



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

No. 80

13<sup>th</sup> June, 2012

Nauru

G.N.No. 308 / 2012

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

It is notified for general information that the following officer's appointment is hereby confirmed effective from 6<sup>th</sup> February, 2012;

**DEPARTMENT OF CHIEF SECRETARY**  
*(Registry of Births, Deaths and Marriages)*

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Kara Halstead	Gazette Officer	\$5,679pa (L3.1)

DATED this 11<sup>th</sup> day of June, 2012.

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N.No. 309 / 2012

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

It is notified for general information that the promotion of the following officers shall be provisional until confirmed;

**DEPARTMENT OF HEALTH AND MEDICAL SERVICES**

<b><u>NAME</u></b>	<b><u>PROMOTED FROM</u></b>	<b><u>PROMOTED TO</u></b>
Marquita Detabene	Graduate Nurse \$6,258pa (L4.1)	Staff Nurse \$7,125pa (L5.1)
Constantina Depaune	Graduate Nurse \$6,258pa (L4.1)	Staff Nurse \$7,125pa (L5.1)
Kyreena Ratabwi	Graduate Nurse \$6,258pa (L4.1)	Staff Nurse \$7,125pa (L5.1)
Keri Itsimaera	Graduate Nurse \$6,258pa (L4.1)	Staff Nurse \$7,125pa (L5.1)

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 12<sup>th</sup> day of June, 2012.

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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No. 80

13<sup>th</sup> June, 2012

Nauru

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G.N.No. 310 / 2012

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

It is notified for general information that the following officer's resignation has been accepted with effect from 31<sup>st</sup> May, 2012;

**DEPARTMENT OF EDUCATION**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Kate Detenamo	Teacher Certificate- Secondary	\$6,837pa (L4.3)

DATED this 11<sup>th</sup> day of June, 2012.

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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G.N.No. 311 / 2012

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

It is notified for general information that the following officer's resignation has been accepted effective from 24<sup>th</sup> May, 2012;

**DEPARTMENT OF JUSTICE AND BORDER CONTROL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Jovando Detageouwa	Correctional Officer	24 <sup>th</sup> May, 2012

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

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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G.N.No. 312 / 2012

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

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

**DEPARTMENT OF FINANCE**

**POSITION** : Audit Enforcement Officer

**SALARY/SCALE** : \$7,125pa (L5.1) - \$274.04

**JOB DESCRIPTION:**

- Compliance interventions undertaken by the NRO include random and targeted audits and inspections to detect and defer non compliance and enforce compliance as appropriate. These tasks along with proactive and enforced collection of debts, formal declarations, statements and returns, form the core of the Audit and Enforcement Officer role. Actions responding to non compliance range from providing customer education, issuing verbal and written warnings, imposition of civil penalties and criminal prosecutions and legally enforcing collections, as appropriate.
- Audit and Enforcement Officers take a lead role in identifying and responding to more serious customer non-compliance to thereby make important contributions to achieving our goal of voluntary compliance.
- Positions holders will use a range of responses to deal with issues of non-compliance and will be required to address risks across the full range of customer groups. Audit and Enforcement Officers will need to be aware of the cultural and commercial environment in which the customer is operating and how this is likely to impact on the customers' compliance.
- Audit and Enforcement Officers will be responsible for effectively managing their own cases, assigned and overseen by the Deputy Secretary Revenue. Consultation with the Deputy Secretary Revenue will occur prior to significant actions including the use of inquiry powers.
- Reviewing a range of information will be required with some detailed financial analysis and the development of case strategies to identify and respond to issues of non-compliance.
- Considering the wider aspects of a customer's compliance and providing education to assist future compliance are key expectations.
- The role requires extensive contact with customers, their advisors, third parties, large and small organizations as well as a range of personnel across several Government departments, state owned enterprises (SOE's) and government authorities. Audit and Enforcement Officers will be expected to manage those relationships effectively and at all times professionally and courteously.
- The position holder will work collaboratively across the NRO, the wider Department of Finance and other Government departments and organizations including Justice and Border Control and the Nauru Police Force.
- Government resources made available to Audit and Enforcement Officers must be used carefully and efficiently and in accordance with Government policies.

Audit and Enforcement Officers will be required to;

- Verify payee obligations and collect outstanding payments, required statements, declarations and returns through a range of compliance interventions, including but not limited to:
  - Conducting interviews of customers and their advisors in respect of their reporting and payment obligations
  - Conducting audits of payee payments, formal statements, declarations, returns and supporting customer records, to verify accuracy of reporting and payment obligations. For more in depth audits of larger enterprises undertake analyses and prepare audit working papers according to prescribed NRO procedures
  - Conduct random and arranged inspections to ensure compliance with statutory revenue and other obligations

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- Make third party inquiries to obtain information to verify customer compliance obligations
- Provide education to assist customers to comply with their future obligations
- Conduct interviews and other evidence gathering activities to support prosecutions undertaken by the NRO
- Give evidence in court as a credible witness representing the Department of Finance and the Government of Nauru, as required
- Undertake proactive collection actions including statutory enforcement
- Assess the customer's ability to pay, at times requiring analysis of customer financial and accounting records
- Prepare appropriate formal reports, submissions, memoranda and customer correspondence recording all relevant facts, actions taken, findings, legal authorities and develop legally supported recommendations. Statements of facts will be prepared along with interview and observation notes and other original records uplifted for evidential purposes in prosecutions. Documents and working papers generated by the position holder will be prepared according to standard formats as directed by the Deputy Secretary Revenue
- Proactively identify and address (for escalate) issues that may impact on the business of the NRO and recommend appropriate solutions which improve efficiency and effectiveness
- Generally maintain NRO files and other documents in accordance with procedures and standards as required by the Deputy Secretary Revenue
- Undertake project based surveys and intelligence gathering as directed by the Deputy Secretary Revenue, assemble data and monitor individual and group compliance behaviors with the objective of assessing compliance risks
- All assigned audit and enforcement activities are to be completed to quality standards and within agreed timeframes

**QUALIFICATIONS:**

For recruitment purposes candidates may not be required to be fully competent in all areas of the job expectations;

- Well developed interpersonal skills and the ability to develop and maintain effective working relationships with customers especially in the field as well as in the office
- The ability to intelligently manage confrontation
- Flexibility and adaptability in a changing and sometimes challenging environment
- Demonstrated ability to take ownership of assigned work and strive to meet agreed NRO unit outcomes
- Commitment to self development
- Strong work ethic, time management skills and is thoroughly reliable
- Demonstrated technical and research abilities or potential
- Solid communications skills both written and oral
- Intermediate level computer skills including Microsoft Office Word and Excel
- Current valid driver's license

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than Friday 15<sup>th</sup> June, 2012, 5.00pm.

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

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N.No. 313 / 2012

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

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

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

**POSITION :**           **Transmission Operator**

**SALARY :**           **\$4,811pa (L1.2) - \$185.04**

**Responsible to:**       This person will report in the first instance to the Manager TV and if required to the Director of Media (Interim) and the Assistant Director of Media.

**DUTIES:**

- An ability to develop a good understanding of studio switching systems
- The ability to help maintain technical quality of programs and networks through developed abilities in system restoration, fault identification and program restoration
- Willing to work flexible shift patterns, including weekends and night working
- Must be able to provide own transport to drive to work and from work

**REQUIRED SKILLS & QUALIFICATIONS:**

- Able to communicate effectively both verbally and in writing ( Nauru & English)
- Able to coordinate and organise information actions
- Able to effectively manage own time and the time of others
- Able to work independently with minimal supervision
- Able to monitor assess the performance of self and others
- Have good computer skills
- Must be punctual and diligent in relation to all Nauru Media Bureau activities
- Must be enthusiastic and hardworking
- Must be prepared to work 40hour week and extra time on weekends as required
- Should have completed up to Year 12 of Education level or equivalent

Application should be lodged in writing and electrically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's Department or the Acting Director of Human Resource & Labour no later than **5:00pm, Friday 15<sup>th</sup> June, 2012.**

DATED this 6<sup>th</sup> day of June, 2012.

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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No. 80

13<sup>th</sup> June, 2012

Nauru

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G.N.No. 314 / 2012

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Michael Mwareow of Denigomodu District and  
Kezira Kaierua of Meneñ District.

Myson Jeremiah of Meneñ District and  
Lornet Grundler of Nibok District.

Capt. Brunton Mathew Duburiya of Uaboe District and  
Zola Dawn Gideon of Aiwo District.

**DATE OF ENGAGEMENT:**

8<sup>th</sup> June, 2012  
20<sup>th</sup> June, 2012  
23<sup>rd</sup> June, 2012.

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

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G.N.No. 315 / 2012

**CORRIGENDUM**

In Government Gazette No. 73/2012, G.N.No. 296/2012, dated 6<sup>th</sup> June, 2012;

**DELETE;**                    **DEPARTMENT OF JUDICIARY**

**INSERT;**                   **DEPARTMENT OF FINANCE**

and in G.N.No. 297/ 2012;

**DELETE;**                   **DEPARTMENT OF FINANCE**

**INSERT;**                   **DEPARTMENT OF JUDICIARY**

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

**KARA THOMA**  
**ACTING GAZETTE OFFICER**

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