



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

No. 152

25<sup>th</sup> September, 2013

Nauru

G.N. No. 691 / 2013

**PUBLIC SERVICE ACT 1998**  
**SECTION 10(1)(d)**

**ALTERATION OF DESIGNATION OF AN OFFICE**

PURSUANT TO the powers in that behalf vested in me, under Section 10, Subsection 1, Clause d of the Public Service Act 1998, **I, HON. AARON COOK, MP**, Acting President and Acting Minister responsible for the Public Service, **DO HEREBY**, with immediate effect alter the classification of the following position:-

**DEPARTMENT OF JUSTICE AND BORDER CONTROL**

**CURRENT DESIGNATION**

Public Defender  
\$8,862pa (L7.2)

**RECLASSIFICATION DESIGNATION**

Public Defender  
\$9,439pa (L8.1)

DATED this 24<sup>th</sup> day of September, 2013.

**HON. AARON COOK, MP**  
**ACTING PRESIDENT**  
**and**  
**ACTING MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE**

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G.N. No. 692 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE**

It is notified for general information that Cabinet at its meeting held on Wednesday 18<sup>th</sup> September, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approve the appointment of Dr. Maria Gaiyabu to act as Secretary for Foreign Affairs and Trade until the return of Michael Aroi.

DATED this 19<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 693 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL**

It is notified for general information that Cabinet at its meeting held on Wednesday 18<sup>th</sup> September, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approve the appointment of Mr. Steven Bliim to act as Secretary for Justice and Border Control on or before 30<sup>th</sup> September, 2013.

DATED this 19<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 694 / 2013

**APPOINTMENT OF ACTING REGISTRAR OF MOTOR VEHICLES**

It is notified for general information that Cabinet at its meeting held on Friday, 20<sup>th</sup> September, 2013 and pursuant to Section 5 of the Motor Traffic Act 1937 approve the appointment of Mr. Steven Bliim to act as Registrar of Motor Vehicles until the return of the Secretary of Justice and Border Control on or about 30<sup>th</sup> September, 2013.

DATED this 26<sup>th</sup> day of September, 2013.

**DR. MARIA GAIYABU**  
**ACTING CHIEF SECRETARY**

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No. 152

25<sup>th</sup> September, 2013

Nauru

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G.N. No. 695 / 2013

**PUBLIC SERVICE ACT 1998**  
**SECTION 15(6)**  
**NOTICE OF TRANSFER**

The transfer of the following officer is hereby notified for public notification.

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Frankie Ribauw	CIE Department Director of Agriculture \$9,428pa (L7.1)	Finance Department Infrastructure Sector Planner \$9,428pa (L7.1)

DATED this 19<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 696 / 2013

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION – SECTION 53(1)**

It is notified for general information that the following officer's resignation has been accepted with effect from 07<sup>th</sup> August, 2013.

**DEPARTMENT OF TRANSPORT**  
*(Civil Aviation)*

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Alakazam Starr	Security Guard	\$4,811pa (L1.2)

DATED this 12<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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No. 152

25<sup>th</sup> September, 2013

Nauru

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G.N. No. 697 / 2013

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION – SECTION 53(1)**

It is notified for general information that the following officer's resignation has been accepted with effect from 09<sup>th</sup> September, 2013.

**DEPARTMENT OF LAND TRANSPORT**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Peter Detenamo	Mechanic	\$5,389pa (L2.2)

DATED this 18<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G.N. No. 698 / 2013

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION – SECTION 53(1)**

It is notified for general information that the following officer's resignation has been accepted with effect from 27<sup>th</sup> August, 2013.

**DEPARTMENT OF SPORTS**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Barbara Tamakin	Project Officer	\$7,993pa (L6.1)

DATED this 18<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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

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

**DEPARTMENT OF HOME AFFAIRS**  
***(Youth Affairs Section)***

**POSITION** : **Director of Youth Affairs**

**SALARY LEVEL/SCALE** : **7.2 - \$9,748pa**

To lead and direct the development and establishment of the Department of Youth Affairs in providing quality and efficient services for the continuing development and education for the youths of Nauru.

**DUTIES;**

- To provide proficient and quality advice to the Minister and other relevant Government Ministries on policies to address issues concerning the spiritual, physical, emotional, intellectual, social and economic development of young people in Nauru.
- Provide strategic leadership to the Directorate of Youth Affairs and technical advice to the Nauru National Youth Council.
- Lead the implementation, monitoring and review of the Nauru National Youth Policy 2009-2015 in accordance with the RON YOUTH Pathway2015.
- Plan, develop and monitor the establishment of a youth development program; providing leadership and fostering better communications between Government and non-Government bodies to ensure that the youths of Nauru have the best possible opportunities available to them, for continuing development and education.
- Lead and manage the development of personnel within the Youth Affairs Department. This includes leading staff meetings, monitoring staff performance and effectiveness through annual staff performance appraisals and building staff capacity to perform their duties and managing their workloads.
- Lead, plan and develop yearly programs and set the annual agenda for the Nauru Directorate of Youth Affairs.
- Liaise with the Commonwealth Youth Programme, Secretariat of the Pacific Community and other regional and International Youth Organizations for the resourcing of youth developmental programmes in Nauru.
- Attend regional and other international meetings on Youth Affairs related matters.
- Plan, establish and coordinate training program opportunities for local youths (18 years and over) who have not satisfied entry requirements into the Nauru Vocational Training Center, or have chosen to enter the Youth Affairs program directly from Secondary School.

G.N. No. 699 / 2013(cont'd)

- Establish and coordinate the implementation of the Work-experience developmental scheme for youths as part of the annual work/life-skills development training programme.
- Liaise with the relevant Senior Youth Officer to develop after school activities and other recreational programs for the youths.
- Responsible for seeking funds from overseas bodies/donors through the DDPD, AMU and other agencies, for the financing of youth related projects.
- Responsible for the preparation and work on the Youth Affairs Departmental annual budget working papers for its operation.
- Any other relevant duties that would be delegated from time to time by the Minister in charge of Youth Affairs.

**QUALIFICATION & EXPERIENCE:**

- ✓ Must be 25 years and over.
- ✓ Must have a tertiary education
- ✓ Must have a respectable quality leadership, and managerial ability
- ✓ Must have excellent communication skills, in both oral and written for work presentations
- ✓ Must be highly dedicated and genuinely capable of working with youth issues and associated problems
- ✓ Must have sober habit and is a respectful member of the communities.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than **5.00pm, Wednesday 9<sup>th</sup> October, 2013.**

Dated this 26<sup>th</sup> day of September, 2013.

**DR. MARIA GAIYABU**  
**ACTING CHIEF SECRETARY**

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

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

**DEPARTMENT OF HOME AFFAIRS**  
***(Youth Affairs Section)***

**POSITION** : **Senior Youth Officer**

**SALARY LEVEL** : **5.3 - \$8,474pa**

**DUTIES:**

- Advise the Director on relevant workshops and projects which needs to be 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 crime 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.

G.N. No. 700 / 2013(cont'd)

**QUALIFICATIONS & EXPERIENCE:**

- ✓ 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 lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary department or the Director of Human Resources & Labour no later than **5.00pm, Wednesday 9<sup>th</sup> October, 2013.**

Dated this 26<sup>th</sup> day of September, 2013.

**DR. MARIA GAIYABU**  
**ACTING CHIEF SECRETARY**

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

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

**DEPARTMENT OF HOME AFFAIRS**

(Nauru Youth Affairs)

**POSITION** : Clerical Assistant

**SALARY/SCALE** : \$5,292pa (L.2)

**PRIMARY PURPOSE** : The Clerical Assistant will be under supervision to perform the less difficult professional and technical activities associated with the conduct of a comprehensive program to inform the public of the activities and objectives of youth affairs.

**DUTIES:**

- Telecommunication activities like answering calls, transferring calls to the right person or to the right department and taking and distributing messages.
- Typing letters and replies to the inquiries made.
- Sorting and filing papers like memoranda, invoices and letters.
- Assisting the senior clerk or other support staff in the administrative functions.
- Photocopying necessary documents and filing them properly.
- Updating the computer database by data entry.
- Compiling office records and updating the files.
- Sorting and distributing incoming mail and organizing the outgoing mail.
- Attending to the inquiries and providing the necessary information to the customers.
- Making the necessary arrangements for meetings between departments and or between the organization and the clients.

G.N. No. 701 / 2013(cont'd)

**QUALIFICATIONS:**

- Minimum of year 12 qualification.
- Experience in media related functions and systems is an advantage;
- Must be computer literate and skilful in using MS Word, Excel, Access and email;
- Must have excellent interpersonal and a high level of communication skills;
- Must have the ability to work diligently, independently and ;
- Must be innovative, proactive and proficient.

Applications should be submitted to the Acting Chief Secretary or Acting Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualification and attached with curriculum vitae and other relevant references no later than 5pm, Friday, 4<sup>th</sup> October, 2013.

Dated 26<sup>th</sup> day of September, 2013.

**BERNARD GRUNDLER**  
**ACTING CHIEF SECRETARY**

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