



REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No. 160

15th December 2010

Nauru

G.N. No. 683 / 2010

PRACTICE NOTE

The following is notified for general information;

- All criminal matters for mention will be listed on a Tuesday. With the exception of criminal matters involving juveniles for mention which will be listed on a Monday.
- All civil matters for mention will be listed on a Thursday.
All land issues will be listed on the 1st Thursday of each month.
All other civil matters will be listed on the last Thursday of each month.
- All Family Law matters for mention will be listed on the 1st Friday of each month. Any hearings will be set down for 4th Friday of each month.
- All criminal and civil hearings with an estimate of one day will be set down on a Monday or a Wednesday of each month. Hearings with an estimate longer than one day will be set down to commence on the 2nd or 3rd Wednesday of each month. This will enable 4 consecutive days for completion of any hearings.

All listings will be called in the order set out on each list.

Priority will be given to more senior counsel for sentence and hearings. These will be conducted following the calling of the list.

PETER LAW
RESIDENT MAGISTRATE

G.N. No. 684 / 2010

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following officer's resignation has been accepted effective from 23rd November, 2010.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Edgardo Bauii	Cook Supervisor	\$4,917pa (3.1)

DATED this 10th day of December, 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 685 / 2010

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF CHIEF SECRETARY
(Registry of Births, Death & Marriages)

POSITION : HIGHER CLERICAL OFFICER

SALARY/SCALE : \$4,666pa (2.2)

RESPONSIBILITIES:

- Prepare and update Government Gazette
- Collect and compile Gazette Notice
- Send e-gazette to local and overseas
- Attend customer services
- Develop and maintain database of records of Gazette
- Any other duties as required by the Registrar

KNOWLEDGE, SKILLS & EXPERIENCE

- Minimum education level of 12;
- At least 2 years of relevant experience;
- Ability to read and write in English;
- Able to work accurately & neatly;
- Sound knowledge and understanding of computer systems, eg. spreadsheet, word processing & database applications.

Applications should be lodged in writing stating name or electronically word processed, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Acting Director of Human Resources & Labour no later than **Friday 24th December 2010, 5.00pm.**

Dated this 10th day of December, 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 686 / 2010

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF TRANSPORT
(Directorate of Civil Aviation – Fire Services)

POSITION : FIREMAN
NO. OF POSITION : THREE (3)
SALARY/SCALE : \$4,917pa (3.1)

G.N. No. 686 / 2010 (Cont'd)

PRINCIPLE RESPONSIBILITIES:

The Fireman is responsible to the Fire Officer / Deputy Senior Fire Officer / Senior Fire Officer. Role and responsibilities of Fireman is to carry out rescue and fire fighting duties and to ensure delivery of quality fire & rescue services is applied with appropriate safety measures.

- Responsible to comply and carry out all documents rendered within the Public Service Act 1998, Civil Aviation Act and other regulations.
- Responsible to comply and carry out all orders of the rescue fire service.
- Responsible to comply and carry out all orders as directed.
- Responsible to carry out rescue and fire fighting.

SAFETY

- Be responsible to take reasonable care for own acts or omissions and the effect that rescue & fire fighting may have upon the safety of themselves or any other person(s).
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any fire and safety procedures, instructions or training that has been given.

ESSENTIAL

- Minimum of year 10 education level
- Have good oral and written English communication
- Physically and mentally fit
- Punctual, Proactive and able to work irregular hours

DESIRABLE

- Possess a valid driver's license

Application should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Acting Director of Human Resources & Labour no later than **Friday 24 December 2010, 5pm.**

Dated this 10th day of December, 2010.

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 687 / 2010

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for a temporary appointment to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Handyman- (Air-condition /Refrigeration)
SALARY : \$4,666 (2.2)

G.N. No. 687 / 2010 (Cont'd)

PURPOSE OF THE POSITION:

The Handyman –A/C Technician is responsible to undertake all minor repairs and maintenance of hospital air conditioning windows, split units, refrigeration 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.

KEY RESPONSIBILITIES:

- Day to day responsibility to undertake all minor repairs and maintenance of hospital air conditioning technical needs in a timely manner
- Is expected to prepare a repair & maintenance schedule report for all air conditioning, refrigeration and mortuary
- Report broken air conditioning units, refrigeration and mortuary to infrastructure Manager for prioritizing repair timetable
- Report air conditioning units and refrigeration's that are in need of repair that are outside the scope of expertise of the handyman-a/c technician
- Assist with other minor general maintenance given by the Maintenance Supervisor and Infrastructure Manager
- Maintain skills by always being available to learn when external consultants are on Nauru eg. Oxygen plant, EBOS technicians, reverse-osmosis unit technician and so on.

DUTIES AND RESPONSIBILITIES:

- Responsible to inform the Infrastructure Manager what jobs have been completed or need to be completed and requirements needed to complete the jobs eg tools, equipment, materials, etc.
- Responsible to inform the Infrastructure Manager if minor repairs needs to be done and will be assigned the job by the Infrastructure Manager
- Responsible to inform Infrastructure Manager if major repairs needs to be done on hospital air conditioning units, refrigeration and mortuary if it is not to the capability of the handyman-a/c technician
- Responsible for taking hospital requirement to other enterprises as authorized by the Infrastructure Manager and / or Director of Administration
- Any other duties as may be directed by the Senior Managers.

QUALIFICATION:

- Have good experience in Health and Medical Services activities;
- Certificate in Senior First Aide will be an advantage;
- Good administrative, secretarial and organizational skills;
- Good written and oral communication skills in both English and Nauruan;
- Medium level computer skills;
- In possession of a valid driver's license.

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 24 December, 2010.

Dated this 10th day of December, 2010

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 688 / 2010

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for a temporary appointment to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Director of Finance and planning

SALARY : \$7,672pa (7.2)

PURPOSE OF THE POSITION: The director of finance and planning is responsible to support to the executive staff of both curative and public services and is responsible for the overall day to day financial and planning requirements of the Nauru health Department and ensuring that policies are implemented, that standards and outcomes are met and that continuous improvement within the finance and planning department areas are implemented.

KEY RESPONSIBILITIES:

- Report to Secretary of Health and Medical Services of day to day financial and planning across all departments in the Ministry
- Implement human, financial, and material management systems according to Policies
- Demonstrated high level communication skills including negotiation , consultation , effective written skills and ability to use information technology
- Actively participate as a member of the senior management team and the health Executive
- Manage the performance appraisal and development of subordinate staff

DUTIES AND RESPONSIBILITIES:

1. Accountable to Secretary of health and medical services and provide financial and planning support to the Executive staff of both curative and public health services
2. Develop, implement and monitor Ministry of Health Strategic Health Plan, and other plans and strategies as required, and facilitate yearly development of department of Health Operation Plan , in collaboration with key Department of Health staff including SHMS and Directors, and with other relevant Government Departments
3. Develop and coordinate monthly meetings and staff meeting
4. Work closely with other senior managers and implementing strategies for the effective and efficient delivery of quality Health Services to people of the Republic of Nauru
5. Provide leadership, supervision, training and support to the members of staff of the finance and planning teams
6. Develop and coordinate all functions necessary for Department employees, including but not limited such matters as work force planning, staff travel, staff recruitment leave, attendance, timesheets, discipline payroll, etc
7. Undertake annual performance review on each staff members under the position and report outcomes to the Secretary of Health and Medical Services
8. Coordinating and implement strategies for the collection of revenue for the health service
9. Monitor and reconcile Ministry expenditure and revenue
10. Prepare Government of Nauru and all donor of budgets for the Ministry of Health
11. Monitor and report on monthly and year to date budget performance to Health services executive on monthly and year to date basis
12. Seek and coordinate training opportunities for self and other staff in the department
13. Undertake quality assurance activities
14. Provide reports on activities and other matters on a regular and monthly basis as required by the secretary of Health and Medical Services
15. Other duties identified by the Secretary of Health and Medical Services as they arise

G.N. No. 688 / 2010 (Cont'd)

QUALIFICATION:

- Finance and planning experiences of 3 years and over in organizations of government Department at senior administrative level or above
- Demonstrated experiences in managing budgets and sound level of understanding of Public Services regulations and office procedures
- Demonstrated sound knowledge and experiences in computer skills with use of spreadsheets, database, word processing and email
- Professional qualification in accounting, management, administration or relevant field (degrees, diplomas, and/or certificate) a definite advantage
- Demonstrated high level of written and oral English communication skills

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 5pm, Friday 24 December 2010.

Dated this 10th day of December, 2010

MICHAEL B. CAIN
ACTING CHIEF SECRETARY

G.N. No. 689 / 2010

NAURU LANDS COMMITTEE

PUBLIC NOTICE

The Nauru Lands Committee will be determining Personalty estates of the late:

1. Moana Capelle
2. Augusta Dekarube
3. Maria Iwugia

This is a notification for interested parties having claims against the above may seek to the Nauru Lands Committee office which date for estates will be processed for determination within 14 days of gazettal.

TYRAN CAPELLE
CHAIRPERSON - NAURU LANDS COMMITTEE
