



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

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No. 146

7<sup>th</sup> December, 2011

Nauru

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G.N.No 719/2011

**APPOINTMENT OF MR. EIICHI OSHIMA AS NON- RESIDENTIAL NEW AMBASSADOR  
EXTRAORDINARY AND PLENIPOTENTIARY OF JAPAN TO THE REPUBLIC OF NAURU**

It is notified for general information that Cabinet at its meeting held on 6 December, 2011 and pursuant to Articles 4 and 5 (1) of the Vienna Convention and Article 17 (1) of the Constitution of Nauru, approve the appointment of Mr. Eiichi Oshima as the Ambassador Extraordinary and Plenipotentiary of Japan to the Republic of Nauru.

DATED this 6<sup>th</sup> day of December, 2011.

**CAMILLA SOLOMON  
ACTING SECRETARY TO CABINET**

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G.N.No 720/2011

**APPOINTMENT OF ACTING SECRETARY FOR HEALTH**

It is notified for general information that Cabinet at its meeting held on 6 December, 2011 and pursuant to Article 68, Clause (3) of the Constitution of Nauru, approve the appointment of Dr. Lepani Waqatakirewa to act as Secretary for Health and Medical Services effective from 19 December 2011 until the return of the substantive Secretary for Health and Medical Services.

DATED this 6<sup>th</sup> day of December, 2011.

**CAMILLA SOLOMON  
ACTING SECRETARY TO CABINET**

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G.N.No 721/2011

**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**  
*(Ware House)*

**POSITION** : **Sub- Accountant**

**SALARY/LEVEL** : **\$6,740pa / L5.2 (\$259.23 per fortnight)**

**PRIMARY PURPOSE OF POSITION:**

The Sub-Accountant is responsible for providing costing, budget assessments, Purchase Order assessment and maintaining the revenue and expenditure accounts of Warehouse and Liaise with Treasury for all the accounting purposes.

**RESPONSIBILITIES:**

The Assistant Accountant reports directly to the Procurement and Supply Manager. Role and responsibilities of the Assistant Accountant is to administer and manage the daily operations of accounts and costing of items to be sold at the Warehouse.

**RESPONSIBILITIES:**

- Ensure the accuracy of allocations of revenue and expenditure to the correct heads, subheads.
- Ensure the revenue and expenditure figures recorded in the cashbooks are correct and that they have been recorded in timely manner.
- Assist the Procurement & Supply Manager to update all accounting records at the Warehouse.
- Produce the accurate and timely accounting reports each month for each department showing actual revenue and expenditure compared to budget.
- Verify the Department Purchase Orders have unique ID number.
- Assess all Purchase Orders to ensure there is adequate budget appropriation to cover the purchase.
- Ensure the proposed purchase is in line with the approved budget and has the Ministerial approval wherever required.
- Summarize the Purchase Orders raised by Departments into an Excel spreadsheet and record all relevant details.
- Submit a copy of every Purchase Orders included in the summary to Treasury.
- Work with Procurement and Supply Manager to ensure that the monthly financial reports are distributed to all departments as soon as practicable after they are produced.
- Provide advice to the Procurement and Supply Manager on budget tracking, expenditure tracking, revenue tracking and the status of recording systems.
- Assist the Procurement and Warehouse Manager and other senior staff in improving the overall operations and efficiency of Warehouse.

**QUALIFICATIONS:**

- Minimum of 3 years experience preferable in Finance/Accounting or related fields.
- Must have a minimum of education level of year 12.
- Prefer post secondary studies in accounting, finance economics or related fields.
- Excellent numeracy and English literacy skills.
- Excellent Excel and Word skills.

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- Familiarity with accounting software.
- Demonstrated ability and excellent customer relations and communication skills.
- Demonstrated experience and ability in procurement, consultation and preparing budget.
- Demonstrated ability on creatively and innovative approach to problem solving.
- Willingness to work after office hours.
- Possess of a valid driver's license.

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Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Director of Human Resources & Labour or the Chief Secretary department no later than **5.00pm, Friday 16<sup>th</sup> December 2011**.

Dated this 28<sup>th</sup> day of November, 2011.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No 722/2011

**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 HEALTH & MEDICAL SERVICES**

**Position** : **Health Trainees**

**Salary Level** : **\$4,111pa / 1.1**

Successful applicants will be offered a 1/ 2 year position with the Nauru Department of Health to undertake a pre-selection program based on academic performance. The trainee positions will be in the areas of Nursing, Medicine, Environment Health, Dietician, Dentistry, Radiography, Pharmacy, Laboratory, Health Administration and other priority health areas as required.

This program will involve study pathways through the USP Nauru Campus as followed;

- a) **Nursing** - You will be required to undertake 7 subjects at preliminary level (equivalent to form 6 – i.e. PSSC or Fiji Form 6)
- b) **Medicine, Environment Health, Dietician, Dentistry, Radiography, Pharmacy, Laboratory and other health related positions** – you will be required to undertake 7 subjects at foundation level (equivalent to form 7 – i.e. SPBEA Form 7, Fiji Form 7/Australia Year 12).
- c) **Health Administration** - you will be required to undertake 7 subjects at foundation level (equivalent to form 7 – i.e. SPBEA Form 7, Fiji Form 7/Australia Year 12).
- d) The foundation courses mentioned above could be less depending on High School passing results.
- e) The USP subjects include English, Mathematics, Biology, Chemistry, Physics and Social Science
- f) There will be a timetable of fixed tutorial, laboratory sessions and “free study” hours for each week where attendance is mandatory.

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- g) Clinical experience attachment at the RON Hospital or Naoero Public Health Centre in the area of your chosen field of study is mandatory.

**Applications must meet the following criteria**

- Between the ages of 18-25 years
- Single status
- Interested in pursuing further studies either in Nauru or overseas
- Must meet the minimum academic qualification as followed;

**1. Nursing field**

Minimum requirement – must have completed year 11 **SCIENCE Program** (form 5):

**2. Other health related fields:**

Minimum requirement – must have completed year 12 (form 6) in the following:

- 1) **SOCIAL SCIENCE** for Health Administration and
- 2) **SCIENCE program** for other health related fields e.g. medicine, physiotherapy, dentistry etc.

Applications **must include all** of the following:

- 1) A Curriculum Vitae (CV)
- 2) School reports, School certificates and any other relevant academic attachments
- 3) A cover letter stating the health field you are applying for and the reason for applying (one page maximum to the following address:

**Please note: Applications will not be considered unless all of the following are completed on submission.**

- **must meet the minimum criteria**
- **must submit a CV, school reports, school certificates and other relevant academic attachments**
- **must include a cover letter stating the health field you are applying for**

Applications should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae with supporting references and provided to the Director of Human Resources & Labour or the Chief Secretary's Office no later than **5.00pm, Friday 23<sup>rd</sup> December 2011.**

Dated this 2<sup>nd</sup> day of December, 2011.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No 723/2011

**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 HEALTH & MEDICAL SERVICES**  
***(Public Health)***

**POSITION** : **District Primary Health Care Worker (Denig)**

**SALARY LEVEL** : **2.1 - \$4,637pa (\$178.34 fortnightly)**

**PRIMARY PURPOSE OF POSITION:**

The District Health Worker is integral to the efficient management of district-based primary health care services. The District Health Worker is responsible for providing coordination of primary health care programs and providing basic health care and referring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordinator.

**DUTIES AND RESPONSIBILITIES:**

- Provides first aid for minor injuries ailments and basic life support;
- Provides basic screening for non-communicable diseases (including diabetes, hypertension) and infectious diseases;
- Refers identified persons to appropriate primary or secondary health services according to District Primary Healthcare manual;
- Monitors the treatment of people with chronic medical conditions for example, immunization programs, trachoma campaign, Demographic Health Survey etc;
- Visits homes to determine patient and family need and report accordingly;
- Gives medical treatments to patients following Doctor's instructions and under the guidance of the relevant health clinic;
- Collaborates with the relevant public health expert to develop plans to meet individual health needs and provides health services and promotion activities;
- Keeps accurate house health statistics/community mapping for their district and update as required;
- Assists community members and health personnel to assess, plan for and provide needed health and related services such as disseminate information with appointment slips, organize transport as required;
- Teaches maintenance of health and prevention of diseases, maternal and child care for members and other subjects related to individual and community health and welfare;
- Attend Public Health meetings;
- Provide reports on activities and other matters on a monthly basis.

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**QUALIFICATION & EXPERIENCE:**

- Knowledge and experience in healthcare and community work;
- Strong written and oral communication skills (English and Nauruan);
- 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 electronically word processed stating name, age, qualification and Curriculum Vitae with supporting references and provided to the Director of Human Resources & Labour or the Chief Secretary's Office no later than **5.00pm, Wednesday 7<sup>th</sup> December 2011**.

Dated this 30<sup>th</sup> day of November, 2011.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No 724/2011

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES**

Eggo Soriano and  
Brigette Meta Moun Harris of Buada District

**DATE OF ENGAGEMENT**

23<sup>rd</sup> November 2011

**HON. VALDON DOWIYOGO, M.P.**  
**MINISTER IN CHARGE**

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G.N.No 725/2011

**NAURU LANDS COMMITTEE**  
**PUBLIC NOTICE**

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

1. Joseph Harris
2. Klaus Jacob
3. El – Fanta Edward

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.

**DAVID GADARAOA**  
**VICE CHAIRMAN – NAURU LANDS COMMITTEE**

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