



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

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No. 76

22<sup>nd</sup> May, 2013

Nauru

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G.N. No. 377 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY AND ENVIRONMENT**

It is notified for general information that Cabinet at its meeting held on Tuesday, 14<sup>th</sup> May, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, has approved the appointment of Mr. Bryan Star to act as Secretary for Commerce, Industry and Environment during the absence of the substantive Secretary for Commerce, Industry and Environment, Mr. Russ Kun, from 10<sup>th</sup> to 14<sup>th</sup> May, 2013.

DATED this 16<sup>th</sup> day of May, 2013.

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

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G.N. No. 378 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS**

It is notified for general information that Cabinet at its meeting held on Monday, 13<sup>th</sup> May, 2013 and pursuant to Article 68, Clause 3 of the Constitution of Nauru, approved the appointment of Ms. Joy Heine to act as Secretary for Home Affairs until the return of the substantive Secretary for Home Affairs, Mrs. Charmaine Scotty on the 20<sup>th</sup> of May, 2013.

DATED this 14<sup>th</sup> day of May, 2013.

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

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G.N. No. 379 / 2013

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

It is notified for general information that the following officer's resignation effective 13<sup>th</sup> May, 2013 has been accepted and approved.

**DEPARTMENT OF LANDS TRANSPORT**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
John Temaki	Bus Driver	\$4,811pa(L1.2)

DATED this 16<sup>th</sup> day of May, 2013.

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

G.N. No. 380 / 2013

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

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

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

POSITION : Executive Secretary

SALARY : \$5,968pa (L3.2)

**PRINCIPLE RESPONSIBILITIES** :The Executive Secretary is responsible to the Director of Civil Aviation. Role and responsibilities of the Executive Secretary is to assist to:-

- Ensure administrative directive issued by the Director are communicated, implemented and maintained;
- Assist in travel arrangements of the Director and other officers;
- Attend various office and administrative meetings; write summaries and minutes of such meetings;
- Assist in preparation and sustainability of the Director's budget;
- Liaise and coordinate with the officers in the Head office in case of absence of any officer especially the Administrative Officer and Administrative Assistant.
- Relieving the Administrative Officer or the Administrative Assistant as and when required;

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- Ensure the update of the ICAO library material and that it is distributed to line agencies, public service or as required e.g. disseminating training programmes etc;
- Assist with maintaining the ICAO library with the filing and categorizing of reading material etc;
- Maintain filing and general administration work;
- Maintain monitoring of all office equipments and stationeries by maintaining statistics and inventory;
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Perform other duties as assigned by the DCA.

**QUALIFICATIONS AND EXPERIENCE;**

- Have experience in general administration or office practice;
- Knowledge in general accounting and secretarial/ clerical duties
- Be responsible in managing staff;
- Be of sober habits and punctual
- Be capable in public relations;
- Be computer literate;
- Have excellent customer relation and communication skills;
- Have a good command of English;
- Have a valid drivers license; and
- Be honest, proactive, innovative and efficient.

Applications should be submitted to the Acting Chief Secretary or Acting Director of Human Resource and Labour through writing or electronically word processed stating name, age with attached relevant qualifications and references no later than 5pm, Friday, 31<sup>st</sup> May, 2013.

DATED this 16<sup>th</sup> Day of May, 2013.

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

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G.N. No. 381 / 2013

**ENGAGEMENT TO MARRY**

NAME OF PARTIES : Sparkle Degia of Anabar District and  
Deidre Adam of Aiwo District.

Ludwig Scotty of Anabar District and  
Katarina Taputoa also from Anabar District.

DATE OF ENGAGEMENT : 15<sup>th</sup> May, 2013  
23<sup>rd</sup> May, 2013.

**HON. ROLAND KUN, MP**  
**MINISTER IN CHARGE**

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