo District

Joseph Henty of Yaren District and  
Edogaiys Alefaio of Boe District

Clive Agir of Aiwo District and  
Laura Maaki also from Aiwo District

DATE OF ENGAGEMENT:

20<sup>th</sup> September, 2011  
2<sup>nd</sup> January, 2012  
28<sup>th</sup> January, 2012  
12<sup>th</sup> March, 2012.

**HON. SPRENT ARUMOGO DABWIDO**  
**MINISTER IN CHARGE**

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G.N.No. 89/ 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 HEALTH & MEDICAL SERVICES**

**POSITION** : Revenue Officer

**SALARY/SCALE** : \$5,163pa (L3.1)

**PURPOSE OF POSITION:**

The Revenue Officer is responsible for collecting preparing and dispatching hospital charges (invoices) for visitors. This includes hospital charges dating from the Amalgamation (Children's Clinic, Outpatients Clinics, Wards, X-rays Department and Laboratory Department, Pharmacy and Dental Clinic.)

**KEY RESPONSIBILITIES:**

- Responsible for correct charges being applied to all visitors attending the outpatients.
- Attend to dialysis ration weekly for dialysis patients.
- Responsible to update hospital assets/inventory time to time.

**DUTIES & RESPONSIBILITIES:**

- Responsible to Director of Administration Health.
- Check for new admissions daily and ensure appropriate charges are raised to inpatients upon discharge.
- Responsible for maintaining records of all invoices, receipts etc and maintaining a filing system.
- Hand over cash revenue to Director of Administration and Administration Officer before close of business daily.
- Banking revenue daily intakes every weekend Friday before 3.30pm.
- Undertake quality assurance activities.
- Other duties as requested by Senior Managers.

**HEALTH & SAFETY:**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given.
- May not undertake any task for which they have not been authorized and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than 5.00pm, Monday 20<sup>th</sup> February, 2012.

DATED this 8<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

G.N.No. 90/ 2012

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF AUDIT**

**POSITION** : Examiner of Accounts x2

**SALARY/SCALE** : \$4,899pa (L2.2)

**DUTIES**

- Examinations and Audit of the accounts of all Departments of the Republic and it's instrumentalities.
- Audit of the store accounts, accounts and books maintained in all the Departments of the Republic.
- Perform all such duties as directed by the Director of Audit and Senior Auditors.

**REQUIREMENTS:**

- Applicants must have Secondary Education at least up to Form Five (5) level and must be sober, reliable and energetic.
- Minimum of three years experience in the Government Office or instrumentality involving accounting duties.
- Must have high communications skills, being competent in both written and spoken English.
- Must be computer literate – advantage having knowledge of Microsoft Office Excel Programme.
- Ability to work individually as well as within a team.
- Must be responsible, energetic and able to work under pressure and long hours.

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than 5.00pm, Wednesday 22<sup>nd</sup> February, 2012.

DATED this 8<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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G.N.No. 91/ 2012

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF AUDIT**

**POSITION** : Senior Examiner of Accounts  
**SALARY/SCALE** : \$6,740pa (L5.2)

**PRIMARY PURPOSE OF POSITION:**

The Senior Examiner of Accounts is responsible for providing administrative support and Audit of the Accounts and records of the Departments of the Republic and it's instrumentalities.

**DUTIES:**

The Senior Examiner of Accounts is responsible to the Director of Audit. Role and responsibilities of the Senior Examiner of Accounts is provide daily operations and administration of the Department as well as to maintain update of the Audit book records of the Departments of the Republic and it's instrumentalities.

- Audit of the Accounts of the Republic and it's instrumentalities;
- Audit of the Records and Books of Accounts of Revenue, Expenditure, Store and Inventory, etc., maintained by all Departments of the Republic and it's instrumentalities;
- Audit of Accounts Books and Records of any other authority as directed by the Director of Audit or Senior Auditors as head of Audit in accordance with the Audit Act 1973;
- Corresponds and liaise with line agencies, Public Service Departments, or Ministries on any matters of the Department;
- Maintain filing and general administration work;
- Assist in the compilation, tracking and registration of all Audit Records;
- Assist in the compilation and formulation of monthly reports or annual reports;
- Assist in preparation and sustainability of the Audit's budget;
- Assist in stock-take inventory of the Department's office plant & equipment, furniture and stationeries;
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Perform any other duties as may be required by the Director of Audit.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum of year 12 Education;
- Minimum of 5 years experience in administration or accounting duties in any Nauru Government Departments and other instrumentalities;
- General knowledge in commercial accounting and procedures would be desirable;
- Fairly computer literate;
- Have leadership qualities;
- Excellent customer relation and communication skills;
- Sober habits and be of congenial character;
- Punctual, proactive and efficient.

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than 5.00pm, Wednesday 22<sup>nd</sup> February, 2012.

DATED this 8<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**



G.N.No. 92/ 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 HEALTH & MEDICAL SERVICES**

**POSITION** : Laundress

**SALARY/SCALE** : \$4,111pa (L1.1)

**PURPOSE OF POSITION:**

To receive and wash the laundry for the hospital and return items the same.

**KEY RESPONSIBILITIES:**

- To ensure that linen for the hospital are washed and ready for collection.
- Accountable to the Director of HIPC

**DUTIES & RESPONSIBILITIES:**

- Responsible for receiving dirty linen from housekeeping.
- Responsible to account for linen when receiving from housekeeping.
- Responsible to wash linen and have ready for collection.
- Responsible to report of washing machine Maintenance.
- Responsible to report of any vandalism to the laundry unit.
- Responsible to report of no water supply.
- Responsible to order washing powder with housekeeping as required.
- Attend OIC monthly meeting and Infection Control Training.
- Maintain a clean and tidy environment.
- Other duties as requested by Senior Managers.

**HEALTH & SAFETY:**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given.
- May not undertake any task for which they have not been authorized and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than 5.00pm, Tuesday 21<sup>st</sup> February, 2012.

DATED this 15<sup>th</sup> day of February, 2012.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**