



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

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No. 26

11<sup>th</sup> March, 2009

Nauru

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G.N.No. 99 / 2009

**PUBLIC SERVICE ACT 1998**  
**SECTION 10 (1), (a)**

**CREATION OF NEW POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 10, sub-section (1), (a) of the Public Service Act 1998, I, HON. MARCUS STEPHEN M.P., President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>DESIGNATION OF OFFICE</u>	<u>NO. OF POSITION</u>	<u>SALARY SCALE</u>
Communicable Diseases Coordinator	1	\$7,800 pa (special rate)
Communicable Diseases Assistant	2	\$5,590 pa (special rate)
Community DOTS Coordinator	1	\$7,800 pa (special rate)
Community DOTS workers	3	\$5,450 pa (special rate)

Dated this Ninth day of the month of March, Two Thousand & Nine

**HON. MARCUS STEPHEN M.P.**  
**PRESIDENT**  
**&**  
**MINISTER FOR THE PUBLIC SERVICE**

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G.N.No. 100 / 2009

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

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

**DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT**

**POSITION** : DIRECTOR OF AGRICULTURE

**SALARY SCALE** : \$7,421 per annum (7.1)

**DUTIES:** Responsible to the Secretary for Commerce Industry & Environment for the following duties:

1. Advice matters concerning Agriculture and livestock activities.
2. Create opportunities for Agriculture and livestock development on the island.
3. Coordinate with the community on matters relating to Agriculture and livestock development.
4. Promote the Agriculture and the livestock sector for export marketing of their products and services.
5. Liaise closely with other Agricultural representatives in the region such as the Food and Agriculture Organization, SPC.
6. Organize workshops and seminars for Agriculture division.
7. Accommodate ad hoc requests for assistance for advertising, public relations and awareness with the Agriculture community.

The candidate should be prepared to travel overseas for Agriculture activities and other relevant meetings.

**QUALIFICATIONS:**

- Should have completed Year 12 schooling or an appropriate tertiary qualification preferred;
- Minimum of 3 years experience in a management position;
- Must be proficient in the English language, both written and oral;
- Must be a computer literate and the dissemination of information using e-mail would be of an advantage;
- Must have knowledge of relevant administrative procedures;
- Ability to carry out consultation and research into development issues;

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 13<sup>th</sup> March, 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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**PUBLIC SERVICE ACT 1998**

**VACANCY: SECTION 15**

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

**DEPARTMENT OF FINANCE & ECONOMIC PLANNING**

**POSITION** : CLERICAL OFFICER

**SALARY** : \$4,416 per annum (2.1)

**DUTIES:**

- File, record and register payment vouchers for further processing
- Maintain filing and record batches of processed payment vouchers
- Electronically update data entries on all finance records
- Attend public enquiries and relay matters to relevant staff of the department
- Assist in preparation of a range of financial reports
- Assist in tracking of all financial documentations
- Other duties as assigned by the treasury management

**QUALIFICATIONS:**

- Excellent numeracy and English literacy skills
- Excellent customer relations and communications skills
- Basic computer skills
- Eligible for employment within the Public Service of Nauru

**DESIRABLE**

- Experience working in a finance area
- Excel spreadsheets skills
- Post secondary qualification in accounting, book-keeping or related fields

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than Tuesday 17<sup>th</sup> March, 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 26

11<sup>th</sup> March, 2009

Nauru

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G.N.No. 102 / 2009

PUBLIC SERVICE ACT 1998  
VACANCIES : SECTION 15

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : AMBULANCE DRIVER

NO. OF POSITIONS : TWO (2)

SALARY : \$4,166 per annum (1.2)

**DUTIES:**

- To respond to urgent public medical emergencies in a timely and professional manner;
- To maintain clinical competencies in basic life support, infection control and other patient's safety measures;
- To maintain daily cleanliness of the ambulance both interior and exterior;
- Responsible to organized ambulance medical equipment and ensures continual full stock;
- Assisting with meeting the contractual obligations by collecting and collating data relevant to the various phases of the project;
- Administering patient surveys and maintaining patient records and data base;
- Communicating with the Project Coordinator in Nauru on a regular basis regarding progress on various project phases;
- Assisting with coordinating the visits of the Australian Project and Clinical Teams;
- Providing secretarial support for the local Project Management Committee.

**QUALIFICATIONS:**

- Have good experience in Health and Medical Services activities;
- Certificate in Senior First Aide will be an advantage;
- Good administrative, secretarial and organizational skills;
- Good written and oral communication skills in both English and Nauruan;
- Medium level computer skills;
- In possession of a valid driver's license.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Monday 16<sup>th</sup> March 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 103 / 2009

PUBLIC SERVICE ACT 1998

VACANCY : SECTION 15

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

**POSITION** : TRANSPORT DRIVER

**SALARY** : \$3,915 per annum (1.1)

**DUTIES AND RESPONSIBILITIES:**

- The transport driver is responsible for transporting dialysis patients for dialysis and hospital staff to and from work, including those who work shift hours. The role is responsible for the day to day operations, is accountable to the Ward Supervisor in ensuring that work procedures are implemented, that standards and outcomes are met and that continuous improvement of effective health service is implemented.
- Maintain documentation of vehicle running sheet and check list
- Attend to hospital courier services: to and from SHMS office, other entities as required, delivery of out-patients appointment forms as required
- Any other duties as may be directed by the Senior Managers

**QUALIFICATIONS:**

1. Strong written and oral communication skills (English and Nauruan)
2. In possession of a valid drivers license
3. Displays professionalism, tact, courtesy, discretion and respect confidentiality
4. Must be able to work both independently and cooperatively in a team environment

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Wednesday 18<sup>th</sup> March 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 104 / 2009

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

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

**DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY**

**POSITION** : TRAINEE ICT OFFICER (1)

**SALARY** : \$3,915 per annum (1.1)

**DUTIES**

1. Through on the job, supervised practical issue resolution, gain the knowledge required to provide operational support and management assistance for ICT services:
  - a. Install, configure and maintain PC's, networking equipment, network operating systems and ICT peripherals
  - b. Assist with monitoring and configuring networks to optimise performance and minimise faults
  - c. Assist with recovery actions in the event of a system failure
  - d. Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
2. Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
3. Under supervision, assist with the installation, maintenance and support of a managed, secure operating environment for all ICT activities
4. Assist with monitoring all ICT activities, such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
5. With supervision, provide user support in relation to software and hardware issues
6. Provide reports on work undertaken and issues identified as being in need of resolution
7. Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardised, in accordance with the Government ICT (e-Government) Strategy
8. Assist with the implementation of the e-Government Strategic Plan
9. Work within the ICT and Telecommunications policies of the Republic of Nauru

**QUALIFICATIONS:**

- Candidates must be a Nauruan and completed year 11 schooling is desirable;
- Good written and spoken communication English skills;
- Must be computer literate to at least a basic user level and have basic knowledge of computer network;
- Willingness to learn and apply new knowledge and ideas and shares these with others;
- Must be able to work independently and cooperatively in a team environment;

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office no later than Friday 20<sup>th</sup> March 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 105 / 2009

PUBLIC SERVICE ACT 1998  
VACANCY : SECTION 15

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

**POSITION** : MEDICAL RECORDS CLERK

**SALARY** : \$3,915 per annum (1.1)

**DUTIES:** Under the supervision of the Health Planning Officer the Medical Records Clerk is responsible to:

- Coordinates movement of all patient medical records;
- Daily data collection of in-patient and out-patient appointments and provide monthly statistic report;
- Ensures filing activities is done according to hospital policy;
- Ensures proper storage of medical records and equipment;
- Customer service.

**QUALIFICATIONS:**

- Good written and spoken communication skills both in English and Nauruan;
- Computer literate, particularly with Microsoft excel and word;
- Must be accurate, reliable, precise, co-operative, self motivated and able to demonstrate effective service attitude;
- Must be able to work both independently and cooperatively in a team environment;
- Previous experience in clerical or collecting data will be desirable;
- Should have completed Year 11 schooling.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Thursday 19<sup>th</sup> March 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 26

11<sup>th</sup> March, 2009

Nauru

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G.N.No. 106 / 2009

PUBLIC SERVICE ACT 1998  
VACANCY : SECTION 15

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

**POSITION** : SANITARY ASSISTANT

**SALARY** : \$3,915 per annum (1.1)

**DUTIES:**

1. Assist Health Inspector/Food Inspector/Administrative Officer to ensure hospital sanitation and inspection for environment sanitation.
2. Attend training given by Health Inspector and food inspector related to sanitation.
3. Assist Health Inspector/Food Inspector to ensure healthy environment focusing on physical, biologic and social components which include but not restricted to environmental factors such as water, air, noise, housing, food, wastes, radiation, animals, insects, rodents control etc.
4. Assist to undertake quality assurance activities supervised by Health Inspector/Administrative Officer.
5. Provide monthly reports to the Health Inspector/Food Inspector/Administrative Officer on the activity, service provision, achievements.
6. Perform other duties deemed necessary and as directed.

**QUALIFICATIONS:**

- Should be keen to learn about scientific methods to improve health and hygiene;
- Must be able to work both independently and cooperatively in a team environment;
- Strong written and oral communication skills (English and Nauruan);
- Computer-literate.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Tuesday 17<sup>th</sup> March 2009.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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

**DEPARTMENT OF POLICE, PRISON & EMERGENCY SERVICES**  
**(Protection & Guarding Unit)**

**POSITION** : **SECURITY OFFICERS**

**SALARY** : \$4,166 per annum (1.2)

**DUTIES** :

- To keep watch over the premises as may be assigned by the Officer In Charge of Guard and Protection Unit
- To be able to work shift hours including weekends
- To be able to compile written reports of vandalism or irregular occurrences  
Any other duties assigned by the Officer In Charge (Security)

**QUALIFICATIONS :**

- To be in good health, energetic and willing to work under extreme conditions
- Completes up to Year 10 schooling
- Good knowledge of spoken and written English
- Must have sober habit, good and reliable character
- Previous experience in this field will be an advantage
- Having own transport will also be an advantage.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 13<sup>th</sup> March 2009.

Dated this 10<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 26

11<sup>th</sup> March, 2009

Nauru

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G.N.No. 108 / 2009

**PUBLIC SERVICE ACT 1998**

**SECTION 12**

**NOTICE OF APPOINTMENT**

The appointment of the following officer is hereby notified for general information:-

**DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Onassis Dame	Director of Business Commerce	\$7,421 pa (7.1)

Dated this 4<sup>th</sup> day of February, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 109 / 2009

**PUBLIC SERVICE ACT 1998**

**SECTION 14 (1)**

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment shall be on probation until confirmed:-

**DEPARTMENT OF TRANSPORT**  
(Maritime)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Kemp Detenamo	Director of Maritime Affairs	\$7,672 pa (7.2)

Dated this 5<sup>th</sup> day of February, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 26

11<sup>th</sup> March, 2009

Nauru

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G.N.No. 110 / 2009

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

The provisional promotion of the following officers, effective from 10<sup>th</sup> December, 2008 is hereby notified:-

**DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY**

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Chubasco Diringa	Trainee Network Engineers \$3,915 pa (1.1)	ICT Officer \$6,670 pa (5.3)
Deakin Temaki	Trainee Network Engineers \$3,915 pa (1.1)	ICT Officer \$6,670 pa (5.3)

Any officer of the Public Service may appeal to the above promotion under Section 20 of the Public Service Act 1998. Appeals should be based on one or other grounds set out in Section 20(2) of the Act, and should be lodged in writing stating the ground (s) of appeal to the Chief Secretary within seven (7) days after the date of this Gazette.

Dated this 5<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 111 / 2009

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

It is notified for general information that the following officer's dismissal has been determined:-

**DEPARTMENT OF HOME AFFAIRS**  
(Nauru Media Bureau)

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Terma Willis	Cameraman	26 <sup>th</sup> February, 2009.

Dated this 5<sup>th</sup> day of March, 2009

**DEPARTMENT OF POLICE, PRISON & EMERGENCY SERVICES**

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Whitbourne Cecil	Security Officer	27 <sup>th</sup> February, 2009.
Rex Agadio	Security Officer	27 <sup>th</sup> February, 2009.

Dated this 6<sup>th</sup> day of March, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 112 / 2009

**SUCCESSION, PROBATE AND ADMINISTRATION ACT 1976**  
**NOTICE UNDER SECTION 55 OF THE ACT**  
**DECEASED ESTATES**

**PERSONALTY ESTATE OF THE LATE BENNY HARRIS**

The Curator of Intestate Estates has hereby determined that ALL Personalty Estates such as: Aerodrome Rentals, Land Rentals, RONWAN Interest, Royalties, Salaries, Final Entitlements, Passbook and all other residual funds (if any) of the Late BENNY HARRIS be distributed as follows:-

Jolin Raidinen	-	1/3
Hechie Harris	-	1/3
Eonjin Harris	-	1/3

**NOTE:** Jolin Raidinen is the trustee for Hechie & Eonjin Harris

Any income or related moneys emanating from ownership of land after death shall await the determination made by the Nauru Lands Committee with respect to the said Land/s, and the Curator shall make payments of such related moneys to the said beneficiaries in accordance with the said determination of the Nauru Lands Committee.

Creditors and others having claims against the above determinations may send into the Curator of Intestate Estates within thirty (30) days of this Gazette Notice, after which date the said Curator shall distribute the assets of the deceased, or any part thereof, amongst the beneficiaries having regards only to the claims of which he has then received notice.

**KELSON T. TAMAKIN**  
**CURATOR OF INTESTATE ESTATES**

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G.N.No. 113 / 2009

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Diosco Denuga of Meneng District and  
Tanya Itsimaera of Nibok District.

DATE OF ENGAGEMENT: 2<sup>nd</sup> March, 2009.

**HON. MARCUS STEPHEN M.P.**  
**PRESIDENT**

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