



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 107

17th October, 2007

Nauru

G.N.No. 481 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF TRANSPORT & TELECOMMUNICATIONS
(Directorate of Land Transport)

POSITION : Government Fleet Officer

SALARY : \$6,670 p.a. (5.3)

DUTIES :

- To provide administrative support to Land Transport Directorate
- To assist the Director in the management of the Government Fleet
- To facilitate the registration of all Government vehicles
- To maintain and update the Government Fleet Registry on a regular basis
- To implement management policies relevant to the maintenance of Government vehicles
- To liaise with Mechanic Supervisor per monthly general service schedule for all Government vehicles
- To prepare and place orders for replacement parts of relevant vehicles under the Government Fleet registry
- To assist the Director in maintaining an updated inventory list

QUALIFICATIONS:

- Must be computer literate and skilful in using MS Word, Excel, Access
- Must have knowledge of relevant administrative procedures
- Must have the ability to work diligently without constant supervision
- Must be innovative, proactive and proficient

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Thursday 25th October, 2007.

DATED this 11th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Health Promotion)

POSITION : Graphic Designer
SALARY : \$4,917 p.a. (3.1)

This position will work with the Director of Public Health, Health Promotion Unit, Health Island Coordinator and the Public Health Staff. The position will provide administrative assistance to the Director in carrying the roles and responsibilities of the Public Health Directorate. These duties will entail the following.

- DUTIES :
- Design ways of catching health messages aligned to the contents of the NCD Strategy and other health promotion activities
 - Design of posters, fact sheets, health slogans and banners
 - Provide research information for media presentations on a jingles, video shots and audio messages
 - In conjunction with the Director of Health on promotion formulate a regular newsletters on Public Health issues
 - Provide an activity report for the Director of Public Health at the end of each month
 - Liaise with Public Health staff with respect to communication with regional and international organizations regarding health promotion activities
 - Provide office administration including the maintenance of an effective Health Promotion filing and cataloguing system
 - Other duties as directed by Director of Public Health

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G.N.No. 482 / 2007 (cont'd.)

QUALIFICATIONS :

- Demonstrated high level of artistic creativity
- Strong written and oral communication skills (English and Nauruan)
- Ability and willingness to work with others
- Willingness to learn and apply new knowledge and ideas and share these with others
- High level Typing and Computer skills required
- Good interpersonal and time management skills
- Good organizational and problem solving including decision making ability
- Displays professionalism, tact, courtesy, discretion and respects confidentiality
- 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
- Must have a current drivers license

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Thursday 25th October, 2007.

DATED this 11th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 483 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT HEALTH & MEDICAL SERVICES
(Directorate of Public Health)

POSITION : Executive Secretary

SALARY : \$4,917 p.a. (3.1)

This position will work with the Director of Public Health and the Public Health Staff. The position will provide administrative assistance to the Director in carrying the roles and responsibilities of the Public Health Directorate. These duties will include ensuring all office and secretarial duties which will include the following.

G.N.No. 483 / 2007 (cont'd.)

DUTIES

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- Minutes taking and typing of all public health meetings
- Drafting of letters and other documents as directed by the Director
- Phone answering, screening of calls and taking messages required
- Assisting with all communication from Public Health to other Directors, SHMS, MoH and other relevant Department Heads
- Preparing correspondence, presentation, graphs and spread sheets
- Handling and collating all ingoing and outgoing mail for Public Health
- Ensuring that confidentiality is maintained at all times
- Dealing with matters arising in the absence of relevant staff

QUALIFICATIONS

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- Strong written and oral communication skills (English and Nauruan)
- Strong analytical and numeracy skills
- Ability and willingness to work with others
- Willingness to learn and apply new knowledge and share these with others
- High level Typing and Computer skills required
- Good interpersonal and time management skills
- Good organizational, problem solving and decision making ability
- Displays professionalism, tact, courtesy, discretion and respects confidentiality
- 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
- Must have a current drivers license

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour, no later than Thursday 25th October, 2007.

DATED this 11th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 484 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF JUSTICE BORDER & CONTROL

- POSITION : Quarantine Officer
- SALARY : \$4,666 p.a. (2.2)
- DUTIES : The Quarantine Officer is responsible to the Chief Quarantine Officer. which involve Quarantine matters such as:
1. Inspection of plants, goods, animals, and general cargoes for unwanted pests and diseases
 2. To board aircraft and vessels and search for unwanted pests and diseases
 3. To coordinate with the Chief Quarantine Officer with regard to the implementation of an emergency response plan
 4. To undertake such other duties that are compatible with the position as may be determined by the Chief Quarantine Officer
- QUALIFICATIONS : There are no pre-requisite for the position, although some experience with the following will be beneficial:
1. Fruit fly Project
 2. Good command of both oral and written Nauruan and English
 3. Good public relations skill
 4. Be able to work flexible hours

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Thursday 25th October, 2007.

DATED this 12th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 485 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF EDUCATION

POSITION : Manager – CASE (Primary)

SALARY : \$7,171 p.a. (6.2)

As a CASE Manager, you will be responsible to the Director of Education through the Assistant Director CASE for the satisfactory performance of your duties.

This position includes management of the Nauru New Basic curriculum including the in-service programme as set out in the Footpath programme.

DUTIES :

1. Responsible for implementation of Nauru New Basics (NNB). Early Childhood curriculum, Lift Skills and Culture Curricula
2. Responsible for teacher professional development in the area of curriculum delivery
3. Provide advice to Assistant Director-CASE on curriculum matter including suitable resources, class sizes, pedagogies that align with the chosen curriculum, and measures to ensure a seamless curriculum from Pre-School to Year 13
4. To perform such other duties that are compatible with the position as determined by the Director

QUALIFICATIONS:

1. Successful experience in Planning, Leading, Organizing and Controlling Curriculum Development and Implementation
2. Ability to train/mentor teachers in teaching the required curriculum
3. High level of literacy
4. Demonstrated work ethic and ability to work in a team
5. Preferably holds an educational degree and higher or equivalent qualification

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G.N.No. 485 / 2007 (cont'd.)

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 2nd November, 2007.

DATED this 11th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 486 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF EDUCATION

POSITION : Research Officer (2)

SALARY : \$4,666 p.a. (2.2)

DUTIES : As a Research Officer, you will be responsible to the Director of Education through the Assistant Director – CASE for the satisfactory performance of your duties.

This position works closely with the CASE Managers and consultants and involves mainly office work, assisting in workshops, meetings, project management and technical duties.

1. To assist the CASE Manager in –
 - a) Recording and stock-taking school resources and materials
 - b) Processing materials such as recording, typing, printing, photocopying, sorting and filing
 - c) Delivering workshops and meetings
 - d) Managing projects such as the USP augmented Programmes, Language Programmes and Benchmarking
2. To assist CASE consultants in –
 - a) Workshops and meetings
 - b) Technical office work

G.N.No. 486 / 2007 (cont'd.)

QUALIFICATION :

1. Motivated to deliver assigned tasks
2. Have Frontline skills or equivalent
3. Successful experience in ICT use including Spreadsheets and other computer programmes and software. This includes the use of ICT equipment such as printers and photocopiers
4. High level of literacy
5. Demonstrated work ethic and ability to work in a team
6. Preferably a high school graduate

Applications should be lodged in writing stating names, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Friday 2nd November, 2007.

DATED this 11th Day of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 487 / 2007

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

Effective immediately, the following appointment is hereby notified for general information:-

DEPARTMENT OF TRANSPORT & TELECOMMUNICATIONS
(Directorate of Civil Aviation)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Mrs. Eidebe Koepke	Security Officer	\$3,915 (1.1)
Mr. Alkazaam Star	Security Officer	\$3,915 (1.1)

DATED this 11th day of the month of October, Two Thousand and Seven.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 107

17th October, 2007

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G.N.No. 488 / 2007

ENGAGEMENT TO MARRY

NAME OF PARTIES: DOWAIDI MWAREOW of Nibok District and
EMOGINA THOMA of Meneng District.

DATE OF ENGAGEMENT: 11th October, 2007

LUDWIG SCOTTY
MINISTER IN CHARGE

NAME OF PARTIES: ROBIN TAUMEA of Buada District and
GERALDINE GARABWAN of Baitisi District.

DATE OF ENGAGEMENT: 12th October, 2007

KIEREN KEKE
MINISTER IN CHARGE
