



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

No. 21

22nd February, 2012

Nauru

G.N.No. 94/ 2012

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

It is notified for general information that Cabinet at its meeting held on Thursday, 16th of February, 2012 approved as Nauruan Citizens the following;

1. **Mrs. Bukaewe Quadina**
2. **Mr. Baritake Abraham**
3. **Mrs. Sepe Raidinen**

DATED this 17th day of February, 2012.

**BERNARD GRUNDLER
ACTING SECRETARY TO CABINET**

G.N.No. 95/ 2012

**PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT**

The following appointment is hereby notified for general information:-

PARLIAMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John Garabwan	Clerk of Parliament	\$9, 107pa (L8.2)

DATED this 17th day of February, 2012.

**BERNARD GRUNDLER
ACTING CHIEF SECRETARY**

No. 21

22nd February, 2012

Nauru

G.N.No. 96/ 2012

PUBLIC SERVICE ACT 1998
SECTION 14(1)
NOTICE OF APPOINTMENT

It is notified for general information that the following officers' probationary appointment is hereby confirmed with effect from 9th February, 2012;

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Uriah Hiram	Health Trainee	\$4, 111pa (L1.1)
Jonas Calvin Starr	Health Trainee	\$4, 111pa (L1.1)
Fimay May-Maree Batsiua	Health Trainee	\$4, 111pa (L1.1)
Kerina Adam	Health Trainee	\$4, 111pa (L1.1)
Damaris Porte	Health Trainee	\$4, 111pa (L1.1)
Kristidis Menke	Health Trainee	\$4, 111pa (L1.1)
Siobhan Natalie Olsson Wharton	Health Trainee	\$4, 111pa (L1.1)

DATED this 17th day of February, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 97/ 2012

PUBLIC SERVICE ACT 1998
NOTICE OF TRANSFER

The provisional transfer of the following officer is hereby notified for public notification effective from 16th January, 2012;

<u>NAME</u>	<u>TRANSFERRED FROM</u> <u>HEALTH & MEDICAL SERVICES</u>	<u>TRANSFERRED TO</u> <u>NAURU LANDS COMMITTEE</u>
Christina Akubor	Revenue Officer \$5,163pa (L3.1)	Computer Operator \$4,637pa(L2.1)

DATED this 15th day of February, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 98/ 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 CHIEF SECRETARY
(Ware House)

POSITION : **Sub- Accountant**

SALARY/LEVEL : **\$7,004pa / L5.3 (\$269.37 per fortnight)**

PRIMARY PURPOSE OF POSITION:

The Sub-Accountant is responsible for providing costing, budget assessments, Purchase Order assessment and maintaining the revenue and expenditure accounts of Warehouse and Liaise with Treasury for all the accounting purposes.

RESPONSIBILITIES:

The Assistant Accountant reports directly to the Procurement and Supply Manager. Role and responsibilities of the Assistant Accountant is to administer and manage the daily operations of accounts and costing of items to be sold at the Warehouse.

RESPONSIBILITIES:

- Ensure the accuracy of allocations of revenue and expenditure to the correct heads, subheads.
- Ensure the revenue and expenditure figures recorded in the cashbooks are correct and that they have been recorded in timely manner.
- Assist the Procurement & Supply Manager to update all accounting records at the Warehouse.
- Produce the accurate and timely accounting reports each month for each department showing actual revenue and expenditure compared to budget.
- Verify the Department POs have unique ID number.
- Assess all PO's to ensure there is adequate budget appropriation to cover the purchase.
- Ensure the proposed purchase is in line with the approved budget and has the Ministerial approval wherever required.
- Summarize the PO's raised by Departments into an Excel spreadsheet and record all relevant details.
- Submit a copy of every PO included in the summary to Treasury.
- Work with Procurement and Supply Manager to ensure that the monthly financial reports are distributed to all departments as soon as practicable after they are produced.
- Provide advice to the Procurement and Supply Manager on budget tracking, expenditure tracking, revenue tracking and the status of recording systems.
- Assist the Procurement and Warehouse Manager and other senior staff in improving the overall operations and efficiency of Warehouse.

G.N.No. 98/ 2012(Cont'd)

QUALIFICATIONS:

- ✓ Minimum of 3 years experience preferable in Finance/Accounting or related fields.
- ✓ Must have a minimum of education level of year 12.
- ✓ Prefer post secondary studies in accounting, finance economics or related fields.
- ✓ Excellent numeracy and English literacy skills.
- ✓ Excellent Excel and Word skills.
- ✓ Familiarity with accounting software.
- ✓ Demonstrated ability and excellent customer relations and communication skills.
- ✓ Demonstrated experience and ability in procurement, consultation and preparing budget.
- ✓ Demonstrated ability on creatively and innovative approach to problem solving.
- ✓ Willingness to work after office hours.
- ✓ Possess of a valid driver's license.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Director of Human Resources & Labour Miss Peta Gadabu or the Acting Chief Secretary no later than **5.00pm, Friday 24th February, 2012.**

Dated this 16th day of February, 2012

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 99/ 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 Commerce, Industry and Environment

Position : Project Coordinator

Salary : \$6,740pa(L5.2)

Duties :

- Responsible for the multiplication or mass production of local root crops
- Responsible to introduce foreign root crops that are drought tolerant
- Conduct field work, nursery propagation with communities on root crops
- Assist in promoting and delivering root crop methodologies and techniques
- Conduct root crop survey and able to present findings and recommendations
- Carry out activities or as may assigned by the Director

G.N.No. 99/ 2012(Cont'd)

Qualifications :

- Must have basic knowledge in Agriculture
- Must have year 12 school leavers or equivalent
- Must have knowledge of relevant administrative procedures
- Ability to carry out consultation and research into development issues
- Must be willing to undertake further studies

Application should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour Miss Peta Gadabu no later than 5pm, 24 February 2012.

Date this 16th day of February, 2012.

BERNARD GRUNDLER
A/CHIEF SECRETARY

G.N.No. 100/ 2012

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Roach Iga of Meneñ District and
Lola Renzo of Buada District

Jovy Botelanga of Anabar District and
Arlean Adam of Denigomodu District.

DATE OF ENGAGEMENT:

13th February, 2012.
13th March, 2012.

HON. SPRENT ARUMOGO DABWIDO. M.P
MINISTE IN CHARGE
