



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 27

3rd March, 2010

Nauru

G.N.No. 112 / 2010

NAURU 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 FOREIGN AFFAIRS & TRADE

POSITION : **Director**
SALARY SCALE : **\$7,421 pa (7.1)**

DUTIES & RESPONSIBILITIES:

General Role: To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions.

The Director is responsible for the Division and to the Permanent Secretary for Foreign Affairs for:

- Providing advice to the Permanent Secretary on Nauru's foreign relations and strategies;
- Liaising and coordinating with Donor Partners and International Organizations on their assistance programmes in close consultation with the Aid Management Unit and relevant government departments and agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;
- Preparation of Cabinet Papers;
- Processing attendance of Nauru's representatives to international meetings;
- Maintaining a list and profile of Nauru's representatives to all international meetings to facilitate government's human capacity building programmes;
- Developing, evaluating and implementing policy initiatives;
- Budgetary responsibilities;
- Implementing the Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS); and
- Performing any other duties as may be required by the Division and the Permanent Secretary.

REQUIREMENTS

The incumbent should possess:

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration and Management;
- Some experience (5 years minimum) in Foreign Affairs and Trade and/or Management in policy advisory and administrative functions;
- Very good understanding and commitment to the national interests as outlined in the NSDS, the Constitution and the Foreign Policy Statement;

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- Good understanding of, and good working relations with Nauru's Overseas Missions and other Government Departments;
- Some experience in budget preparations and control;
- Some understanding of Nauru's external environment, including the policies and interests of donor partners;
- Excellent communication (written and oral) skills in the English language; and
- Strong work ethics and good resources management skills.

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 **Tuesday 9th March, 2010, 5.00 pm.**

DATED this 3rd day of March, 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 113 / 2010

NAURU 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 FOREIGN AFFAIRS & TRADE

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

DUTIES & RESPONSIBILITIES

General Role: To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions.

The Assistant Director is responsible to the Director for:-

- Providing advice to the Director on Nauru's foreign relations and strategies;
- Liaising and coordinating with international organizations in close consultations with relevant government departments and agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;
- Conducting research on issues of interest of Nauru;
- Preparing Cabinet Papers;
- Maintaining a good recordkeeping system;
- Assisting the Director in the management of support staff;
- Processing attendance of Nauru's representatives to international meetings;
- Developing, evaluating and implementing policy initiatives;
- Providing reports/briefs as and when required;

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- Drawing up the Division's annual budget estimates and work programme;
- Implementing the Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Acting as Director in the absence of the Director;
- Performing any other duties as may be required by the Division or Director.

REQUIREMENTS

The incumbent should possess:

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration or Management;
- Some experience (3 years minimum) in Foreign Affairs and Trade or related field;
- Good understanding of and commitment to the NSDS, the Constitution and the Foreign Policy Statement;
- Good understanding of and working relations with Nauru's Overseas Missions and other Government Departments;
- Some working knowledge of budget preparations and control;
- Good communication (written and oral) skills in the English language; and
- Strong work ethics and good resources management skills.

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 **Tuesday 9th March, 2010, 5.00pm.**

DATED this 2nd day of March, 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

NAURU PUBLIC SERVICE ACT 1998

SECTION 20

NOTICE OF PROMOTION

With immediate effect, the provisional promotion of the following officers is hereby notified.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Pristina Demauna	Teacher Diploma (Primary) \$6,169 (5.1) p.a.	Deputy Principal \$6,920 (6.1) p.a.
Melissa Ika	Teacher Diploma (Secondary) \$6,670 (5.3) p.a.	Deputy Principal \$6,920 (6.1) p.a.
Mary Tebouwa	Teacher Certificate (Primary) \$5,919 (4.3) p.a.	Deputy Principal \$6,920 (6.1) p.a.

Any officer of the Public Service may appeal to the above promotion under section 20 of the Nauru 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 23rd day of February, 2010.

MICHAEL CAIN
ACTING CHIEF SECRETARY

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PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment of the following officer took effect from 24th February 2010 is hereby notified for general information:-

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Marcus Aremwa	Clerical Officer	\$4,416 pa (2.1)

DATED this 2nd day of March, 2010.

MICHAEL CAIN
ACTING CHIEF SECRETARY
