



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

No. 32

17th March, 2010

Nauru

G.N.No. 123 / 2010

APPOINTMENT OF SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that Cabinet at its meeting held 10th March, 2010 and pursuant to its power under Section 8 subsection 3 of the Public Service Act 1998 approved the appointment of Mr. David Lambourne to act as Secretary for Justice & Border Control until the 30th April, 2010.

Dated this 12th day of March, 2010.

**MICHAEL B. CAIN
ACTING CHIEF SECRETARY**

G.N.No. 124 / 2010

ABOLISH OF RATE FOR AGE

It is notified for general information that Cabinet at its meeting held on 5th June, 2009 approved the abolition of the Rate For Age salary scale under the current revised salary scale.

Dated 8th day of June, 2009.

**KIM AROI
ACTING CHIEF SECRETARY**

No. 32

17th March, 2010

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G.N.No. 125 / 2010

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 CHIEF SECRETARY
(Employee Relations Unit)

POSITION : EMPLOYEE RELATIONS OFFICER

SALARY : \$ 6,670 pa (5.3)

PRIMARY PURPOSE OF THE POSITION:

The Officer is responsible for providing employee relations support to the Employee Relations Manager on all employee/labour relations activities across NPS, ensuring compliance with Public Services Act 1998 in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary action and termination.

PRINCIPAL RESPONSIBILITIES:

The Employee Relations Officer is responsible to the Manager – Employee Relations. Role and responsibilities of the Employee Relations Officer is to assist Employee Relations Manager in providing the following HR services for the NPS:

- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint against any officer(s) of the public service;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to possible breach(s) of the Public Service Act, 1998;
- Investigate any decision or recommendation made or any act done or omitted to be done relating to a matter of complaint made by the Head of Departments, (HODs), against any officer of the public services;
- Investigate any complaints arising from officers within the public service against any other officers;
- Investigate and ensure that all matters or finding(s) must be aligned with the Public Service Act, 1998;
- Maintain and update history of offenders;
- Investigate any decision(s) or recommendation(s) made or any act done or omitted to be done on any matters raised in liaison with the Justice Department;
- Compile and furnish monthly, quarterly and yearly reports;
- Interview the witnesses and offenders so as to ascertain the truth of the matter.
- Ensure that all matters are brought to the attention of the Manager of Employee Relations;
- Treat all matters arising with due process and diligence, and utmost confidentiality and not to disclose any information to a third party.
- Perform any other duties as compatible to your duties and responsibilities as may be required by the Manager – Employee Relations.

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KNOWLEDGE, SKILLS AND EXPERIENCE

- Candidate should have completed a Higher School Leaving Certificate or should be qualified as a paralegal, or in the absence of such qualification, should have at least undergone some legal training(s) in a recognized and Accredited Institution of Learning or work with at least three years experience in the field of legal profession.
- Must be knowledgeable with the Public Service Act, 1998 and the Constitution of Nauru and must be acquainted and familiar with the criminal laws of Nauru
- Must be fair and impartial;
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary Department or the Director of Human Resources no later than 5 pm, 29 March 2010.

Dated this 15th day of March 2010

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

No. 32

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G.N.No. 126 / 2010

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 CHIEF SECRETARY
(Training & Development)

POSITION : DEVELOPMENT OFFICER

SALARY : \$6,670 pa (5.3)

PRIMARY PURPOSE OF THE POSITION

The Development Officer will assist in the development, coordination and management of the Nauru Public Service training & professional development activities, working under the supervision and management of the Training & Development Manager.

PRINCIPAL RESPONSIBILITIES

The Development Officer is responsible to the Training & Development Manager. Role and responsibilities of the Development Officer is to assist the Training & Development Manager in providing the following HR services for the NPS:

- Advise departmental heads and employees on training policies and practices;
- Plan training courses and prepare materials;
- Deliver and present training sessions;
- Monitor and evaluate in-house training courses;
- Represent the HR&L in attending to activities such as job expo's, school to work programs and high school career fairs;
- Plan and sometimes delivering training, including inductions for new staff;
- Assist Training & Development Manager conduct training needs analysis and skills audit for the NPS in conjunction with departmental heads;
- Develop and maintain data base and update employee training and professional development records;
- Produce monthly training report;
- Develop and implement staff development programs;
- Assist Manager Training & development prepare training & professional development costs budget;
- Coordinating the placement vacation students work experience with the various government agencies;
- Coordinate and disseminate training and professional development information to the NPS departments;

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- Liaise with the AusAID and other donor agencies scholarship office on scholarships available for NPS and coordinate and disseminate this information to the relevant heads of department within NPS.;
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service;
- Other duties as may be directed.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of year 12 with at least 3 years of relevant experience training and development/human resources;
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organisational development initiatives using Adult Learning principles;
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action;
- Planning and organisational skills;
- Time-management skills;
- Excellent presentation and facilitation skills;
- Persuasive presentation skills;
- Ability to negotiate and liaise with managers, employers, educational institutions and donor agencies.

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 Resources & Labour no later than 5 pm, 24 March 2010.

Dated this 15th day of March 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 127 / 2010

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 EDUCATION
(Youth Affairs)

POSITION : Director

SALARY SCALE : 7.2

DUTIES : 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.

1. 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.
2. Provide strategic leadership to the Directorate of Youth Affairs and technical advice to the Nauru National Youth Council.
3. Lead the implementation, monitoring and review of the Nauru National Youth Policy 2009-2015 in accordance with the RONYOUTH Pathway 2015.
4. 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.
5. 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.
6. Lead, plan and develop yearly programs and set the annual agenda for the Nauru Directorate of Youth Affairs.
7. 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.
8. Attend regional and other international meetings on Youth Affairs related matters.
9. 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.

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

QUALIFICATION:

- Must be of mature age preferably 25 years of age or over.
- Must have a tertiary education
- Must have a respectable quality in leadership, and managerial capabilities.
- Must have excellent communication skills both oral and written for work presentation.
- 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.

Application should be lodged in writing stating name, age, and curriculum vitae to the Chief Secretary or Director of Human Resources before close of business 19 March 2010.

Dated this 15th day of March 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

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G.N.No. 128 / 2010

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 EDUCATION
(Youth Affairs)

POSITION : Youth Officer

SALARY SCALE : \$5, 919 pa (4.3)

To lead the development and establishment of the sporting, recreational, and a culture awareness programs for the youth, and advice the Director, through the Senior Youth Officer on the best possible ways of implementing these programs.

DUTIES:

- Plan and administer an annual sporting, recreation and activities program for the youth
- Plan and administer a culture awareness program for the youth
- Work with other organisations i.e. NGO's, schools and other department, to prepare and organise activities for youths during national holidays or other important days
- Responsible for encouraging and guiding the development of students in the areas of sport, culture and other extra curricular activities
- Advise the Director through the Senior Youth Officer on sporting, recreation and cultural issues for the youth
- Responsible for forecasting budgetary and finance needs for the Youth sporting, recreation and activities program and the culture awareness program
- Responsible for organising and heading public meetings or announcements relating to the Youth sporting, recreation and activities program and the culture awareness program
- Responsible for monitoring the success of the Youth sporting, recreation and activities program and the culture awareness program, and improving them where required
- Liaise with regional and international bodies on matters pertaining to Youth sport, culture and recreation
- Attend regional or international meetings on issues relating to Youth sport and recreation
- Attend to any other duties as specified from time to time by the Director of Youth Affairs

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QUALIFICATIONS:

- Must be 21 years of age and over
- Must have leadership qualities and good managerial ability
- Must have excellent communications skills, both oral and written
- Must be highly dedicated and genuinely interested in the youth issue and associated problems
- Must have good knowledge, awareness and appreciation of Nauruan culture and heritage
- Must have sober habits, good health and is a respected member of the community

Applications should be provided in writing stating name, age, qualifications and Curriculum Vitae attached and submitted to the Director of Human Resources & Labour and the Chief Secretary's Department no later than 19th March 2010..

Dated this 15th day of March 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 129 / 2010

PUBLIC SERVICE ACT 1998
SECTION 20
NOTICE OF PROMOTION

The provisional promotion of the following officer effective from 5th March, 2010 is hereby notified for general information:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Nancy Benjamin	Staff Nurse \$6,169 (5.1) p.a.	Nurse Supervisor \$6,419 (5.2) p.a.

Any officer of the Public Service may appeal to the above promotion under section 20 of the 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 15th day of March 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

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G.N.No. 130 / 2010

PUBLIC SERVICE ACT 1998
SECTION 14 (1)

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following appointment shall be on probation until confirmed:-

POLICE & EMERGENCY SERVICES
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
JJ Anson Bop	Driver Courier	\$3,915 pa (1.1)

Dated this 15th day of March 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N.No. 131 / 2010

NAURU POLICE FORCE ACT 1972
SECTION 12 (1), (2) – RESIGNATION

It is notified for general information that the following officer's resignation has been accepted:-

POLICE & EMERGENCY SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Aquilanze Olsson	Probationary Constable	9 th March, 2010

Dated this 15th day of March, 2010.

CEDRIC NETTO
COMMISSIONER OF POLICE

No. 32

17th March, 2010

Nauru

G.N.No. 132 / 2010

NAURU POLICE FORCE ACT 1972
SECTION 12 (1), – DISMISSAL

It is notified for general information that the following officer's dismissal has been accepted:-

POLICE & EMERGENCY SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Joshua Scotty	Police Constable	4 th March, 2010

Dated this 17th day of March, 2010.

CEDRIC NETTO
COMMISSIONER OF POLICE
