



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

No. 135

28th August, 2013

Nauru

G.N. No. 648 / 2013

APPOINTMENT OF ACTING SECRETARY FOR LAND MANAGEMENT

It is notified for general information that on Friday 16th August, 2013, Cabinet, has approved the appointment of Mr. Fabian Ribauw to act as Secretary for Land Management against the vacant position with effect from 26th August, 2013

DATED this 23rd day August, 2013.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 649 / 2013

**APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY &
ENVIRONMENT**

It is notified for general information that on Friday 16th August, 2013, Cabinet, pursuant to Article 68, Clause (3) of the Constitution of Nauru has approved the appointment of Chief Secretary, Bernard Grundler to act as Secretary for Commerce, Industry and Environment effective from 16th August 2013 until the return of the acting Secretary for Commerce, Industry and Environment, Mr. Elkoga Gadabu.

DATED this 27th day of August, 2013

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 650 / 2013

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's probationary appointment is hereby confirmed effective from 29th July, 2013

DEPARTMENT OF HEALTH & MEDICAL SERVICE
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Joan Ave Quadina	Revenue Officer	\$5,679pa L3.1

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 651 / 2013

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's probationary appointment is hereby confirmed effective from 22nd July, 2013

DEPARTMENT OF HEALTH & MEDICAL SERVICE
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Farina Jacob	Kitchen Aide	\$4,811pa-(L1.2)
Triska Dagagio	Kitchen Aide	\$4,811pa-(L1.2)

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 652 / 2013

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with immediate effect;

DEPARTMENT OF TELECOMMUNICATION
(Nauru Media Bureau)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Quo-tro Depaune	Media Cadet \$4,811pa L1.2	Cameraman/Editor/Audio \$5,679pa L3.1

Any officer of the Public Service may appeal to the above promotion under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodge with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 653 / 2013

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officers' is hereby notified for public notification with effect from 16th August, 2013:

DEPARTMENT OF COMMERCE, INDUSTRY AND ENVIRONMENT
(Agriculture)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Joseph Kun	Project Assistant \$5,389pa(L2.2)	Extension & Marketing Officer \$7,414pa(L5.2)
Lynal Bill	Project Assistant \$5,389pa(L2.2)	FAO Project Assistant \$7,414pa(L5.2)

Any officer of the Public Service may appeal to the above promotions under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodge with the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 654 / 2013

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officers' is hereby notified for public notification with effect from 16th August, 2013:

DEPARTMENT OF CHIEF SECRETARY
(Administration)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
George Gioura	Support Service Officer \$7,704pa L5.3	Infrastructure Manager \$7,993pa L6.1
Jaysavin Keppa	Higher Clerical Officer \$5,389pa L2.2	Support Service Officer \$7,704pa L5.3

Any officer of the Public Service may appeal to the above promotions under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodge with the Chief Secretary within seven (7) days after the date on which the provisional promotions is notified in the Gazette.

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 655 / 2013

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 30th July, 2013;

DEPARTMENT OF TRANSPORT
(Land Transport)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Dunstall Harris	Auto Mechanic	\$5,389pa- L2.2

DATED this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 656 / 2013

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 July, 2013;

DEPARTMENT OF EDUCATION
(Secretariat)

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Benita Debao	TVET Support Officer	\$7,993pa-L6.1

DATED this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 657 / 2013

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 July, 2013;

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Josephine Dame	Teacher Diploma	\$7,126pa- L5.1

DATED this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 658 / 2013

NAURU POLICE FORCE ACT
NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 7th August, 2013:

DEPARTMENT OF NAURU POLICE FORCE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Tulip Cain	Constable	\$5,968pa- L3.2

DATED this 26th day of August, 2013.

SIMPSON DEIDENANG
DIRECTOR OF POLICE

G.N. No. 659 / 2013

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 : Infrastructure Manager
SALARY SCALE : \$7,993pa (L6.1) - \$307.42

PRIMARY PURPOSE OF POSITION:

The Infrastructure Manager is to provide continued management and maintenance of the health department plant and equipments that include genset, reverse osmosis unit, oxygen plant, hyperbaric unit, mortuary and the incinerator, and is also responsible for the maintenance and repair of all vehicles in the health department, building infrastructure of both hospitals (Public Health, RON Hospital, Nurses Quarters) and other medical/non medical equipments ensuring that these are maintained in working order.

The position also has overall responsibility for the maintenance staff in coordinating and delegating tasks, while reporting to the Director of Administration.

G.N. No. 659 / 2013(cont'd)

KEY RESPONSIBILITIES:

- Reports to the Director of Administration on the day to day activities under the position.
- Responsible for the maintenance and repair and continued management of the health department plant, equipments (medical and non-medical) and vehicles.
- Responsible for overseeing and ensuring continued maintenance of the general utilities system in the hospital (water, sewerage and electricity).
- Overall responsibility for the Maintenance staff while reporting to the Director of Administration.
- Responsible and accountable to the Director of Administration.
- Active participant and member of the Senior Management Team.

DUTIES & KEY RESPONSIBILITIES:

- Assist the Director of Administration in Budget analysis as assigned.
- Compile and provide a weekly updated inventory list and maintenance and repair list for all plant and equipments (medical and non-medical).
- Liaise with local businesses, government departments, technicians and visiting technical consultants to ensure that plant and equipments (medical and non-medical) are maintained in working order.
- Compile and provide a weekly update inventory list and maintenance and repair list for all department vehicles and building infrastructures.
- Liaise with local businesses, government departments, technicians, mechanics and contractors to ensure that vehicles and building infrastructures are maintained in working order.
- Responsible for reporting and follow up of all health department vehicles under maintenance and repair at the Department of Land Transport.
- Responsible for overseeing and ensuring the continued maintenance of the general utilities system (water, electricity and sewerage) in both hospitals are maintained.
- Responsible for the process of ordering and purchasing of non-medical equipments (air condition, washing machines, freezer etc.) and spare parts for vehicles, plants and equipments.
- Follow up job card requests including processing orders for job card requirements as prioritized.
- Provide a report of activities under the position's responsibilities to the Director of Administration on a monthly basis.
- Assist and ensure ongoing training and development of subordinates.
- Effectively manage performance appraisal and development of subordinate staff.
- Assist the Director of Administration in any other duties as assigned.
- Any other duties as requested by the Senior Management Team.
- Undertake quality assurance activities.
- Maintain confidentiality of any information received in the work place at all times.

G.N. No. 659 / 2013(cont'd)

QUALIFICATIONS:

- Certificate/Diploma in Management or equivalent 3 Years minimum experience in a senior management position.
- Must possess leadership qualities to be able to coordinate and delegate staff and duties.
- Must possess basic computer knowledge in essentially MS Word, Excel and Powerpoint.
- Good command of written and oral English.

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 Director of Human Resources & Labour no later than **5:00pm, Tuesday 3rd September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 660 / 2013

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 : Primary Health Care Manager

SALARY SCALE : \$7,704pa (L5.3) - \$296.31

PRIMARY PURPOSE OF POSITION:

The Nurse Manager is a Registered Nurse who is accountable at an advanced practice level for the coordination of public health practice and the provision of nursing leadership in the specific public health area. The Nurse Manager is also responsible for the provision of human and material resources within the public health area. The Nurse Manager manages all public health nursing services in clinics, homes and in the community; and provides client centred counselling, education and information concerning their illnesses.

G.N. No. 660 / 2013(cont'd)

KEY RESPONSIBILITIES:

- Leads the whole primary health care nursing team and is responsible for clinical and public healthcare standards.
- Demonstrates sound knowledge of contemporary nursing practice.
- Responsible for the oversight of all care provided to patients within all public health care services.
- Responsible for reporting incidents and concerns to the Healthy Island Promotion Coordinator and Director of Nursing.
- Responsible for collating public health data as required.
- Participates in and conducts the Performance Appraisal and Development process.
- Responsible for documentation of all patient care according to Documentation Policy.
- Acknowledges the team approach to the provision of care services and consults with members of the multi-disciplinary team as required.
- Responsible for the coordination of patient care including the collection of information necessary to continue care of patients and management of the specific primary health care units.
- Responsible for the appropriate use of consumables in the primary health care units.
- Attends all relevant meetings to ensure that all staff are aware of up-to-date information.
- Responsible for ensuring public health areas are tidy and clean, in collaboration with other public health staff.
- Utilises appropriate communication skills and participates as a member of the multi-disciplinary team.
- Acknowledges the specific competencies and expertise of members of health team.
- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care.
- Operates within field of expertise, competencies and experience.
- Operates within the parameters of any relevant legislation.
- Promotes personal safety and that of others, and reports hazards and defects to work equipment.

G.N. No. 660 / 2013(cont'd)

DUTIES & KEY RESPONSIBILITIES:

Clinical Responsibilities;

- Demonstrates skills in continual assessment of patient's physical and psychological needs.
- Performs nursing interventions/procedures in accordance with established standards of care and policies and procedures.
- Administers treatments as per hospital policy and level of training.
- Maintains accurate and thorough documentation in patient records.
- Maintains a safe and clean environment for patients and staff.
- Demonstrates knowledge of and the ability to tender care based on age appropriateness.
- Responds promptly and positively to patients, families, co-workers, and all others in a respectful, courteous and confidential manner.
- Responds appropriately in crisis and emergency situations.
- Performs additional duties as specified by Unit Manager of Nurse in charge of shift.

QUALIFICATIONS:

- Diploma in Nursing or Certificate in Nursing from RON/NGH.
- Nursing School or equivalent.
- Good writing, reading and computer skills.

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 Director of Human Resources & Labour no later than **5:00pm, Tuesday 3rd September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 661 / 2013

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 JUSTICE & BORDER CONTROL

Position : Diabetes Care Manager

Salary Scale/Level : \$7,004pa/L5.3 (\$296.31 fortnightly)

PURPOSE OF THE POSITION:

The Diabetes Care Manager needs to coordinate all diabetes activities and will be responsible to the Ministry of Health through Director of Public Health.

DUTIES & RESPONSIBILITIES:

The Diabetes Care Manager will implement, coordinate, manage and evaluate the daily activities of the Diabetes programme and related NCDs.

- Implement diabetic management and control strategies, under direction Supervision of ADPH-CD, taking into consideration the Nauru NCD plan, Annual Operational Plan, Health Strategic Plan and Nauru Sustainable Development Strategy; and
- Coordinate, monitor, plan and implement all in-country diabetes program activities according to the work plan and the agreement with the donor / partners; and
- Provide clinical work and duties in PH clinics as well as the RON Hospital as and when required on matters relating to diabetes; and
- Supervising the staff of the Diabetes Clinic on the day to day basis and Coordinating the collection, collating and maintenance of patient record and database; and
- Provide screening of complications of diabetes in individual patients compile data sets relevant to the diabetes and NCD programme; and
- Developing clinical competencies regarding diabetes care for all levels Of health workers, to be developed in consultation with local key stakeholders; and
- Conduct awareness, outreach, education, counselling and screening of Communities; and
- Carry out counselling of clients based on sounds risk assessments of Known lift-style risks; and
- Collaborate with other health professionals such as Nutritionist / Dietician, etc. providing comprehensive care to clients.

G.N. No. 661 / 2013(cont'd)

QUALIFICATION & EXPERIENCE:

- Diploma/Certificate or other relevant studies in health discipline;
- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- 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 lodge in writing or electronically word processed stating name, age, qualification and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than **5:00pm Wednesday, 4th September 2013.**

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 662 / 2013

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 HEALTH & MEDICAL SERVICES

POSITION : Primary Health Care Supervisor

SALARY SCALE/LEVEL : \$7,414pa/L5.2 (\$285.15 fortnightly)

PURPOSE OF THE POSITION:

The Nurse Supervisor is a Registered Nurse who is accountable at an advanced practice level for the development, implementation, management, monitoring and evaluation, and reporting, of clinical nursing care services and public health practice. The Nurse Supervisor supervises public health nursing services in clinics, homes and in the community; and provides client centred counselling, education and information concerning their illnesses.

G.N. No. 662 / 2013(cont'd)

DUTIES AND RESPONSIBILITIES:

1. Responsible for the nursing team and for the clinical care of patient and material management within the specific primary health care unit
2. Participates in public health meetings, and relevant nursing meetings and contributes to ongoing clinical care improvement
3. Participates in ongoing policy and / or procedure development and ensures that evidence-based practice is incorporated into public health and nursing practice
4. Works collaboratively with other members of the health team to provide excellent multi-disciplinary patient care and to improve patient care
5. Work collaboratively with the Infection Control Nurse Supervisor to ensure that surveillance strategies to monitor the incident of infection are reported in a timely manner
6. Participate in research to improve work practices and improve patient outcomes
7. Responsible for reporting incidents and concerns to the Healthy Island Promotion Coordinator and / or Primary Health Care Nurse Manager
8. Performs additional duties as specified by Healthy Island Promotion Coordinator and / or Primary Health Care Nurse Manager

QUALIFICATION & EXPERIENCE:

- Must have Diploma in Nursing or Certificate from RON/NGH Nursing School, or equivalent;
- Good written, oral communication (English and Nauruan) and computer skills;
- Healthy and of sober habits;
- 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;

Application should be lodge in writing or electronically word processed stating name, age, qualification and curriculum vitae with relevant attachment provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than **5:00pm, Friday 6th September, 2013.**

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 663 / 2013

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Application 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 TITLE: Dispenser – Imprest Technician

SALARY/LEVEL: \$5,679pa/L3.1 (\$218.42 fortnightly)

DUTIES AND RESPONSIBILITIES:

- 1.
2. Conduct drugs Imprest service to designated sections. Check for expired drugs and return to Pharmacy for proper disposals.
3. Assist in the preparation and dispensing of medicines to out-patients in the Dispensary.
4. Undertake stocktake of supplies stored in the pharmacy bulk as required by the senior pharmacist.
5. Shelve and store supplies receive according to the bulk store setting, taking into consideration special storage requirements.
6. Identify and remove expired drugs from the pharmacy bulk shelves and place them in a designated area for disposal by the Health Inspector. Ensure stock cards and Supply are updated accordingly.
7. Process and distribute as required drugs requisition orders receive from all sections.
8. Maintain appropriate files and records.
9. Maintain the cleanliness and security of the Pharmacy Bulk storage.

G.N. No. 663 / 2013(cont'd)

HEALTH AND SAFETY:

- Be responsible to take reasonable care for his/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.

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 Director of Human Resources & Labour or the Chief Secretary's Office no later than 5:00pm *Friday 6th September, 2013.*

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 664 / 2013

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 : Hospital Cook

SALARY SCALE : \$5,389pa (L2.2) - \$207.27

PRIMARY PURPOSE OF POSITION:

The Cook's role is to perform routine repetitive tasks under the direction of the Kitchen Supervisor and Dietician in the cooking of hospital meals following standardise recipes.

KEY RESPONSIBILITIES:

- Prepare and cooks main dish or main course, lunch and dinner for full/regular and reputeic diets.
- Does special diets as requested.

DUTIES & KEY RESPONSIBILITIES:

- To determine food quantities and following meal times schedule;
- Examine foods for quality and freshness.
- Monitor temperatures and steam pressures of equipments.
- Maintaining accurate food inventories and rotating stock items and preparing delivering food trays to patients.
- Monitor food service for nutritional safety.
- Sanitation and quality standard.
- Inspects all kitchen equipments for cleanliness.
- Health receive goods from supplier.
- Supervises and coordinates activities for kitchen personnel.
- 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 dieticians instructions.
- Performs other tasks directed by Kitchen Supervisor and Dietician.
- Undertake quality assurance activities.

G.N. No. 664 / 2013(cont'd)

QUALIFICATIONS:

- Completed high school educations.
- Good writing, reading and computer skills.
- Good command of English.
- Reliable, conscientious and willing to accept responsibilities.

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 Director of Human Resources & Labour no later than **5:00pm, Wednesday 4th September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 665 / 2013

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 position:

DEPARTMENT OF NAURU POLICE FORCE

POSITION : Mechanic

SALARY SCALE : \$5,389pa (L2.1) - \$207.27

RESPONSIBLE TO: Inspector Operations Support;

- Fix and repair all vehicles, including buses and motorcycles, when required
- Fix and repair and change flat tyres of all vehicles and motorcycles when required
- Prepare and submit to the Inspector, daily, weekly and monthly reports of activities on a timely basis
- Report any damages, malfunctions of all Police fleet to the respective Inspector
- Detect and diagnose faults in engines and parts
- Dismantling and removing engine assemblies, transmissions, steering mechanisms and other components and checking parts
- Repairing and replacing worn and defective parts and reassembling mechanical components and referring to service manuals as needed
- Performing scheduled maintenance services such as oil changes, lubrications and engine tune-ups to achieve smoother running of vehicles and ensure compliance with Roadworthiness Regulations
- Re-assembling engines and parts after being repaired
- Testing and adjusting mechanical parts after being repaired for poor performance
- Schedule regular inspections of all fleet vehicles [including motorcycles] for damages or deflections

G.N. No. 665 / 2013(cont'd)

KNOWLEDGE, SKILLS & EXPERIENCE:

- Certified Auto Mechanic
- Minimum three years work experience as a Motor Mechanic
- Preferred Type Mechanic – Diesel Type Mechanic – Police fleet are mostly diesel type
- Willing to work after hours
- Valid Driver's Licence
- Police Clearance will be required during selection process

Application 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 or the Director of Human Resources & Labour no later than **5.00pm, Wednesday 4th September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 666 / 2013

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 : **Physiotherapist Aide**
Salary Scale/Level : **\$5,101pa / 2.1 (\$196.19 fortnightly)**

PURPOSE OF THE POSITION:

The Physiotherapist Aide provides a prompt, high standard of physiotherapy assistance under the supervision of the physiotherapist, in the treatment of patients requiring physiotherapy services.

G.N. No. 666 / 2013(cont'd)

DUTIES & RESPONSIBILITIES:

- To implement treatment plans under the supervision of the Physiotherapist in a manner that respects people's privacy dignity and individuality
- To participate in team meetings
- To take part in the general ward rounds every Friday
- To undertake regular training and mentoring sessions with senior staff to monitor and develop clinical and relevant professional skills
- To participate in Community Based Rehabilitation Services
- To take part in regular clinical supervision
- To keep up to date with the operation and use of equipment
- Cleaning and maintaining of physiotherapy equipment
- Assists in the planning, set up and running of prosthetics department
- Submits monthly reports to Senior Physiotherapist

QUALIFICATION & EXPERIENCE:

- ✓ Good written and oral communication skills (English and Nauruan);
- ✓ Minimum of year 10 education level
- ✓ 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 electronically 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 **5pm Friday 6th September, 2013.**

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 667 / 2013

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 : Storeman

SALARY LEVEL/SCALE : \$5,101pa / 2.1 (\$196.19 fortnightly)

KEY RESPONSIBILITIES:

- Demonstrate good knowledge of store management
- Assist the Storeman Supervisor to ensure that all supplies are received and delivered appropriately to all departments
- Promotes a focus and framework for improving medical stores management
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment

DUTIES AND RESPONSIBILITIES:

- Perform accurate, effective and timely picking of supplies, proper storing of items and accurate and timely distribution of supplies to relevant departments
- Keep accurate records and perform regular stock checking
- Remove all expired stocks from the shelves and put them in designated area for disposal by the Health Inspector
- Assist the Supply Manager in the stock taking of dialysis consumables at the Dialysis Unit store room
- To update all supplies issuance and receipts in the Supply on regular basis
- Ensure proper documentation of supplies upon receipts
- Maintain the cleanliness and security of the Medical Stores
- Perform other duties deemed necessary and as directed by the Minister for Health of Health, Secretary of Health and Medical Services and the Director of Medical Services

G.N. No. 667 / 2013(cont'd)

QUALIFICATION & EXPERIENCE:

- Completes Year 12 schooling and with 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
- Good administrative, secretarial and organizational skills
- Medium level computer skills (Microsoft Word, Excel and Access Database)
- Sufficient skills in record and store management
- Good understanding of Health and Safety issues would an advantage

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 5.00pm, Friday 6th September, 2013.

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 668 / 2013

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 : Ambulance Driver

SALARY SCALE : \$5,101pa (L2.1) - \$196.19

PRIMARY PURPOSE OF POSITION:

To respond to urgent public medical emergencies in a timely and professional manner, to maintain clinical competencies in basic life support, infection control and safe moving and lifting techniques, and to maintain the ambulance and the ambulance bay in a clean, organised and fully stocked manner.

G.N. No. 668 / 2013(cont'd)

DUTIES & KEY RESPONSIBILITIES:

- Respond to medical emergencies in a safe, responsible, professional, and timely manner.
- Assist with patient care as advised by doctor and/or Senior Nursing staff on duty.
- Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques, and Senior First Aide.
- Report to the Sister on duty in ER at the start of each shift.
- When not on a call-out, assist the staff in Emergency Room to develop clinical skills.
- Responsible for the vehicle check-list, ensuring that all equipment and supplies are in working order and are fully stocked every morning and after each call-out.
- Responsible for maintaining the hospital ambulance: Check water, oil and petrol at the start of each shift and after each call-out.
- Responsible for cleaning the inside of the ambulance on a daily basis and the outside of hospital ambulance on a weekly basis and as required. Maintain the ambulance in a clean and organized state.
- Responsible for cleaning ambulance station on a daily basis.
- Report all problems and shortage of equipments/supplies to the Senior Nursing staff in the Emergency Room in a timely manner.
- Sign timesheet at Nursing station in Acute Ward, at commencement and end of each shift including overtime call-outs.
- Demonstrate good communication skills.
- Be able to be called in when required.
- Maintain Log Book Registry of Ambulance Activities.
- Participate in all quality improvement activities and in staff performance appraisal.

QUALIFICATIONS:

- Valid driver's license.
- Sober habits.
- Annual Basic Life Support Competency.
- Complete Year 12 Education.

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 Director of Human Resources & Labour no later than **5:00pm, Friday 6th September, 2013.**

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 669 / 2013

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
(Administration)

POSITION : Clerical Officer
SALARY : \$5,101pa (L2.1) - \$196.19

RESPONSIBILITIES:

- Assist the Administrative Officer and Executive Secretary on all matter of the Chief Secretariat Office;
- Assist in recording and registering file movements for further processing;
- Assist in updating, registering and distribution of all incoming, outgoing, internal and external mails;
- Attend and process all incoming telephone enquiries;
- Maintain confidentiality of any information received in the workplace at all times;
- Maintain a clean and tidy work environment;
- Undertake quality assurance activities;
- Other duties as directed by the management.

QUALIFICATIONS:

- Minimum qualification of Year 12
- At least 2 years of relevant experience
- Ability to read and write in English
- Computer literate (Excel and Word)
- Have a good customer relations and organizational skills
- Willingness to work after office hours
- Good public relation

Application 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's department or the Acting Director of Human Resources & Labour no later than **5pm, Friday 6th September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 670 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

NAURU POLICE FORCE

POSITION : Dog Control Officer

SALARY : \$5,101pa (L2.1) - \$196.19

PRIMARY PURPOSE OF ROLE

To commit to a program of dog reduction and control in the interest of public health and safety in accordance with Dog Control Act and Animals Act.

JOB DIMENSIONS: Reporting Relationships
Reports directly to the Supervisor, Dog Control Officer

ACCOUNTABILITIES & RESPONSIBILITIES:

- Assist the supervisor to maintain record of daily activities and provide weekly and monthly reporting in a timely manner.
- Assist the supervisor to respond to requests from the community for all dog attacks.
- Assist the supervisor to respond to community request for removal of dogs.
- Assist the supervisor in the reductions of the number of stray and unlicensed dogs and eradicate dangerous and diseased dogs.
- Ensure cleanliness, maintenance, healthy, sanitary and safe operations of facilities.
- Respond to request for assistance from other agencies in accordance with established service priorities
- Follow established procedures governing safe work practices including, but not limited to, wearing protective equipment when necessary, perform duties in a manner which assures the safety of oneself and others.
- Maintain equipment in compliance with occupational health and safety standards.

SELECTION CRITERIA: Minimum Qualification Requirements (MQR)

- Successful completion of Year 11 or equivalent,
- Experience in management skills.
- Sound computer literacy skills.
- Experience in the handling of animals, specifically canines

G.N. No. 670 / 2013(cont'd)

SPECIALIST DIMENSIONS: Essential

- High level of oral and written communication skills
- High level of integrity and respect within the community.
- Commitment to achieving organizational outcomes
- Sound knowledge of the Dog Control legislation
- Demonstrated animals welfare attributes

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Director of Human Resources & Labour no later than **5pm, Wednesday 4th September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 671 / 2013

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 : Caretaker/Cleaner

SALARY SCALE : \$4,522pa (L1.1) - \$173.92

PRIMARY PURPOSE OF POSITION:

To do the general cleaning of RON Hospital and Naoero Public Health Centre on a day to day basis and ensure that cleanliness of the hospital buildings and grounds meets minimum standard of best practice in hospital cleaning.

G.N. No. 671 / 2013(cont'd)

KEY RESPONSIBILITIES:

- To ensure general cleanliness of RON Hospital and Naoero Public Health Centre buildings and grounds meets minimum standards.
- Accountable to the Cleaner Supervisor.

DUTIES & KEY RESPONSIBILITIES:

- Responsible for the general cleanliness of RON Hospital and Naoero Public Health Centre buildings and grounds.
- Check the duties with the Team Leader that have to be done after and before each day. Ensure daily, weekly and month jobs are attended to.
- Check all available equipment and organize a list for the stores for the Team Leader.
- Report to the area assigned to work for the shift.
- First, damp-dusting to window sill, surfaces and benches.
- Sweep the floor, beginning from the furthest room or section. All beds, lockers, drawers must be removed whilst sweeping and make sure every inch of the floor is swept.
- Mopping of the floors follows sweeping. All mopping water must be freshly made up and must be changed when dirty. The correct amount of disinfectant must be added to the bucket of water, starting from the furthest room, every inch of the floor must be mopped. Replace all furniture and equipment.
- The bathroom is last. A separate bathroom mop must be used.
- Responsible for cleaning mops buckets and all other cleaning equipment and storing it properly and securely.
- Under take quality assurance activities.
- Other duties as requested by Senior Managers.

QUALIFICATIONS:

- Be healthy and of sober habits.
- Be able to undergo simple, on the job training and refresher courses at regular intervals.
- Reliable, conscientious and willing to accept responsibility.

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 Director of Human Resources & Labour no later than **5:00pm, Wednesday 4th September, 2013.**

Dated this 22nd day of August, 2013

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 672 / 2013

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 : Transport Driver

SALARY SCALE : \$4,522pa (L1.1) - \$173.92

PRIMARY PURPOSE OF POSITION:

The transport driver is responsible for transporting Hospital staff to and from work, including those who worked shift hours. The role is responsible for the day to day operations, is accountable to the Ward Supervisor 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 for effective health services standards.

DUTIES & KEY RESPONSIBILITIES:

- Sign in and off at commencement and end of shift.
- Report to the Ward Supervisor at the start of each shift.
- Responsible for cleaning the hospital transport on a daily basis.
- Must ensure that the oil and water levels of vehicle is checked daily.
- Report vehicle breakdowns and mechanical problems to Infrastructure Manager and Transport Supervisor.
- To wait for replacement to do proper handover before and of shift at all times.
- To posses a valid driving license at all times.
- To document vehicle running sheet.
- To documentation vehicle check list and submit to administration office every Monday.
- To deliver courier services to and from SHMS office, and to other entities.
- Will be required to turn on and off water supply after hours as required.
- To deliver out-patients appointment forms as required.
- To be on stand by just in case required to replace subordinate taken ill.
- Any other duties as may be directed by the Senior Managers.
- Undertake shift work 3 x 8 hour shifts = 24 hour coverage.

G.N. No. 672 / 2013(cont'd)

QUALIFICATIONS:

- Must possess a valid driver's license.
- Must report for duty free from influence of drugs and alcohol.

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 Director of Human Resources & Labour no later than **5:00pm, Friday 6th September, 2013.**

Dated this 22nd day of August, 2013.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 673 / 2013

ENGAGEMENT TO MARRY

NAME OF PARTIES: Rohitesh Kumar Sami of Fiji Islands and
Penri Tom of Ewa District.

Galilio Titus Mau of Uaboe District and
Kathrine Gobure of Anabar District.

Rosco Cain of Baitsi District and
Stacey Dowabobo of Nibok District

DATE OF ENGAGEMENT: 30th April, 2013
1st May, 2013
21st August, 2013.

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE

G.N. No. 674 / 2013

BIRTHS, DEATHS, AND MARRIAGES ACT 1957

Births, Deaths and Marriages registered the month ended July, 2013 were:-

BIRTHS

NAURUAN:-

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Dap Gibson Handover	01-Jul-13	M	Eamwit	Baitsi	Danella Dube
Eita-sha	04-Jul-13	M	Eamwit	Uaboe	Felisha Scotty
Kaycee Heavenly Emodeiden	07-Jul-13	F	Eamwit	Meneng	Banis Dimapilis
Victory Liam Burgoyne	07-Jul-13	M	Iruwa	Boe	Perry-Dene Jeremiah
Lukers	08-Jul-13	M	Eamwitmwit	Anetan	Louella Agir
Paa Arthur Iron Deidage	09-Jul-13	M	Iruwa	Meneng	Jerade Dekarube
My-Angel-Ronellia Joslia Bluezz	11-Jul-13	F	Eamwit	Anetan	Rosa-Marie Depaune
Rose-Lee Eve Mandy Sepe	12-Jul-13	F	Iruwa	Yaren	Deana Livose Adu
Ribaun-Boss	14-Jul-13	M	Eamwit	Yaren	Einamo Adam
Eamweidi Melba	15-Jul-13	F	Iruwa	Ijuw	Kiraua Teaioro
Leslina Sharlima Eaunawe	15-Jul-13	F	Iruwa	Boe	Christa Temaki
Jayrel Jaysaye Jaybarel Jayden Jude	15-Jul-13	M	Iruwa	Buada	Claire Aeomage
Marlani	16-Jul-13	F	Eamwit	Anabar	Twylani Joram
Jedidiah	17-Jul-13	M	Emea	Aiwo	Pendalia Cook
Trinis Patricia	18-Jul-13	F	Eamwitara	Aiwo	Julianne Doweiya
Shandolene Renmaro Moraben	19-Jul-13	F	Iruwa	Uaboe	Shanyko Benjamin
Eita-mo	20-Jul-13	F	Iruwa	Nibok	Eidebe Koepke
Valiant Damson JBL Danu	20-Jul-13	M	Iruwa	Aiwo	Damaris Adam
Detagaije Titus	21-Jul-13	M	Iruwa	Nibok	Cesari Motua
Delano Cornelius Genesis	22-Jul-13	M	Emea	Uaboe	Yancina Samson
Myron Samuel Lagani	24-Jul-13	M	Eamwitmwit	Aiwo	Rayna Roland
Tetiria Tilda Baurina	24-Jul-13	F	Iruwa	Meneng	Hilda Kam
Echo Bliss Kayla-Bez	25-Jul-13	F	Eamwit	Aiwo	Laverne Eidiru Harris
Sonny Jnr Brave Voice Sonny	25-Jul-13	M	Eamwit	Baitsi	Alice Dageago
Rejoice Re-rose Rebekah	29-Jul-13	F	Deiboe	Anibare	Rebecca Tabuna

G.N. No. 674 / 2013(cont'd)

KIRIBATI :-

NAME	DATE OF BIRTH	SEX	RESIDENCE	MOTHER'S NAME
Rakutaake Suie	20/07/13	F	Nauru	Sutarawa

DEATHS

NAURUAN:-

NAME	DATE OF DEATH	SEX	TRIBE	AGE	REG'D DISTRICT
Miranda Edwards	01/07/13	F	Eamwit	65 yrs	Buada
Vincent Junior Deireragea	04/07/13	M	Eamwit	29yrs	Anabar
Victorina Karl	08/07/13	F	Eamwit	47 yrs	Anetan
Ponciano Bop	13/07/13	M	Iruwa	58 yrs	Meneng
Grace Einuwea Dagagio	16/07/13	F	Emea	81 yrs	Denig
Clinton Aitung Karl	16/07/13	M	Eamwit	22 yrs	Anetan
Eita-Mo Koepke	20/07/13	F	Iruwa	-	Nibok
Lawrence Scotty	21/07/13	M	Eamwitara	41 yrs	Uaboe
Delano Cornellijs Genesis	23/07/13	M	Emea	-	Yaren
Lester Harris	23/07/13	M	Emea	39 yrs	Nibok
Christeve Akaruwo	29/07/13	M	Eano	44 yrs	Meneng
Rinson Benjamin	29/07/13	M	Eamwitmwit	64 yrs	Boe
Rosa Kun	30/07/133	F	Eamwit	65	Denig

MARRIAGES

WILFREDO OSARIO DABWIDO of Meneng District and **CARA CANDIDA CALEB** of Anabar District on the 1st July, 2013 by Pastor Stanley Dabuae, at Nauru Congregational Church, Nauru.

QUAN DEDONGO DETENAMO of Buada District and **ANGELA CHAUNETTE IKA** of Boe District on the 6th July, 2013 by Pastor Stanley Dabuae at Nauru Congregational Church, Nauru.

BRIAN AGIANGANG of Denig District and **SAMIRA DETAGEOUWA** of Nibok District on the 15th July, 2013 by Reverend Roger Mwareow at the Tsiminita Memorial Church, Nauru.

PRESTON AKIBWIB of Meneng District and **SHARON KAMORIKI** of Ijuw District on the 20th July, 2013 by Reverend Roger Mwareow at the Tsiminita Memorial Church, Nauru.

No. 135

28th August, 2013

Nauru

G.N. No. 674 / 2013(cont'd)

STEVEN BAAL of Lae PNG and **JUVINA BRENDA AKUA** of Anibare District on the 20th July, 2013 by Michael Bessen Cain, Registrar of Births, Deaths & Marriages at the Government Office, Nauru.

Dated this 28th day of August, 2013.

MICHAEL B. CAIN
REGISTRAR
BIRTHS, DEATHS & MARRIAGES
