



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY
EXTRAORDINARY

No.81

12th August, 2009

Nauru

G.N.No. 313 / 2009

CRIMINAL PROCEDURE ACT 1972
SECTION 45

APPOINTMENT OF ACTING DIRECTOR OF PUBLIC PROSECUTIONS

IN EXERCISE of the powers in that behalf vested in me under Section 45 of the Criminal Procedure Act 1972, I, HON. MARCUS STEPHEN M.P., President of the Republic of Nauru, DO HEREBY, revoke all previous appointment made under that Section and appoint forthwith:-

HENRY KAUSIMAE

To act as Director of Public Prosecutions with effect from 31st July, 2009 until further notice.

Given under my hand this Eleventh day of August, Two Thousand and Nine

HON. MARCUS STEPHEN M.P.
PRESIDENT

G.N.No. 314 / 2009

PUBLIC SERVICE ACT 1998
SECTION 103
NOTICE OF TRANSFER

The following transfer effective from 10th July, 2009 is hereby notified for general information:-

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Rory Detageouwa	Correctional Officer \$5,167 pa (3.2) Justice & Border Control	Police Recruits \$3,915 pa (1.1) Nauru Police Force & Emergency Services

Dated this 6th day of August, 2009

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 315 / 2009

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Applications are invited from Nauruans inside and outside the Public Service for appointment, promotion or transfer to the following positions:-

DEPARTMENT OF CHIEF SECRETARY
(Ministerial)

POSITION : Executive Secretary

SALARY : \$5,167pa (3.2)

PRIMARY PURPOSE OF POSITION:

The Executive Secretary is responsible for providing executive and customer relations support to the Personal Assistant and the Ministry.

PRINCIPAL RESPONSIBILITIES:

The Executive Secretary is responsible to the Personal Assistant. Role and responsibilities of the Executive Secretary is to assist the Personal Assistant in providing the following executive duties for the Ministry.

- Drafting letters and executing directions of the Ministry;
- Corresponds and liaise with line agencies, public service departments, or ministries on any matters of the Ministry;
- Maintain filing and general administration work;
- Maintain and compose appointment schedules of the Ministry;
- Compile tracking and registration of all Ministerial records;
- Compile and furnish monthly or quarterly plans on office requirement reorders;
- Operate office equipments and manage equipment replenishments within the limited quota in the financial year;
- Assist in preparation and sustainability of the Ministry's budget;
- Assist in stocktake inventory of the Ministry's office plant & equipment, furniture and stationaries;
- Ensure that all matters are brought to the attention of the Personal Assistant;
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Perform any other duties as may be required by the Ministry.

QUALIFICATIONS & EXPERIENCE:

- Have experience in library management;
- General knowledge in accounting and clerical duties;
- Computer literate;
- Have leadership qualities;
- Must have a driver's licence;
- Excellent customer relation and communication skills;
- Sober habits and be of congenial character;
- Punctual, proactive, and efficient.

Applications should be lodged in writing stating name, age, qualifications and Curriculum Vitae provided to the Chief Secretary's Office no later than 5.00pm, Friday 21st August 2009.

Dated this 5th day of August, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 316 / 2009

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from Nauruans inside and outside the Public Service for appointment, promotion or transfer to the following positions:-

DEPARTMENT OF EDUCATION

POSITION : Assistant Director of Education

SALARY/SCALE : \$7421pa (7.1)

PRIMARY PURPOSE OF POSITION:

The Assistant Director of Education is to ensure that the Public Service staffing guidelines and Education staff movement are maintained, monitored in alignment to the provisional budget quota for the financial year. The Assistant Director of Education is to assist the Director of Education in providing sound advice, management and administration of the department in an efficient and effective manner.

PRINCIPAL RESPONSIBILITIES:

The Assistant Director of Education is responsible to the Director of Education and accountable to the Secretary for Education or the Education department. The Assistant Director of Education assists to provide management and supervisory roles in the department of Education.

- Assist the Director to coordinate and manage daily operations of the department;
- Assist the Director of Education to draft or offer sound policy advice on general administration and education policies and procedures including reports and contracts;
- Document and collate the Department's Policy Manual;
- Assist the Director of Education in the compilation and formulation of the department's annual or monthly reports;
- Responsible for the maintenance on asset stock and replenishments of education schools and office requirements, i.e building, office equipments, etc;
- Provide customer support services and in close coordination with schools in terms of transport assistance for school excursions, building maintenance, and other essential requirements;
- Provide professional support to staff development in training and mentoring;
- Development and enhancement of the department's work procedures and other areas of development;
- Monitor and maintain the time keeping record of staff attendance and performance;
- Maintain sustainability of the Education department budget quota for the financial year;
- Perform other duties as may be required by the Director of Education or the department of Education.

QUALIFICATIONS AND EXPERIENCE

- Minimum of year 12 education or qualification in relevant fields of education or management;
- Knowledge and experience of the operation of a school and the Nauruan Education system;
- Intellectual ability to analyze education research findings and assess their suitability to the Nauruan context;
- Demonstrated administrative experience of three (3) years and over in organization or government department at Senior Administrative level or above.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures
- Demonstrated sound knowledge and experience in computer literacy and the internet
- Ability to lead, recruit, train, assess and support staff
- Ability to have high level of written or oral English communication skills
- Punctual, Proactive and efficient

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 Resource & Labour no later than Friday 21st August 2009, 5.00pm.

Dated this Sixth day of August, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

G.N.No. 317 / 2009

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 NAURU POLICE FORCE & EMERGENCY SERVICES
(National Disaster Risk Management)

POSITION : COORDINATOR, NATIONAL DISASTER RISK MANAGEMENT

SALARY/SCALE : \$6,169 p. a. (5.1)

PRIMARY PURPOSE OF POSITION:

The Coordinator provides high level administration and coordination support to assist the Commissioner of Police to ensure that the Nauru National Risk Management Plan is implemented and maintained in accordance with the Disaster Risk Management Act 2008.

PRINCIPAL RESPONSIBILITIES:

The Coordinator reports directly to the Commissioner of Police and will actively be responsible in providing the following duties-

- Coordinate the maintenance of the Disaster Risk Management Plan and all necessary Government and District sub-plans;
- Assisting the facilitating the implementation of the National Disaster Risk Management Plan;
- Prepare, review, test and coordinate any necessary improvements to the Disaster Risk Management Plan;
- Provides advice and reports to the Commissioner of Police in relation to any legal issues as required under the Disaster Risk Management Act 2008;
- Facilitate all necessary training exercises, post-disaster and post-exercise debriefs and prepare all necessary reports required by the Commissioner of Police
- Manage and report on the development of a National database of relevant Disaster Management information including available assets and their locations;
- Provide coordination support to the Commissioner of Police in the event of a National Disaster being declared on Nauru;
- Perform any other duties as may be required by the Commissioner of Police or the National Disaster Risk Management.

QUALIFICATIONS AND EXPERIENCE:

- Relevant work experience in the field of Risk Management or Government administration;
- Ability to lead and manage diverse teams;
- Sound computer literacy skills;
- High level of oral and written communication skills;
- High level of integrity and respect within the community;
- Commitment to achieving organizational outcomes;
- Punctual, proactive and efficient

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than Friday 21st August, 2009, 5.00pm.

DATED this Sixth day of August, 2009.

CAMILLA SOLOMON
CHIEF SECRETARY

No.81

12th August, 2009

Nauru

G.N.No. 318 / 2009

CORRIGENDUM

It is notified for general information that in Government Gazette No. 65 dated 2nd July, 2009
G.N.No. 231/2009:

DEPARTMENT OF HOME AFFAIRS

<i>DELETE</i>			
MEDIA			
Assistant Director of Media	1	7.2	\$ 7,672

<i>INSERT</i>			
MEDIA			
Assistant Director of Media	1	6.1	\$ 6,920

Dated this 7th day of August, 2009

BRANGINA. BAGAGA
GAZETTE OFFICER
