



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

No. 53

5<sup>th</sup> May, 2010

Nauru

G.N.No. 206 / 2010

**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 EDUCATION**

**POSITION:** SECRETARY GENERAL - NAURU NATIONAL COMMISSION FOR UNESCO  
(United Nations Educational, Scientific & Cultural Organization)

**SALARY/SCALE:** \$7,672 p.a. (7.2)

**PRIMARY PURPOSE OF POSITION:**

The Secretary General Nauru National Commission for UNESCO as the Government of Nauru's focal point for UNESCO on Nauru is responsible for the promotion and effective delivery of UNESCO's programmes on Nauru and the efficient management of the office of the Nauru National Commission for UNESCO in accordance with the UNESCO project and programme policies and procedures guideline. The incumbent is accountable to and further responsible for provision of sound advice to the Chair of the Nauru National Commission for UNESCO.

**PRINCIPAL RESPONSIBILITIES:**

The Secretary General - Nauru National Commission for UNESCO is the Government of Nauru's UNESCO focal point on Nauru and is responsible for the following:

- Representing to UNESCO Nauru's development priorities as appropriate to the UNESCO charter;
- Liaise with Nauru stakeholders in promoting and advancing UNESCO's programmes;
- Provide support to Nauru stakeholders in areas of project planning and project implementation;
- Ensure monitoring and evaluation of UNESCO supported projects on Nauru;
- Ensure timely and complete reporting on UNESCO supported projects on Nauru in accordance with the UNESCO project and programme policies and procedures guideline.
- Provide periodic briefings to the Chairperson of the Nauru National Commission for UNESCO on activities and programs and as deemed necessary by the Chairperson.
- Ensure timely completion of reports on all other UNESCO matters as required by the Chairperson for the Nauru National Commission for UNESCO.
- Provide in country representation of UNESCO's interest including and not limited to: ensuring the compilation and timely reporting on National statistics as required by UNESCO; the timely dissemination of UNESCO information to relevant Nauru stakeholders; provide interpretation of UNESCO information where deemed necessary; and to advocate and ensure due consideration and progression of UNESCO endorsed international treaties on Nauru.

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- Manage and ensure the effective and efficient daily operations of the office of the Nauru National Commission for UNESCO;
- Responsible for the timely completion and filing of the annual budget of the office of the Nauru National Commission for UNESCO in accordance to the Nauru National Budget process and timelines;
- Convene meeting of Nauru National Commission for UNESCO
- Ensure Nauru's representation at meetings, workshops, and conferences as necessary for effective carriage of duties and responsibilities of the Nauru National Commission;
- Seek and secure development partnerships with UNESCO members and UNESCO donor partners for the advancement of Nauru's development priorities;

#### QUALIFICATIONS & EXPERIENCE

- A Diploma or Certificate in studies relevant to development including economics, finance, education and management.
- Computer literate and able to use all office software applications (Word, Excel, PowerPoint, Email Tools)
- Training or proven experience in project planning and management
- Excellent report writing skills
- Excellent communication and interpersonal skills
- Good organizational skills
- Ability to consult and correspond with various stakeholders on a regular basis
- Ability to maintain accurate records and data compilation
- Self motivated and able to work effectively and efficiently with no supervision

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary Department or the Director of Human Resources no later than 5 p.m. 13<sup>th</sup> May, 2010.

Dated this 29<sup>th</sup> day of April 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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G.N.No. 207 / 2010

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

The provisional promotion of the following officer is hereby notified for general information:

**DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT**

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Sayoko Grundler	Higher Clerical Officer \$4,666 pa (2.2)	Project Officer \$6,419 pa (5.2)

Any officer of the Public Service may appeal to the above promotion under Section 20 of the Public Service Act 1998. Appeals should be based on one or other grounds set out in section 20 (2) of the Act, and should be lodged in writing stating the ground (s) of appeal to the Chief Secretary within seven (7) days after the date of this Gazette Notice.

Dated this 4<sup>th</sup> day of May, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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G.N.No. 208 / 2010

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

It is notified for general information that the following appointment shall be on probation until confirmed:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Gordon Dageago	Handyman	\$4,416 pa (2.1)

Dated this 4<sup>th</sup> day of May, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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**PUBLIC SERVICE ACT 1998**  
**SECTION 103**

**NOTICE OF TRANSFER**

The following transfer effective from 19<sup>th</sup> April, 2010 is hereby notified for general information:

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Klenny K. Harris	Support Service Officer \$6,670 pa (5.3) Department of Chief Secretary	Assistant Director \$6,419 (5.2) Department of Foreign Affairs & Trade

Dated this 4<sup>th</sup> day of May, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Lyall-Dixon Engar of Menen District and  
Chanika-Jane Waqa of Boe District.

Bula Capelle of Boe District and  
Nolyn Aku of Menen District.

DATE OF ENGAGEMENT: 28<sup>th</sup> April, 2010.  
8<sup>th</sup> May, 2010.

**HON. MARCUS STEPHEN M.P.**  
**MINISTER IN CHARGE**

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