



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

No. 76

1st August 2007

Nauru

G.N.No. 287 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF EDUCATION

POSITION : School Environment Officer (4)

SALARY : \$ 4,200 p.a (2.1)

DUTIES As a School Environment Officer, you will be responsible to the Director of Education through the Deputy Principal/Principal for the satisfactory performance of your duties.

1. Supervise the cleaners to insure that the daily work requirements are fulfilled to the expected satisfactory standards of the Education Department
2. Record the cleaners attendance and performance and provide this information to the Deputy Principal/Principal on a timely basis.
3. To be the liaison person between the cleaners and the Deputy Principal/Principal.
4. Responsible for landscape planning of the school compound including beautification, drainage system, environment plan (practice/encourage health-promoting environment), etc.
5. Responsible for establishing and maintaining a School Kitchen Garden including composting, nursery (plant sales outlet and/or garden centre), etc.
6. To be a resource person in native plant uses (medicinal etc) for students and other interested people.
7. To perform such other duties compatible with the position as determined by the Director of Education through the Deputy Principal/Principal.

QUALIFICATION:

1. Must be mature in knowledge as per the duty statements.
2. Must have the character of self-starter, creative, tolerant and problem-solver.
3. Demonstrated work ethic and ability to work in a team.
4. Able to work with students from 6 years to 19 years.
5. Preferably holds a certificate in Agriculture or equivalent qualification or gardening landscaping experience.

G.N.No. 287 / 2007 (cont'd)

Applications should be provided in writing stating name, age, qualifications and Curriculum Vitae attached and submitted to the Director of Human Resources & Labour Chief Secretary's Department no later than Friday, 10th August, 2007.

DATED this thirty-first day of the month of July, 2007.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 288 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

DEPARTMENT OF EDUCATION
(YOUTH AFFAIRS)

POSITION : Senior Youth Officer

SALARY SCALE : \$6,450 per annum (5.3)

DUTIES : Advice the Director on relevant workshops and projects which needs to organised for the betterment and benefit of the youth population.

Provide assistance in the career guidance and counselling of youths who are actively seeking employment.

Approach other departments and non-government organisation to coordinate projects, which requires their involvement.

Correspond with overseas youth organisations through the Director, on relevant matters pertaining to the youth, including unemployment problems youth support programs, workshops for skill development and general sharing of ideas.

Coordinate the promotion of youth workshop activities with overseas consultants, including local voluntary bodies. This can be done in conjunction with the Youth Officer – Sports and Culture.

Responsible for collecting relevant data and statistics pertaining to youth, including unemployment levels, workshop participation rates, youth crimes rates, etc.

Assist the Director in formulating an annual youth project and activities plan, which will include long and short term planning.

Assist in the development and formulation of the annual budget.

Attend regional or international meetings relating to youth issues.

Attend to any other duties as specified from time to time by the Director.

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G.N.No. 288 / 2007 (cont'd)

QUALIFICATIONS : Preferable to have a tertiary qualification in the areas of youth affairs, youth counselling and psychology.

Must have leadership qualities and good managerial ability.

Must have excellent communication skills, both oral and written.

Must be highly dedicated and genuinely interested in the youth issue and associated problems.

Must have sober habits and is a respected member of the community.

Applications should be provided in writing stating name, age, qualifications and Curriculum Vitae attached and submitted to the Director of Human Resources & Labour Chief Secretary's Department no later than Friday, 17th August, 2007.

DATED this thirty-first day of the month of July, 2007.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 289 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

RE-ADVERTISEMENT

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : PROJECT SUPPORT OFFICER (2)

SALARY : \$215 FORTNIGHTLY (FIXED)

DURATION OF EMPLOYMENT : 2 YEARS

DUTIES The Project Support Officer will be responsible to the Ministry of Health of Nauru and the local Nauruan Project Coordinator through the Nauru Project Collaborator (Director of Public Health), and to the Diabetes Unit, the University of Sydney.

RESPONSIBILITIES:

- Assisting with meeting the contractual obligations by collecting and collating data relevant to the various phases of project;
- Administering patient surveys and maintaining patient records data base;
- Communicating with the Project Coordinator in Nauru on a regular basis regarding progress on various project phases;
- Assisting with coordinating the visits of the Australian Project and Clinical Teams;
- Providing secretarial support for the local Project Management Committee.

G.N.No. 289 / 2007 (cont'd)

QUALIFICATION:

- Experience and/or knowledge of diabetes and/or non communicable diseases care
- Good administrative, secretarial and organizational skills
- Good written and oral communication skills in both English and Nauruan
- Medium level computer skills (Microsoft Word, Excel and Access Database)

Applications should be provided in writing stating name, age, qualifications and Curriculum Vitae attached and submitted to the Director of Human Resources & Labour Chief Secretary's Department no later than Friday, 3rd August, 2007.

DATED this thirty-first day of the month of July, 2007.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 290 / 2007

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

RE-ADVERTISEMENT

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : PROJECT COORDINATOR

SALARY : \$300 FORTNIGHTLY (FIXED)

DURATION OF EMPLOYMENT : 2 YEARS

DUTIES The Project Support Officer will be responsible to the Ministry of Health of Nauru and the local Nauruan Project Coordinator through the Nauru Project Collaborator (Director of Public Health), and to the Diabetes Unit, the University of Sydney.

RESPONSIBILITIES :

- Managing the project on a day to day basis and ensuring that all projects tasks are completed in a timely manner in order to meet all contractual obligations;
- Managing and implementing the policy and project direction set by the Project Steering Committee and the local Project Management Committee;
- Supervising the Project Support Officers on a day to day basis and coordinating the maintenance of patient records and database, the completion of patient complication screening and surveys and the collection of additional data relevant to the various project phases;
- Collating the date specific to the various project phases;
- Maintaining regular and clear communication with the Project Director in Nauru and Australian Project Manager and writing progress reports on the various project phases;
- Communicating with key stakeholders in Nauru on a regular basis regarding the project implementation;

G.N.No. 290 / 2007 (cont'd)

- Overseeing and conducting the clinical care of diabetic patients and ensuring that all health workers in Nauru are managing diabetic patients according to established clinical targets;
- Developing clinical competencies regarding diabetes care for all levels of health workers, to be developed in consultation with local key stakeholders and the Australian collaborators;
- Coordinating health workers training workshops;
- Coordinating visits by the Australian Project and Clinical Teams;
- Organising and attending local Project Management Committee meetings;
- Maintaining and providing financial records relating to expenditure for the project.

QUALIFICATION:

Should be an undergraduate diploma/certificate in a health discipline or other relevant studies in a health discipline and training.

Applications should be provided in writing stating name, age, qualifications and Curriculum Vitae attached and submitted to the Director of Human Resources & Labour Chief Secretary's Department no later than Friday, 3rd August, 2007.

DATED this thirty-first day of the month of July, 2007.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 291 / 2007

SUCCESSION, PROBATE AND ADMINISTRATION ACT 1976
NOTICE UNDER SECTION 55 OF THE ACT
DECEASED ESTATE

PERSONALTY ESTATE OF THE LATE AGNES HARRIS

The Curator of Intestate Estates has hereby determined that ALL Personalty Estate such as: Passbook, Salaries, Final Entitlements, Landrentals, Royalties, RONWAN interest (if any) and to be equally distributed as follows:

Carren Satto -	1/13	Roy Harris -	1/13
Baron Waqa -	1/13	Jima Harris -	1/13
Micha Waqa -	1/13	Ruby-June Rouseau -	1/13 Ruth Scotty (caretaker)
Luke Waqa -	1/13	Kahiko Harris -	1/13 Rantag Harris (trustee)
Irving Harris -	1/13	Ruth Scotty -	1/13
Hector Harris -	1/13	Rantag Harris -	1/13
Ricka Raidinen-	1/13		

Creditors and others having claims against the above determinations may send into the Curator of Intestate Estate within 30 days of this Gazette Notice, after which date the said Curator shall distribute the assets of the deceased or any part thereof; amongst the beneficiary having regards only to the claims of which he has then received noticed.

KELSON T. TAMAKIN
CURATOR OF INTESTATE ESTATES