



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

No. 58

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

Nauru

G.N.No. 228 / 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 TRANSPORT & TELECOMMUNICATIONS**  
(Directorate of Land Transport)

POSITION : Government Fleet Officer

SALARY : \$6,670 pa (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 and email
- Must have relevant administrative skills or qualifications
- Completing Year 12 schooling and English communication skills
- Willingness to learn and apply new knowledge and ideas and shares these with others;
- Must be able to work both independently and cooperatively in a team environment
- Must be innovative, proactive and proficient.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 5.00 pm, 26 May, 2010.

Dated this 13<sup>th</sup> day of May, 2010.

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

G.N.No. 229 / 2010 (cont'd)

**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 COMMERCE, INDUSTRY & ENVIRONMENT**  
(Environment)

**POSITION:** Project Officer

**SALARY SCALE:** \$6,419 pa (5.2)

**DUTIES:** Responsible to the Director of Projects for the following duties:

The Environment Division is responsible for developing and implementing environmental projects and programmes with regard to energy, climate change, water, waste, biodiversity, land, etc. The division coordinates input into whole of department and whole of government development and works with other departments, agencies and programs across Government to ensure development is coordinated, supportive and not duplicating. The division plays a key role in supporting the Ministry on national environmental project matters.

Undertake major environmental research, analysis to design and draft environmental project proposals.

- Participate in and, as required, lead teams of staff from within the department, other government departments and SOEs, to review and draft environmental projects and programmes relating to environmental management.
- Liaise, consult and negotiate with relevant stakeholders during the review of project proposals, including convening reference groups where appropriate.
- Where necessary, analyse projects proposals put forward by regional and international agencies, other departments, SOEs, NGOs, and communities, to provide advice on their implications in Nauru.
- As required, represent the Division on intra and inter-departmental committees requiring advice and input on environmental project development.
- Prepare Ministerial Submissions, Cabinet Submissions and reports on environmental management projects and programmes.

The occupant is responsible for:

- Provision of high quality advice, written output and support to the Division Head, to ensure that the Division can develop environmental projects and programmes relating to a wide range of environmental issues in conformity with government priorities.
- Representing the Division (and the Department) appropriately in dealings with other agencies, tiers of Government and stakeholder groups on issues that are often politically sensitive.
- Team leadership role for designated projects.

G.N.No. 229 / 2010 (cont'd)

Supervision will be provided by the Division Head. The occupant will be expected to be self-motivated and pro-active in achieving program objectives.

Key correspondence, briefing papers, project proposals or submissions are subject to policy checks by senior management.

- Wide experience and demonstrated knowledge in the area of environmental management
- Comprehensive understanding and demonstrated experience of policy and legislation development, the machinery of government and political processes.
- Demonstrated understanding of Nauru's environmental issues and the vision in which the department wishes to undertake
- Sound understanding of and demonstrated ability to work within the political, social and organisational environment whereby there may be lack of consensus on various issues and to apply judgement when providing appropriate and sound advice to management for policy development.
- Highly developed oral communication skills. Extensive experience and demonstrated ability to communicate negotiate and resolve conflict with a broad range of stakeholders that may have competing interests and to conduct public meetings.
- Highly developed written communication skills. Demonstrated ability to produce documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.
- Demonstrated ability to work independently, pro-actively and with limited supervision.
- Demonstrated ability to manage projects, liaise with technical experts and work as part of a broader team in order to achieve the outcomes and to meet tight deadlines.
- High level, investigative and analytical skills with the demonstrated ability to analyse technical information for the purposes of project development.

#### **QUALIFICATIONS:**

1. Should have completed Year 12 schooling or an appropriate tertiary qualification preferred;
2. Must be proficient in the English language, both written and oral;
3. Must be a computer literate and the dissemination of information using e-mail would be of an advantage;
4. Must have knowledge of relevant administrative procedures;
5. Honest and sincere work attitude and commitment.
6. An interest in training, learning through exchanges and other forms of reflection to contribute to effective project operation.
7. Good contextual knowledge of local issues, social and cultural constraints and realities.
8. Carry out assigned task in accordance with agreed-on procedures and standards.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 5.00pm, 25 May, 2010.

Dated this 13<sup>th</sup> day of May, 2010.

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

**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 COMMERCE, INDUSTRY & ENVIRONMENT**  
(Environment)

POSITION: Sectoral Environment Policy Officer

SALARY SCALE: \$6,419 pa (5.2)

DUTIES: Responsible to the Director of Projects for the following duties:

The Environment Division is responsible for developing and reviewing environmental policy, legislation, strategies and guidelines with regard to energy, climate change, water, waste, biodiversity, land, etc. The division coordinates input into whole of department and whole of government policy development and works with other programs across Government to ensure policy development is coordinated, consultative and consistent. The division plays a key role in supporting the Ministry on national environmental policy matters

Undertake major policy and legislation research, analysis and review of the Draft Environmental Management Act and other relevant environmental legislation, in particular the Energy Policy.

- Participate in and, as required, lead teams of staff from within the agency, other government and SOEs, to review and draft environmental policies and legislation relating to environmental management.
- Liaise, consult and negotiate with relevant stakeholders during the review of legislation, including convening reference groups where appropriate.
- Where necessary, analyse policy instruments or proposals put forward by other agencies and jurisdictions, including at a national level, and provide advice on their implications in Nauru.
- As required, represent the Division on intra and inter-departmental committees requiring advice and input on environmental management policy and strategy development.
- Prepare Ministerial Submissions, Cabinet Submissions and reports on environmental management policy and strategy issues.

The occupant is responsible for:

- Provision of high quality advice, written output and support to the Division Head, to ensure that the Division can develop and maintain environmental policies and strategies relating to a wide range of environmental issues in conformity with government priorities.
- Representing the Division (and the Department) appropriately in dealings with other agencies, tiers of Government and stakeholder groups on issues that are often politically sensitive.
- Team leadership role for designated projects.

G.N.No. 230 / 2010 (cont'd)

Limited supervision will be provided by the Division Head. The occupant will be expected to be self-motivated and pro-active in achieving program objectives.

Key correspondence, briefing papers, policy documents or submissions are subject to policy checks by senior management.

- Wide experience and demonstrated knowledge in the area of environmental management
- Comprehensive understanding and demonstrated experience of policy and legislation development, the machinery of government and political processes.
- Demonstrated understanding of Nauru's environmental issues and the vision in which the department wishes to undertake
- Sound understanding of and demonstrated ability to work within the political, social and organizational environment whereby there may be lack of consensus on various issues and to apply judgment when providing appropriate and sound advice to management for policy development.
- Highly developed oral communication skills. Extensive experience and demonstrated ability to communicate, negotiate and resolve conflict with a broad range of stakeholders that may have competing interests and to conduct public meetings.
- Highly developed written communication skills. Demonstrated ability to produce documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.
- Demonstrated ability to work independently, pro-actively and with limited supervision.
- Demonstrated ability to manage projects, liaise with technical experts and work as part of a broader team in order to achieve the outcomes and to meet tight deadlines.
- High level, investigative and analytical skills with the demonstrated ability to analyse technical information for the purposes of policy development.

#### **QUALIFICATIONS:**

Should have completed Year 12 schooling or an appropriate tertiary qualification preferred;

Must be proficient in the English language, both written and oral;

Must be a computer literate and the dissemination of information using e-mail would be of an advantage;

Must have knowledge of relevant administrative procedures;

Honest and sincere work attitude and commitment.

An interest in training, learning through exchanges and other forms of reflection to contribute to effective project operation.

Good contextual knowledge of local issues, social and cultural constraints and realities.

Carry out assigned task in accordance with agreed-on procedures and standards.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than 5.00 pm, 25 May, 2010.

Dated this 13<sup>th</sup> day of May, 2010.

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

**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 COMMERCE, INDUSTRY & ENVIRONMENT**  
(Commerce & Business Development)

**JOB TITLE:** Higher Clerical Officer  
**SALARY SCALE:** \$4,666 pa (2.2)  
**RESPONSIBLE TO:** Director of Commerce and Business Development

**PRIMARY PURPOSE OF THE POSITION**

The Higher Clerical Officer is responsible for assisting the Director of Commerce and Business Development in maintaining a proper filing system (asset list, stock take and contact profiling) for the division as well as maintaining all correspondence (both local and overseas) of the Division. The Higher Clerical Officer also organises and manages meetings as directed by the Director of Commerce and Business Development and keeps a schedule for the Director of CBD of all invitations received.

**PRINCIPAL RESPONSIBILITIES**

- Daily update and manage filing as well as creating an electronic system to keep track of all correspondence for the CBD Division.
- Organize meetings as directed by the Director of Commerce and Business Development.
- Answering phone calls and handling any queries concerning customers that need assistance and attends to other matters relating to the CBD Division.
- Prepare quotes, payments requisitions; maintain receipts and other source documents.
- Follow up on Payment Vouchers and cashing of cheques.
- Maintain Government asset list as per Department of Audit request.
- Assist in preparing financial reports on projects both externally funded and locally funded.
- Maintain profiles for both local and overseas contacts.
- Drafting of letters as per request from the Director of CBD.
- Any other duties as direct by the Director of CBD.

G.N.No. 231 / 2010 (cont'd)

**LEVEL OF EDUCATION & QUALIFICATIONS**

- A pass in form 6 or equivalent in any High School.
- Certificate in Secretarial work and/or Basic Bookkeeping is preferable

**KNOWLEDGE, SKILLS & EXPERIENCE**

- A demonstrated understanding of departmental payment rules and processes in the Government of Nauru.
- Good public relations and customer services skills
- Ability to produce documents to a high standard of presentation and output using Microsoft office (*including Word, Excel, power point and publisher*) software applications.
- Ability to communicate effectively both verbally and in writing with employees.
- Excellent organizational abilities, including the ability to plan, prioritize and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative
- At least 2 years working experience in any secretarial work or any relevant fields

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 pm 25<sup>th</sup> May 2010.

Dated this 13<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 27<sup>th</sup> April, 2010, is hereby notified for general information.

**DEPARTMENT OF HOME AFFAIRS**

<b><u>NAME</u></b>	<b><u>TRANSFERRED FROM</u></b>	<b><u>TRANSFERRED TO</u></b>
Venos Agege	Assistant Director of Media \$6,920 pa (6.1) Media Bureau	Administrative Officer \$6,670 pa (5.3) Nauru Lands Committee

Dated this 13<sup>th</sup> day of May, 2010.

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

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

The provisional promotion of the following officer effective from 27<sup>th</sup> April, 2010 is hereby notified for general information:

**DEPARTMENT OF HOME AFFAIRS**

<b><u>NAME</u></b>	<b><u>PROMOTED FROM</u></b>	<b><u>PROMOTED TO</u></b>
Sharain Hiram	TV Presenter/Reporter \$4,416 pa (2.1)	Assistant Director of Media \$6,920 pa (6.1)

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 13<sup>th</sup> day of May, 2010.

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

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No. 58

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

Nauru

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G.N.No. 234 / 2010

**PUBLIC SERVICE ACT 1998**  
**SECTION 14(1)**

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information that the following appointment effective from 7<sup>th</sup> May, 2010 shall be on probation until confirmed.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Cartina Hiram	Caretaker/Cleaner	\$3,915 pa (1.1)
Juran Scotty	Caretaker/Cleaner	\$3,915 pa (1.1)

Dated this 13<sup>th</sup> day of May, 2010.

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

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G.N.No. 235 / 2010

**PUBLIC SERVICE ACT 1998**  
**SECTION 56 – DISMISSAL**

It is notified for general information that the following officer's dismissal has been accepted.

**POLICE & EMERGENCY SERVICES**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Daniel Itsimaera	Security Officer	5 <sup>th</sup> May, 2010

Dated this 13<sup>th</sup> day of May, 2010.

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

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**PRICES REGULATION ACT 2008**

**PRICES REGULATION ORDER**

**ORDER No.001/2010**

Pursuant to the powers vested in me by Section 8(1) of the Prices Regulation Act 2008, to revoke an order under this Act where I am satisfied that there are reasonable grounds; and in accordance with advice from the Secretary for Finance and the approval of Cabinet I hereby:

- revoke the Prices Regulation Order of 26 August 2009 (G.N.No.350/2009) in relation to setting the maximum wholesale price and retail margin for diesel and petrol.

This advice indicates that the prices established under this order are below the current wholesale price of diesel and petrol.

Dated this 14<sup>th</sup> day of May 2010.

**HON. DR. KIEREN KEKE M.P.**  
**MINISTER FOR FINANCE**

**PRICES REGULATION ACT 2008**

**PRICES REGULATION ORDER**

**ORDER No.002/2010**

Pursuant to the powers vested in me by Section 5 (3) and 6 (1) of the Prices Regulation Act 2008, to determine the maximum wholesale prices and retail margin for the said declared goods, and in accordance with the advice of the Secretary for Finance and the approval of Cabinet, I make the following Orders:

- a) Maximum wholesale prices for diesel and petrol
  - Diesel: \$1.32 per litre; and
  - Petrol: \$1.35 per litre.
- b) Maximum retail margin for diesel and petrol
  - Diesel: \$0.30 per litre; and
  - Petrol: \$0.30 per litre.

This order shall remain in force until the next Prices Regulation Order relating to fuel prices is issued.

Acting on the advice of the Secretary for Finance pursuant to Section 5(3) of the Prices Regulation Act 2008, I am satisfied that it is necessary to issue this order to ensure the fair distribution of these goods among all members of the community.

Dated this 14<sup>th</sup> day of May 2010.

**HON. DR. KIEREN KEKE M.P.**  
**MINISTER FOR FINANCE**

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