



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
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Nauru

G.N.No. 407 / 2012

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that Cabinet at its meeting held on 31st July, 2012 and in pursuance to Article 68, Clause 3 of the Constitution of Nauru approved the appointment of Mr. Russ Kun to act as Secretary for Foreign Affairs & Trade effective 01st August, 2012, and until the return of Ms. Kim Aroi.

Dated this 01st day of August, 2012

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 408 / 2012

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 (KC)

SALARY : \$5,101pa / 2.1 (\$196.19 per fortnight)

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

1. Supervise the cleaners to ensure that the daily work requirements are fulfilled to the expected satisfactory standards of the Education Department.
2. Record the cleaner's 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.

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QUALIFICATIONS:

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.

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 5.00pm, 17th August 2011.

Dated this 3rd day of August, 2012.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY
