



REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY

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No. 10

27<sup>th</sup> January, 2010

Nauru

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G.N.No. 39 / 2010

**PUBLIC SERVICE ACT 1998**  
**SECTION 10**

**CREATION OF NEW POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, HON. FREDERICK W. PITCHER M.P., Acting President and Acting Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

<u>DESIGNATION OF OFFICE</u>	<u>NO. OF POSITION</u>	<u>SALARY SCALE</u>
Director	1	\$7,7421 p.a (7.1)

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>DESIGNATION OF OFFICE</u>	<u>NO. OF POSITION</u>	<u>SALARY SCALE</u>
Health Trainees	26	\$4,166 p.a (1.2)

Dated this Twenty-Sixth day of January, 2010.

**HON. FREDERICK W. PITCHER M.P.**  
**ACTING PRESIDENT**  
&  
**ACTING MINISTER FOR THE PUBLIC SERVICE**

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G.N.No. 40 / 2010

PUBLIC SERVICE ACT 1998  
SECTION 15-VACANCY

Applicants are invited from Nauruans inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Handyman  
SALARY/SCALE : \$4,666 p.a (2.2)

**PRIMARY PURPOSE OF POSITION:**

The handyman reports to Maintenance Supervisor or the Infrastructure Manager of the Hospital Administration. The handyman is responsible to undertake all repairs and maintenance of Hospital Building, including plumbing, electrical and other duties as may be required. The role is responsible for the day to day operations, is accountable to Director of Administration in ensuring that work procedures are implemented, that standards and outcomes are met and that continuous improvement of effective health service is implemented.

**DUTIES AND RESPONSIBILITIES**

- Day to day responsibility to undertake all repairs and maintenance of hospital building, including carpentry, electrical and plumbing needs in a timely manner;
- Report broken equipment and facilities to Maintenance Supervisor or the Infrastructure Manager for prioritizing repair timetable;
- Report equipment and facilities that are in need of repair that are outside the scope of expertise of the handyman;
- Maintain skills by always being available to learn when external consultants are on Nauru e.g. Oxygen plant , EBOS technicians, reverse –osmosis unit technician and so on;
- Coordinate and communicate to the Maintenance Supervisor or the Infrastructure Manager what jobs have been completed or need to be completed and the requirement to complete the job.
- Provide monthly reports on maintenance works completed and report shortfalls;

**HEALTH AND SAFETY:**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- Must use safety equipment in a proper manner and for the purpose intended ;
- Must work in accordance with any health and safety procedures, instructions or training that has been given;
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment;
- Any other duties as may be directed by the Maintenance Supervisor or the Infrastructure Manager.

**QUALIFICATION AND EXPERIENCE**

- Appropriate trade experience or skills in carpentry, plumbing and electrical;
- Good oral and written communication skills;
- Computer literate;
- Ability to work in a team environment;
- Punctual, proactive and efficient.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than Monday 8 February 2010.

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

G.N.No. 41 / 2010

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

Applicants 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 : Desk Officer (6 positions)

SALARY SCALE : \$4,416 pa (2.1)

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 and is responsible to the Director for:

- Conducting research on relevant issues;
- Implementation of Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Maintaining records of incoming and outgoing correspondences;
- Receiving, sorting and distributing mail;
- Administrative duties not limited to photocopying, typing and scanning;
- Maintaining and updating file records;
- Providing reports/briefs as and when required;
- Performing any other duties as may be required by the Division or the Assistant Director.

QUALIFICATIONS: The incumbent should possess:

- Must have year 12 or equivalent level of education.
- Preferably a formal qualification in Foreign Affairs & Trade or related field;
- Preferably some experience (2 years minimum) in Foreign Affairs and Trade or related field;
- Good written and oral communication skills in the English language; and
- Strong work ethics and good resource management skills.

Application 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 Friday 26 February, 2010.

Dated this 20<sup>th</sup> day of January, 2010.

MICHAEL B. CAIN  
**ACTING CHIEF SECRETARY**

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G.N.No. 42 / 2010

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

Applicants are invited from Nauruans inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : COOK

SALARY : \$4,416 pa (2.1)

**PURPOSE OF THE POSITION:** To prepare and cook meals for the hospital inpatients on a day to day basis and ensure that food meets minimum agreed standards and delivered on time for breakfast, lunch and dinner. To prepare and cook meals for other departments or other organisations upon request.

**DUTIES AND RESPONSIBILITIES:**

- Supervise Assistant Cooks that all meals prepared are of the proper quantity and right taste
- Preparation of meals; cook vegetables and fat free diet
- To follow therapeutic diets according to Dietician's instructions
- Performs other tasks directed by Dietician
- Undertake quality assurance activities.

**HEALTH AND SAFETY:**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

**QUALIFICATION & EXPERIENCE:**

- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- Ability to undergo health training on health safety, basic life support, and infection control;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing or word processed stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than Monday 8 February 2010.

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

G.N.No. 43 / 2010

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

Applicants are invited from Nauruans inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : KITCHEN AIDE  
SALARY : \$4,166 pa (1.2)

**DUTIES AND RESPONSIBILITIES:**

- Responsible to the Kitchen Supervisor
- Assist in loading and delivering of food to the hospital at the appropriate times
- Make local pick ups and deliveries as required. This includes buying trips to vendors and food suppliers for deliveries and supplies
- Responsible for cleaning the hospital transport on a daily basis
- Must ensure that the oil and water levels of vehicle is checked daily and kept to the normal limits.
- Responsible to report of vehicle breakdowns and mechanical problems for further action
- Maintain documentation of vehicle running sheet and vehicle checklist
- Undertake 8 hour x 2 shifts per day
- And other duties as directed by Supervisors/Senior Managers and Dietician

**HEALTH AND SAFETY**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

**QUALIFICATION & EXPERIENCE:**

- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- Ability to undergo health training on health safety, basic life support, and infection control;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than Friday 5 February 2010.

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

G.N.No. 44 / 2010

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

Applicants are invited from Nauruans inside and outside the Public Service for appointment, transfer to the following position:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : CLEANER

SALARY : \$3,916 pa (1.1)

**PRIMARY PURPOSE OF POSITION:**

The Cleaner is responsible to the Health Administration Directorate and in providing general cleaning of NGH and RONH on a day to day basis and ensure that cleanliness of the hospital buildings and grounds meets minimum agreed standards.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the general cleanliness of the hospital buildings and grounds;
- Responsible for the cleanliness of the hospital quarters, wards, kitchen, bathrooms and grounds;
- Ensure daily, weekly and monthly jobs are attended to;
- Prepare and provide list of cleaning replenishments for records to the Team Leader
- Report to the area assigned to work for the shift;
- Responsible for cleaning mops, buckets and all other cleaning equipment and storing it properly and securely.

**HEALTH AND SAFETY:**

- Undertake quality assurance activities;
- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- Must use safety equipment or clothing in a proper manner and for the purpose intended;
- Must work in accordance with any health and safety procedures, instructions or training that has been given;
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- Other duties as may be required by the Health Administration Directorate

**QUALIFICATION & EXPERIENCE:**

- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- Ability to undergo health training on health safety, basic life support, and infection control;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than Monday 8 February 2010.

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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No. 9

27<sup>th</sup> January, 2010

Nauru

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G.N.No. 45 / 2010

**PUBLIC SERVICE ACT 1998**

**SECTION 12**

**NOTICE OF APPOINTMENT**

The following appointment effective from 18<sup>th</sup> January, 2010 is hereby notified for general information.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Stacey Dowabobo	Graduate Nurse	\$5,418 pa (4.1)

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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G.N.No. 46 / 2010

**PUBLIC SERVICE ACT 1998**

**SECTION 54 (2)**

**EXCESS OFFICERS UNDER RETIREMENT**

It is notified for general information that the following Excess Officers from the Ministry of Health & Medical Services be retired from the Public Service of Nauru with effect from 1<sup>st</sup> October, 2009.

**DEPARTMENT OF HEALTH & MEDICAL SERVICE**

1. Fensida Matisima
2. Joe Young Rokobuli
3. Erica Akibwib
4. Sita Bamede
5. Stephanie Thoma
6. Julia Katanguwa

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

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No. 9

27<sup>th</sup> January, 2010

Nauru

G.N.No. 47 / 2010

**PUBLIC SERVICE ACT 1998**  
**SECTION 56 – DISMISSALS**

It is notified for general information that the following officers dismissal has been accepted.

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Turner Thoma	Health Trainee	6 <sup>th</sup> November, 2009

**DEPARTMENT OF HOME AFFAIRS**

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Rubina Gideon	Manager for Culture	14 <sup>th</sup> January, 2010

Dated this 20<sup>th</sup> day of January, 2010.

**MICHAEL B. CAIN**  
**ACTING CHIEF SECRETARY**

G.N.No. 48 / 2010

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Angelo Duburiya of Meneng District and  
Einetta Aiyunge of Anetan District.

Iivan Aingimea of Menen District and  
Jessica Ange of Anibare District.

Crosby Amwano of Meneng District and  
Mabel Eobob of Nibok District.

Rex Kun of Nibok District and  
Anna Hiram of Aiwo District.

DATE OF ENGAGEMENT: 22<sup>nd</sup> December, 2009.  
22<sup>nd</sup> January, 2010.  
25<sup>th</sup> January, 2010.  
25<sup>th</sup> January, 2010.

**HON. FREDERICK W. PITCHER M.P.**  
**MINISTER IN CHARGE**