



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

No. 102

30th September, 2009

Nauru

G.N.No. 378 / 2009

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

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

DEPARTMENT OF TRANSPORT

JOB TITLE : DIRECTOR OF LAND TRANSPORT
SALARY : \$7,672 pa (7.2)

PRIMARY PURPOSE OF THE POSITION

The Director of Land Transport is to provide supervisory and management roles to the Land Transport department especially on services and maintenance of the government vehicle fleet. The department aims to concentrate more on customer service relations and improving staff morale and the transport operational system.

PRINCIPAL RESPONSIBILITIES

The Director of Land Transport is responsible to the Secretary for Transport. Roles and responsibilities of the Director of Land Transport is to provide a quality customer service delivery to both the general public and government departments as well as to maintain the up-keeping of the government vehicle fleet and the daily administration of the department.

- Maintain database on government vehicle fleet schedule of services and repairs;
- Assist the Secretary for Transport to draft or offer sound policy advice on government transport policies and procedures including transport services information booklet;
- Drafting project proposals for donor assistance;
- Maintain and sustain budget quota for the financial year on land transport requirements and replenishments;
- Provide report on activities and other matters on a regular monthly basis;
- Provide support to staff on capacity building development programs through in-house training or overseas;
- Maintain the daily operations of the transport system and administration of human resources;
- Monitor and maintain the time keeping record staff attendance and performance;
- Perform other duties as may be required by the Secretary for Transport.

QUALIFICATIONS & EXPERIENCE:

- Minimum qualification of year 12 with at least 2 years of relevant experience. Leave certificate is desirable
- Ability to lead, recruit, train, assess and support staff,
- Possess excellent oral and written communication and interpersonal skills,
- Possess a planning & organizational skills, and time-management skills,
- Possess a high level of computer literacy with experience in MS office application software
- Displays tact, confidence, proficiency and proactive,
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures.

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 Resource & Labour no later than Wednesday 7th October, 2009.

Dated this 26th day of September, 2009

**CAMILLA SOLOMON
CHIEF SECRETARY**

No. 102

30th September, 2009

Nauru

G.N.No. 379 / 2009

APPOINTMENT OF ACTING CHIEF SECRETARY & ACTING SECRETARY TO CABINET

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 25, Clause 1 of the Constitution of Nauru approved the appointment of Mr. Chris Stephen to act as Chief Secretary & Secretary to Cabinet effective from 28th September, 2009 and until the return of the substantive Chief Secretary Mrs. Camilla Solomon.

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Paul Fischer to act as Secretary for Finance for the period of 25th September 2009 to the 4th October, 2009.

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE INDUSTRY & ENVIRONMENT

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Onassis Dame to act as Secretary for Commerce Industry & Environment effective from 31st August, 2009 and until the return of the substantive Secretary Mr. Russ Kun.

APPOINTMENT OF ACTING SECRETARY FOR EDUCATION

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Michael Longhurst to act as Secretary for Education effective from 21st September, 2009 and until the return of the substantive Secretary Dr. Maria Gaiyabu.

APPOINTMENT OF ACTING SECRETARY FOR HEALTH & MEDICAL SERVICES

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Norman Powell to act as Secretary for Health & Medical Services effective from 14th September, 2009 and until the return of the substantive Secretary Dr. Sunia Soakai.

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that Cabinet at its meeting held on 21st September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Masau Detudamo to act as Secretary for Foreign Affairs & Trade effective from 18th September, 2009 to 5th October, 2009.

Dated this 21st day of September, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No. 102

30th September, 2009

Nauru

G.N.No. 380 / 2009

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE INDUSTRY & ENVIRONMENT

It is notified for general information that Cabinet at its meeting held on 25th September, 2009 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mrs. Charmaine Scotty to act as Secretary for Commerce Industry & Environment effective from 28th September, 2009 and until the return of the substantive Secretary Mr. Russ Kun.

Dated this 25th day of September, 2009

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 381 / 2009

CORRIGENDUM

It is notified for general information that in Government Gazette No. 98 dated 23rd September, G.N.No. 374/2009 under Births, Deaths & Marriages:

DELETE:

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Matagali Germaine Makya <u>KOMETA</u>	29/05/09	F	Eamwit	Boe	Mayann Capelle

INSERT:

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Matagali Germaine Makya <u>KOMETA</u>	29/05/09	F	Eamwit	Boe	Myann Capelle

CORRIGENDUM

It is notified for general information that in Government Gazette No.99 dated 24th September G.N.No.375/2009 under Public Holiday:

Delete: **Sir** Hammer DeRoburt OBE G.C.M.G.

&

Insert: Hammer DeRoburt OBE G.C.M.G.

BRANGINA BAGAGA
GAZETTE OFFICER