



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

No. 118

25th November, 2009

Nauru

G.N.No. 440 / 2009

PUBLIC SERVICE ACT 1998
SECTION – 15 VACANCY

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

DEPARTMENT OF AUDIT

POSITION : AUDITOR
SALARY : \$6,670 pa (5.3)

PRIMARY PURPOSE OF POSITION:

The Auditor will be a member of an Audit team responsible to the Director of Audit for the audits of several Government or Semi-Government organizations, some of a Commercial character. The work will be varied and interesting. The Auditor will also be responsible for carrying out the work relating to the day to day administration of the department and preparation of the budget estimates etc.

PRINCIPAL RESPONSIBILITIES:

- Audit of the accounts of the Republic and its instrumentalities;
- Audit of the Records and Books of Accounts of Revenue, Expenditure, Store and Inventory, etc., maintain by all the departments of the Republic and its instrumentalities;
- Audit of the Accounts Books and Records of any other authority as directed by Director of Audit or Senior Auditors as head of Audit in accordance with the Audit Act 1973;
- Correspond and liaise with line agencies, public service departments, or ministries on any matters of the department;
- Compilation, tracking and registration of all Audit records;
- Maintain database on audit work;
- Compilation and formulation of monthly reports or annual reports;
- Prepare and maintain the Audit's budget quota for the financial year;
- Maintain records on department stock-take of inventory of government assets, i.e. office plant & equipment, furniture and stationeries;
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Perform any other duties as required by the Director of Audit.

G.N.No. 440 / 2009 (cont'd)

QUALIFICATION & EXPERIENCE:

- Minimum of year 12 education;
- Must have a professional accountancy qualification of a recognized association of Accountant/Department Accountancy qualification in a Government department;
- 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;
- Must have sufficient maturity and experience and to be able to work independently;
- Fairly computer literate with excellent customer relation and communication skills;
- Have leadership qualities;
- Sober habits and be of congenial character;
- Punctual, proactive and efficient.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 2nd December 2009, 5:00pm

Dated this 19th day of November, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 118

25th November, 2009

Nauru

G.N.No. 441 / 2009

NAURU POLICE FORCE ACT 1972
SECTION 12 - RESIGNATION

It is notified for general information that the following officer's resignation has been accepted:

POLICE & EMERGENCY SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Timothy Harris	Police Constable	10 th November, 2009

Dated this 18th day of November, 2009.

CEDRIC NETTO
COMMISSIONER OF POLICE

G.N.No. 442 / 2009

PUBLIC SERVICE ACT 1998
SECTION 20 - NOTICE OF PROMOTION

The following provisional promotion of the following officer is hereby notified:

DEPARTMENT OF CHIEF SECRETARY

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
John Starr	Infrastructure Officer \$6,419 pa (5.2)	Infrastructure Manager \$6,920 pa (6.1)

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 Notice.

Dated this 19th day of November, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 443 / 2009

ENGAGEMENT TO MARRY

NAME OF PARTIES: Turner Peter Thoma of Aiwo District and
Amy Garabwan also from Aiwo District

DATE OF ENGAGEMENT: 21st November, 2009.

HON. MARCUS STEPHEN M.P.
MINISTER IN CHARGE
