



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

No. 135

08th October, 2014

Nauru

G. N. No. 635 / 2014

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on Thursday 2nd October, 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms Josie-Ann Jacob to act as Secretary for Foreign Affairs & Trade until the return of Mr Peter Jacob. Mr Peter Jacob to act as Secretary for Foreign Affairs & Trade until the return of the substantive Secretary of Foreign Affairs & Trade, Mr Michael Aroi.

DATED this 6th day of October, 2014

**BERNARD GRUNDLER
CHIEF SECRETARY**

G. N. No. 636 / 2014

APPOINTMENT OF SECRETARY FOR CORPORATE SERVICES

It is notified for general information that pursuant to Article 68, clause (3) of the Constitution of Nauru, Cabinet at its meeting held on Wednesday 17th September, 2014, approved the appointment of Ms Peta Gadabu as substantive Secretary for Corporate Services, effective from 16th September, 2014.

DATED this 8th day of October, 2014

**BERNARD GRUNDLER
CHIEF SECRETARY**



**JUSTICE DEPARTMENT
REPUBLIC OF NAURU**

I hereby appoint David Toganivalu to the position of Registrar of the Supreme Court of Nauru pursuant to section 6(2) of the Courts Act 1972.

Dated the 3rd day of October 2014

Acting Minister for Justice & Border Control

Mrs. Charmaine Scotty [MP]



**SUPREME COURT
REPUBLIC OF NAURU**

PRACTICE DIRECTIONS FOR REGISTRAR OF THE SUPREME COURT OF NAURU

In accordance with section 7.-(1) and pursuant to section 7.-(3) of the Courts Act 1972, I make the following Directions-

1. The Registrar shall have and exercise all the power, authority and jurisdiction which may be exercised by a judge in relation to the following causes and matters –
 - Chamber applications in respect of – Injunctions in connection with or ancillary to charging orders;
 - Appeals from any other Tribunal or Commission;
 - Application for leave to seek judicial review;
 - Application for summary judgment;
 - Assessment of damages where liability has been determined;
 - Entry of any order or judgment by consent;
 - Costs;
 - Application for winding- up of companies;
 - Grant of probate and letters of Administration, where uncontested;
 - Attending to and making necessary Orders relating to preliminary matters in respect of Civil, Criminal and all Appeals to be heard by the Supreme Court;
 - Any other matter in respect of which jurisdiction is conferred upon the Registrar by or under any other written law or by the Chief Justice.

G. N. No. 638 / 2014 (cont'd)

2. The conferring of power, authority and jurisdiction on the Registrar under this order shall not prevent a judge from exercising any such power, authority and jurisdiction.
3. The Registrar may refer to a judge any matter which the Registrar considers should properly be decided by a Judge who may either dispose of the matter or refer it back to the Registrar with such directions as may be necessary.
4. The Registrar shall have the power to grant adjournments or issue directions in any proceedings; notwithstanding that the Registrar would not otherwise have jurisdiction in respect of those proceeding.
5. The Registrar may act as special referee or mediator in respect of any proceedings or any question arising in any cause.
6. For the purpose of any cause or matter over which power, authority and jurisdiction .is conferred upon the Registrar in relation to such cause or matter reference to a Judge or the Registrar under the Rules shall be deemed to be a reference to the Registrar.

Dated the 4th day of October 2014

Joni Madraiwiwi
Chief Justice
Supreme Court of Nauru

No. 135

08th October, 2014

Nauru

G. N. No. 639 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10 (1a, b, c, d)
RECLASSIFICATION, CREATION, ABOLISH
AND ALTERATION OF DESIGNATION

PURSUANT TO the powers in that behalf vested in me, under Section 10, subsection (1), clause (a, b, c, d) of the Public Service Act 1998, I, BARON DIVAVESI WAQA, MP and Minister responsible for the Public Service, DO HEREBY, with effect from 16th September, 2014 reclassify the following position:

DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT

RECLASSIFICATION OF POSITION

<u>NAME</u>	<u>CURRENT DESIGNATION</u>	<u>PROPOSED DESIGNATION</u>
Reagan Moses	Climate Change Officer \$8474 pa (5.3)	Director of Climate Change \$9428 pa (7.1)

DATED this 17th day of September, 2014.

HON. BARON DIVAVESI WAQA, MP
PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 640 / 2014

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 27th June, 2014;

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Sarah Hubert	Laboratory Assistant \$5,611pa L2.1	Laboratory Technologist \$7,521pa L4.3

Dated this 23rd day of September, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

No. 135

08th October, 2014

Nauru

G. N. No. 641 / 2014

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 15th September, 2014:

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Vani Uepa	Teacher Degree (Primary) \$8,155pa L5.2	Principal (Primary) \$9,111pa L6.2

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 lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

Dated this 26th day of September, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 642 / 2014

PUBLIC SERVICE ACT 1998
SECTION 103

NOTICE OF TRANSFER

The following transfer is hereby notified for general information effective from 9th September, 2014.

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Titus Aubiat	Labour – Directorate of Civil Aviation \$5,292pa – L1.2	Customs Officer – Finance Department \$6,884pa – L4.1
Jacob Scotty	Safety Officer – Directorate of Civil Aviation \$6,884pa - L4.1	Customs Officer – Finance Department \$6,884pa - L4.1

Dated this 23rd day of September, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

No. 135

08th October, 2014

Nauru

G. N. No. 643 / 2014

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

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

DEPARTMENT OF NAURU CORRECTIONAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>EFFECTIVE DATE</u>
Paul Aubiat	Supervisor	9 th September, 2014

Dated this 26th day of September, 2014.

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 644 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Ambulance Driver

SALARY LEVEL : 2.1

PURPOSE OF THE 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 ambulances and the ambulance bay in a clean, organized and fully stocked manner.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Report to the Sister on duty in ER at the start of each shift.
 2. Respond to medical emergencies in a safe, responsible, professional and timely manner.
 3. Sign timesheet at nursing station in Acute Ward, at commencement and end of each shift including overtime call-outs.
 4. When not on call-out, assist the staff in Emergency Room to develop clinical skills.
 5. Assist with patient care as advised by doctor and/or senior nursing staff on duty.
 6. 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.
 7. Responsible for maintaining the hospital ambulance; Check water, oil and petrol at the start of each shift and after each call-out.

G. N. No. 644 / 2014 (cont'd)

8. Responsible for cleaning ambulance station on daily basis.
9. Maintain log book registry of Ambulance Activities.
10. Report all problems and shortage of equipment\supplies to the Senior Nursing staff in the Emergency Room in a timely manner.
- WEEKLY:
 11. Responsible for cleaning the outside of the Hospital Ambulance on a weekly basis.
- MONTHLY:
 12. Assist in preparing a monthly report on ambulance activities and call-out.
- ANNUALLY:
 13. Attend all mandatory training and maintain competencies in basic life support, infection control, ambulance training and safe moving and lifting techniques, and senior first aide.
 14. Participates in the Performance Appraisal and Development process.
- GENERAL:
 15. Be able to be called in when required.
 16. Participate in all quality improvement activities and in staff performance appraisal.
 17. Maintain confidentiality of any patient information received in the work place.
 18. General knowledge and compliance of MOH Code of Conduct and PSA 1998.

HEALTH & 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 authorized 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.

QUALIFICATIONS:

- Completed High School Education.
- Minimum of three years experience in driving.
- Annual Basic Life Support Competency.
- Must be reliable and have good written, spoken and Communication English Skills.
- Valid drivers' license.
- Sober habits.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Friday 24th October, 2014.

DATED this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Pharmacy Dispenser

SALARY LEVEL : 3.1

PURPOSE OF THE POSITION: Perform the duties of this position efficiently and to a high standard including participating in the RON Hospital Pharmacy performance review and development program. The Pharmacy Dispenser will provide operational support to the Dispensary Team.

KEY RESPONSIBILITIES: A Pharmacy Dispenser must be extra diligent while performing his\her duties since serious health problems can arise if a mistake is made with patient's prescription.

- Must be extremely accurate and provide first-rate customer service to patients.
- Be able to confidently support a Pharmacist in a hospital setting.
- Responsible for knowing the composition and interaction of commonly-prescribed drugs as well as their effect on a patient's body.
- Must be able to interpret prescriptions, count medications, and work with patients to meet their medication needs.
- Must demonstrate good organizational skills and be detail oriented.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Receive written prescription or refill requests and verify that information is complete and accurate.
 2. Answer telephones, responding to questions or requests.
 3. Fill bottles with prescribed medications and type affix labels.
 4. Carry out dispensing of medicines under the Pharmacist's supervision.
 5. Assist patients and healthcare providers by answering simple questions, locating items or referring them to the Pharmacist for medication information.
 6. Clean and help maintain equipment and work areas.
 7. Other duties as assigned.
- **WEEKLY:**
 8. Receive and store incoming supplies, verify quantities against invoices and inform supervisors of stock needs and shortages.
 9. Maintain proper storage and security conditions for drugs.
 10. File prescription that been filled.
 11. Deliver medications and pharmaceutical supplies to patients, nursing stations or surgery.
 12. Contributes to team effort by accomplishing related results as needed.

G. N. No. 645 / 2014 (cont'd)

- MONTHLY:
 13. Orders, label and count stock of medications, and supplies, and enter inventory data into computer and stock card.
- YEARLY:
 14. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques.
 15. Participates in the Performance Appraisal and Development process.
- GENERAL:
 16. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
 17. Undertake quality assurance activities.

HEALTH & 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 authorized 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.

QUALIFICATIONS:

- Previous work experience in the Pharmacy.
- Basic inventory knowledge.
- Good organization, integrity and attention to detail.
- Dependability and quality focus.
- Fluency in English and Nauruan both verbal and written.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Friday 24th October, 2014.

DATED this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Health Information Clerk
NO. OF POSITIONS : Two (2)
SALARY LEVEL : 3.1

PURPOSE OF THE POSITION: the Health Information Clerk provides prompt and high standard collection and recording of data on all admission and discharges under the supervision of the Chief Health Information Officer. This position is expected to rotate to other like positions (eg. Medical Records Coder or Ward Clerk as assigned)

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Retrieve, compile, create and update medical records for booked outpatient attendances' ensuring cross referencing and previously archived information is integrated.
 2. Retrieve medical records in response to routine and urgent requests (including research\audit) from authorised departments\personnel.
 3. Attend to requests for information from other health services, doctors and specialists whilst maintaining confidentiality.
 4. Collect and record workload statistics daily.
 5. Deliver medical record folders to medical officers and nurses working in the outpatients, inpatients and clinic areas in a timely manner.
 6. Other duties as assigned.
- **WEEKLY:**
 7. Undertake cleaning and proper storage of the medical records office and equipment.
 8. Review all medical records and patient information, prior to be re-shelved, to ensure all discharge documentation has been completed by the medical officers and nursing staff that all reports are filed securely and the contents of the medical record are placed in order within the folder.
 9. Process, sort and file loose progress reports, results and tracer cards.
 10. Process and file medical records.
 11. Collect notifiable disease information.
 12. File laboratory results in the patients' medical record after review by the doctor.
 13. Willing to work on weekends.
 14. Assist with the training of new clerical staff members
- **MONTHLY:**
 15. Attend staff meeting.

G. N. No. 646 / 2014 (cont'd)

- ANNUALLY:
 - 16. Attend all mandatory training and maintain competencies in basic life support, infection control and safe lifting and moving techniques.
 - 17. Participates in the Performance Appraisal and Development process.
- GENERAL:
 - 18. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
 - 19. Undertake quality assurance activities.

HEALTH & 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 authorized and for which they are no 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.

QUALIFICATIONS:

- Completed High School Education.
- Two years' minimum experience in clerical or equivalent.
- Basic computer knowledge in Word and Excel.
- Have good written, spoken, communication English skills.
- Sound knowledge in data collection.
- Reliable, conscientious and willing to accept responsibility.
- Is willing to work with team

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later **than 5:00pm, Friday 24th October, 2014.**

DATED this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Medical Records Coder

SALARY LEVEL : 3.1

PURPOSE OF THE POSITION: the Medical Records Coder accurately codes health information according to the ICD-10 system, and provides prompt and high standard collection and recording of data on all admission and discharges under the supervision of the Chief Health Information Officer. This position is expected to rotate to other like positions (eg. Health Information Clerk Or Ward Clerk as assigned)

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Prepare and place in order the contents of medical record folders according to hospital policy.
 2. Store medical records according the master medical record number system ensuring each patient has a unique identifying number.
 3. Accurately code health information according to the ICD-10 system.
 4. Ensure the medical records folders are individually maintained and securely clipped to avoid loss of contents.
 5. Collect health statistics for outpatients, emergency, deaths, births, morbidity and mortality data on a daily basis.
 6. Deliver medical record folders to medical officers and nurses working in the outpatients, inpatients and clinic areas.
 7. Coordinate and track the movement of all patient medical records when they leave the unit.
 8. Other duties as assigned.
- **WEEKLY:**
 9. Review all medical records and patient information, prior to be re-shelved, to ensure all discharge documentation has been completed by the medical officers and nursing staff that all reports are filed securely and the contents of the medical records are placed in order within the folder.
 10. Undertake cleaning and proper storage of the medical records office and equipment.
 11. Willing to work on weekends.
- **MONTHLY:**
 12. Attend staff meetings.
 13. Provide a summary of health statistics of emergency, deaths, births, morbidity and mortality data and inpatients to the Chief Health Information Officer at the end of each month.
- **ANNUALLY:**
 14. Attend all mandatory training and maintain competencies in basic life support, and safe moving and lifting techniques and infection control.
 15. Participates in the Performance Appraisal and Development process.

G. N. No. 647 / 2014 (cont'd)

- **GENERAL:**

- 16. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
- 17. Undertake quality assurance activities.

HEALTH & 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 authorized 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.

QUALIFICATIONS:

- Completed High School Education.
- Two years' minimum experience in clerical or equivalent.
- Basic computer knowledge in Word and Excel.
- Have good written, spoken, communication English skills.
- Sound knowledge in data collection.
- Reliable, conscientious and willing to accept responsibility.
- Is willing to work with team

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Friday 24th October, 2014.

DATED this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

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 LEVEL : 2.1

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

KEY RESPONSIBILITIES:

- Day to day responsibility for effective health services standards.

DUTIES AND RESPONSIBILITIES:

- **DAILY:**
 1. Maintain contemporary standards of physiotherapy practice
 2. Implements physiotherapy care as delegate by the physiotherapist
 3. To ensure effective communication with patient, carers, the MDT regarding all aspects of patient care.
 4. To liaise regularly with senior physiotherapist regarding caseloads, assessments, treatment progression and ongoing care. To seek advice from senior colleague when dealing with complex or unfamiliar cases.
 5. To take part in regular clinical supervision
 6. To notify the physiotherapist immediately if patient is compromised
- **WEEKLY:**
 7. To implement treatment plans under the supervision of the physiotherapist in a manner that respect people's privacy dignity and individuality
 8. To keep up to date with the operation and use of equipment
 9. To take part in the ward rounds every Fridays
 10. To maintain accurate professional documentation in line with the standards and local policies and procedures, Contributing to documentation monitoring as required, such as statistical information
 11. Documents all patient care according to Documentation Policy
- **MONTHLY:**
 12. To participate in team meetings
 13. Participate in hospital projects as appropriate
 14. Assist the physiotherapist by providing information in the evaluation of progress towards expected outcomes

G. N. No. 648 / 2014 (cont'd)

- YEARLY:
 15. Promotes an environment for professional development and lifelong learning
 16. Promotes a focus and framework for improving the quality of patient care
 17. Promotes personal safety and that of others, and reports hazards and defects to work equipment
 18. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques
 19. Participates in the Performance Appraisal and Development process
- GENERAL:
 20. General knowledge and compliance of MOH of Conduct and PSA 1998
 21. Under take quality assurance activities

QUALIFICATIONS:

- Complete High School Education
- Have a good written, spoken, communication English Skills
- Sound knowledge of contemporary standards of physiotherapist practice

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.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

MANDATORY REQUIREMENTS:

- Safe and lifting and Moving Techniques
- Basic life support

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's department or the Director of Human Resources & Labour no later than 5pm, Friday 24th October, 2014.

Dated this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Budget Officer

SALARY LEVEL : 5.1

PURPOSE OF THE POSITION: The Budget Officer will manage and administrative all related documentation and communications and ensure that the day-to-day health budget including GON and donor funding is strictly maintained.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Reports to Secretary for Health & Medical Services.
 2. Day to day management of the Health Budget.
 3. Follow up payment vouchers.
 4. Maintain a clean and tidy work environment.
 5. Displays professionalism, tact, courtesy, discretion, respect and confidentiality.
 6. Other duties as assigned.
- **WEEKLY:**
 7. Maintain a logical and consistent filing system.
 8. Receive and maintain revenue reports.
 9. Accurate thorough and precise recording of all budget matters.
 10. Attend staff meetings.
- **MONTHLY:**
 11. Maintain, monitor, report and update Health Budgets.
- **ANNUALLY:**
 12. Assist in the preparation of annual budgets.
 13. Participates in the Performance Appraisal process.
- **GENERAL:**
 14. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
 15. Undertake quality assurance activities.

HEALTH & SAFETY:

- Must be responsible for his or her own acts and omissions and the effect that these may have upon the safety of self and any other person(s)
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance to with any health and safety procedures, instructions or training that has been given.
- May not undertake task(s) for which they have not been authorized to do so and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person, any perceived shortcoming in the safety arrangement, or any defects in the work equipment.

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G. N. No. 649 / 2014 (cont'd)

QUALIFICATIONS:

- Completed High School Education.
- Accounting qualifications or two years' work experience.
- Sound knowledge of computer skills (Microsoft Word, Excel, PowerPoint and email applications)
- Good written, spoken and communication English Skills.
- Is able to work independently and as part of a team.
- Valid driver's license.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Friday 24th October, 2014.

DATED this 8th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 650 / 2014

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 PARLIAMENT

POSITION : Hansard Reporter

SALARY LEVEL : 3.2

RESPONSIBLE TO : Director of Hansard

PURPOSE OF THE POSITION: The Hansard Reporter is responsible for undertaking a range of activities associated with the recording, editing and production of transcripts of Parliamentary proceedings. This position emphasises reporting expertise resulting in accurate and efficient transcription and production of transcripts.

RESPONSIBILITIES:

1. Prepare and edit reports of the proceedings of the Parliament by:
 - recording and capturing data with the use of FTR technology (or other technology used by the Division),
 - transcribing recorded data exercising keyboard and computer skills,
 - following grammar, syntax and Hansard editorial guidelines,
 - using the research skills necessary to quickly obtain information to clarify meaning and confirm reports,
 - proofreading reports;

G. N. No. 650 / 2014 (cont'd)

- acquiring knowledge of legislative procedures, standing and sessional orders and parliamentary procedures, and
 - maintaining up-to-date information resources.
2. Contribute to the effective and efficient operations of the Hansard Division by:
- undertaking training in new technologies,
 - contributing to an effective team by the application of high levels of interpersonal skills,
 - providing input to the division's management and decision-making processes as requested,
 - fostering trust and cooperation.
 - maintaining a routine of self-development in skills and knowledge,
 - assisting senior staff in the training of new reporting staff.

SELECTION CRITERIA:

- High level of keyboarding/word processing competency.
- Demonstrated ability to transcribe and edit to a specified standard in an efficient manner using relevant technology.
- Good knowledge of English grammar, syntax and usage.
- Good translation skills from Nauruan to English.
- Demonstrated capacity to work as a member of a diverse team, to communicate clearly and professionally and contribute positively to a spirit of team cooperation.
- Proven ability to communicate clearly and effectively, both orally and in writing.
- Capacity to work long and irregular hours during parliamentary sessions.
- Demonstrated ability to adapt quickly to changing circumstances and to schedule work, whilst maintaining work performance and output.
- An understanding of the practices and procedures of the Westminster system of parliamentary democracy as practised by the Parliament of Nauru.
- Update with current affairs.
- Willing to undertake multi tasking duties

Applications 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 22nd October, 2014.

Dated this 8th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 651 / 2014

ENGAGEMENT TO MARRY

NAME OF PARTIES: Jesse Jeremiah of Meneng District and
 Tanine Harris of Aiwo District

DATE OF ENGAGEMENT: 7th October, 2014

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE
