



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

No. 4

09th January, 2013

Nauru

G.N. No. 21 / 2013

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that Cabinet on Friday, 04th January, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru has approved:

- a) The appointment of Ms. Stephanie Tebouwa to act as Secretary for Finance effective from 03rd to 06th January, 2013; and
- b) The appointment of Ms. Sarah Goodwin to act as Secretary for Finance effective from 07th to 21st January, 2013.

Dated this 04th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 22 / 2013

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

It is notified for general information that the following officer's probationary appointment is hereby confirmed.

DEPARTMENT OF JUSTICE
(Correctional Services)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Franz Adeang	Cook	\$5,679pa (L3.1)

Dated this 04th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

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

DEPARTMENT OF HOME AFFAIRS

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Brima Itaia	Higher Clerical Officer \$5,389pa (2.2)	Administrative Assistant \$6,258pa (4.1)
Molina Kepae	Clerical Officer \$5,101pa (2.1)	Higher Clerical Officer \$5,389pa (2.2)

Any officer of the Public Service may appeal to the above promotions 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 the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 27th day of December, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Vania Scotty	Nurse Supervisor \$7,414pa (5.2)	Principal Training Officer \$7,704pa (5.3)

Any officer of the Public Service may appeal to the above promotions 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 the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 04th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Dental Assistant (Level 1)

SALARY : \$5,101pa (L2.1)

PURPOSE OF THE POSITION :

Dental Assistant Series includes position the duties of which are to receive and prepare patients for the dental treatment; to prepare materials and equipment's for use by the dentist; to assist a dentist at chair-side and bedside in the treatment of the dentist; to perform dental radiography work; and to keep record of appointments, examination and supplies. This work requires a practical knowledge of standardized procedures and methods used in dentistry and skill in the techniques and procedures of dental assistance.

DUTIES AND RESPOSIBILTIES :

1. Fabricating orthodontic retainers and other appliances
2. Business Office Procedures:
 - Appointment scheduling and confirmation
 - Telephone Techniques
 - Patient Reception
 - Patient Record and Management
 - Business Record Management
 - Accounting/Book keeping Procedures
 - Preparation of Written Business Communications
3. Patient and Community Education:
 - Delivering patient personal oral care instruction
 - Delivering community dental health presentations
 - Planning, setting-up and manning health fair booths
4. Health and 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 ht 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 authorized and for which they are not adequately trained.
 - Is required 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 or electronically by stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments and addressed to the Chief Secretary's department or the Acting Director of Human Resources & Labour no later 5pm, Wednesday 15 January 2013.

Dated this 09th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from Nauruan's 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 : \$5,679pa (L3.1)

PURPOSE OF THE 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 AND RESPOSIBILTIES:

- Responsible to Director of Administration Health.
- Check for new admission daily and ensure appropriate charges are raised to inpatients upon discharge.
- Responsible for maintaining records of all invoices, receipts etc and maintaining a filling 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's department or the Director of Human Resources & Labour no later than 5:00pm, Friday 18th January 2013.

Dated this 08th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

No. 4

09th January, 2013

Nauru

G.N. No. 27 / 2013

ENGAGEMENT TO MARRY

NAME OF PARTIES : Jason Dongobir of Anetan District and
Liona Bill also from Anetan District

Roy Engar of Anibare District and
Chrishter Laeo of Boe District

DATE OF ENGAGEMENT : 07th January, 2013.
08th January, 2013.

HON. SPRENT ARUMOGO DABWIDO, MP
MINISTER IN CHARGE

G.N. No. 28 / 2013

BIRTHS, DEATHS AND MARRIAGES ACT
1957 – 2009

It is notified for general information that the following persons are empowered to solemnize marriages and other religious ceremonies within the Republic of Nauru.

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>	<u>RELIGIOUS DENOMINATION</u>
Roger Mwareow	Reverend	Denigomodu District	Nauru Congregational Church
Palik Agir	Pastor	Buada District	Nauru Congregational Church
Stan Dabuae	Pastor	Aiwo District	Nauru Congregational Church
Tatieru Ewanteang	Parish Priest	Ewa/Yaren District	Catholic Church
Labi D. Harris	Pastor	Boe District	Nauru Independent Church
David Aingimea	Reverend	Aiwo District	Assemblies of God, Nauru
David Deluckner	Reverend	Aiwo District	Assemblies of God, Nauru
Luke Waqa	Reverend	Aiwo District	Assemblies of God, Nauru
Morley Thoma	Reverend	Aiwo District	Assemblies of God, Nauru
Evi Agir	Reverend	Aiwo District	Assemblies of God, Nauru
Michael B. Cain	Registrar	Yaren District	Government Office

Dated this 09th day of January 2013.

ANTONIUS A. MAYBIR
DEPUTY REGISTRAR
BIRTHS, DEATHS & MARRIAGES