



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

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No. 112

12<sup>th</sup> August, 2015

Nauru

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G. N. No. 448 / 2015

**APPOINTMENT OF ACTING CHIEF SECRETARY**

It is notified for general information that Cabinet at its meeting held on 31<sup>st</sup> August 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Ms. Peta Gadabu, Secretary for Corporate Service to act as Chief Secretary effective from 02<sup>nd</sup> – 23<sup>rd</sup> August, 2015 and until the return of Chief Secretary, Mr Bernard Grundler.

Dated this 05<sup>th</sup> day of August, 2015.

**PETA GADABU  
ACTING CHIEF SECRETARY**

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G. N. No. 449 / 2015

**APPOINTMENT OF ACTING SECRETARY FOR HEALTH AND MEDICAL SERVICE**

It is notified for general information that Cabinet at its meeting held on 31<sup>st</sup> July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mr. Rayong Itsimaera, Secretary for Sports to act as Secretary for Health and Medical Services effective from 03<sup>rd</sup> August, 2015 and until further notice.

Dated this 05<sup>th</sup> day of August, 2015.

**PETA GADABU  
ACTING CHIEF SECRETARY**

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G. N. No. 450 / 2015

**APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL**

It is notified for general information that Cabinet at its meeting held on 21<sup>st</sup> July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of Mr. Graham Leung, to act as Secretary for Justice and Border Control effective from 21<sup>st</sup> -26<sup>th</sup> July, 2015 and for Mr Sasikumar Paravanoor (Secretary to Cabinet) to act as Secretary for Justice and Border Control from 26<sup>th</sup> -29<sup>th</sup> July and for Barina Waqa to act, as a Secretary for Justice and Border Control from 29<sup>th</sup> July, 2015, until the return of substantive Secretary, Mr Lionel Aingimea.

Dated this 05<sup>th</sup> day of August, 2015.

**PETA GADABU  
ACTING CHIEF SECRETARY**

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G. N. No. 451 / 2015

**APPOINTMENT OF ACTING COMMISSIONER OF POLICE**

It is notified for general information that Cabinet at its meeting held on 31<sup>st</sup> July 2015, and in pursuance to Article 68, clause 3 of the Constitution of Nauru, approved the appointment of A/Deputy Commissioner of Police Mr. Antonius Amwano to continuously act as Commissioner of Police from 29<sup>th</sup> July, 02<sup>nd</sup> August.

Dated this 05<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 452 / 2015

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION-SECTION 53 (1)**

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

**DEPARTMENT OF HEALTH AND MEDICAL SERVICE**  
(Dental)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Simron Botelanga	Assistant Dental Technician \$6,540pa-Band 5	17 <sup>th</sup> July, 2015

Dated this 28<sup>th</sup> day of July, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 453 / 2015

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION-SECTION 53 (1)**

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

**DEPARTMENT OF CHIEF SECRETARY**  
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Amanda Kamtaura	Caretaker/Cleaner \$5,568pa-Band 1	31 <sup>st</sup> July, 2015

Dated this 28<sup>th</sup> day of July, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 454 / 2015

**PUBLIC SERVICE ACT 1998**  
**RESIGNATION-SECTION 53 (1)**

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

**DEPARTMENT OF HEALTH AND MEDICAL SERVICE**  
(Pharmacy)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Derek Atto	Storeman Supervisor \$6,540pa-Band 5	18 <sup>th</sup> June, 2015

Dated this 28<sup>th</sup> day of July, 2015

**BERNARD GRUNDLER**  
**CHIEF SECRETARY**

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G. N. No. 455 / 2015

**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 JUDICIARY**

Position : Deputy Registrar  
Salary : Band 11.5 -\$15,825pa  
Responsible to : Chief Justice & Resident Magistrate/Registrar

**PRIMARY PURPOSE OF THE POSITION:**

The Deputy Registrar is to perform duties consistent with the duties specified in the Courts Act 1972 and follow directions consistent with the position, given by the Registrar or the Chief Justice of the Supreme Court.

**PRINCIPAL RESPONSIBILITIES:** Deputy Registrar Supreme Court (S6,7 & 8 Courts Act 1972);

- Perform duties of the Master, Registrar, Taxing Master and Keeper of Records of the High Court of Justice of England as of the 31st January 1968.
- Perform other duties and have such other powers and authority as may be prescribed by the Rules of the Court.
- Shall be subject to any official direction from either of the Supreme Court Justices or the Registrar.
- Shall be an ex-officio a Commissioner for Oaths and of the Supreme Court to take examination of witnesses.
- Understand the role of the Registrar concerning each of the Criminal, Civil and Family Court and Appellant divisions of the Supreme Court, to understand the respective jurisdictions of District Court and the Supreme Court, to understand the litigation and court processes in respect to each jurisdiction.
- The Deputy Registrar should therefore enable better facilitation of the court procedures and processes.

**KNOWLEDGE, SKILLS, & EXPERIENCE:**

- Desirable qualification: Degree, Diploma or Certificate in Law or other professional qualification from a recognised university, institute or college.
- Experience in the justice system of Nauru or any country with a common law jurisdiction.
- An understanding of relevant legislation including:  
Part V (Judiciary) & Part VII (Public Service Board) of the Constitution of Nauru;  
Part II (Police Service Board) of the Nauru Police Force Act 1972;

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The Courts Act 1972 (Nauru); The Appeals Act 1972; The Civil Procedure Act 1972; The Civil Procedure Rules; The Republic Proceedings Act 1972; Nauru Lands Committee Ordinance 1956; Lands Act 1976;

The Succession, Probate and Administration Act 1976; Legal Practitioners Act 1973; The Oaths, Affirmations and Statutory Declarations Act 1976;

- Highly developed communication skills in English both in writing and orally.
- Good public relations skills and interpersonal skills.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative
- Ability to work effectively and contribute positively and innovatively towards Judiciary goals and objectives.
- Ability to produce documents to a high standard of presentation and output using Microsoft office suite (including Word, Excel,) software applications.
- Be prepared to be nominated as a Lay Magistrate and carry out duties if appointed.

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 Human Resources & Labour office no later than 5pm, Wednesday 26<sup>th</sup> August, 2015.

Dated this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

G. N. No. 456 / 2015

**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 JUDICIARY**

Position : Clerk of Court

Salary : Band 8.5 - \$12,252pa

Responsible to : Resident Magistrate, Registrar of Supreme Court & Deputy Registrar

G. N. No. 456 / 2015 (Cont'd)

#### PRIMARY PURPOSE OF THE POSITION

The duties and responsibilities of the Clerk of Court are referred to in section 16 of the Courts Act 1972.

The Clerk of Court is responsible for: -

- Assist the Resident Magistrate and Registrar with the sittings of the District Court and complete other related duties as required.
- Prepare court processes including summonses, warrants, decrees, orders, convictions, recognisances, writs of execution and other documents as required.
- Maintain case files, registers, record judgments & orders of the District Court.
- Maintain records of fees derived from court process including fines, penalties, and all other moneys paid or deposited in respect of Court process.
- Ensure court applications and documentations are in compliance with the Court Act and Rules and including relevant Acts which is the subject of and related to the litigation
- Maintain the records of membership of all courts and tribunals or quasi-judicial bodies.
- Attend to enquiries from the public through the Registry
- Maintain appropriate records for the receipt of fees, fines and penalties, and all other moneys arising from District Court proceedings.
- Perform such other duties connected with the Court as may be assigned by your superiors.

#### KNOWLEDGE, SKILLS, & EXPERIENCE

1. Minimum qualification of Year 12.
2. Desirable qualification: Diploma or Certificate in Law or Administration or other professional qualification from a recognised university, institute or college.
3. Experience in the justice system of Nauru or any country with a common law jurisdiction.
4. Experience in Public Administration or relevant fields
5. Good public relations and customer services skills
6. Ability to communicate effectively in English and the Nauruan language.
7. Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines.
8. Ability to work within a team environment
9. Ability to work under own supervision, use initiative and to supervise others.
10. Ability to contribute positively and innovatively towards Judiciary goals and objectives
11. Good written communication skills with an ability to produce documents to a high standard of presentation.
12. Ability to exercise discretion and maintain confidentiality.
13. Good numeracy skills with an ability to check invoices and computer data to carry out reconciliations.

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G. N. No. 456 / 2015 (Cont'd)

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 Human Resources & Labour office no later than 5pm, Wednesday 26<sup>th</sup> August, 2015.

Dated this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 457 / 2015

**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 JUDICIARY**

Position	:	Assistant Clerk of Court
Number of Positions	:	Two (2)
Salary Scale	:	Band 5.2 - \$6,949pa
Responsible to Registrar	:	Chief Justice, Judges, Registrar of Supreme Court & Deputy Registrar

**PRIMARY PURPOSE OF THE POSITION:**

Role and responsibilities of the Assistant Clerk of Court is to assist the Clerk of Court during Supreme Court sessions and for administrative purposes for the court and any other directions from the Chief Justice, Judges, Registrar of the Supreme Court and the Deputy Registrar.

**PRINCIPAL RESPONSIBILITIES:**

- Develop and maintain adequate filing systems to ensure confidentiality, security, and accessibility of personal records accurately and efficiently in line with statutory requirement.
- Typing of records of proceedings by the Courts,
- Provide general typing assistance to the General Office of letters, memorandum and all other typing requirements,
- Answering of telephones from the general public,
- Maintain the registry of incoming and outgoing correspondences and files,
- Minute Taking during Court sessions

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- Receiving and Filing court documents
- Prepare court documents
- Updating register/s
- Serving court documents
- Assisting the Clerk of Court
- Fill in for the Clerk of Court
- Daily checking of the Registrar of the Supreme Court's out tray,
- Attend to the counter to ensure that the public is served,
- Keep the daily registry of employee personal files movement,
- Other duties as may be directed by the Registrar and Deputy Registrar

**KNOWLEDGE, SKILLS, EXPERIENCE:**

- Minimum qualification of year 12 education with at least 2 years of relevant experience. Leave certificate is desirable.
- Planning and organizational skills
- Time-management skills
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers.
- Excellent IT skills (particularly Excel, Word & Access)
- Excellent communications skills
- Must be of sober habits, diligent, pay attention to details, trustworthy and honest.
- Possess a positive attitude towards customer service and the ability to deliver quality outcomes while maintaining a high attention to detail.
- Be a team player and possess the ability to work effectively and contribute positively and innovatively towards Judiciary goals and objectives.
- A high degree of initiative and flexibility
- Willingness and high degree of capacity to learn quickly

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 Human Resources & Labour office no later than 5pm, Wednesday 26<sup>th</sup> August, 2015.

Dated this 12<sup>th</sup> .day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 458 / 2015

**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:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

POSITION : Diabetes Care Manager

SALARY : Band 10 - \$11,961pa

**PRIMARY PURPOSE OF ROLE**

The Diabetes Care Manager is the coordinator of the Diabetes Centre. The Manager is to work closely with Diabetes Centre staff in carrying out activities in order to build capacity and prevention of diabetes complications.

**ACCOUNTABILITIES & RESPONSIBILITIES;**

1. Managing the Diabetes Centre on a day to day basis and ensuring that all tasks are completed in a timely manner
2. Supervising the Diabetes Centre staff on a day to day basis and coordinating the maintenance of patient record and database, the completion of patient complication screening and survey and the collection of additional data;
3. Communicating with key stakeholders in Nauru on a regular basis (Diabetes Support Group, Nauru Diabetes Association);
4. Overseeing and conducting the clinical care of diabetic patients and ensuring that all health workers in Nauru are managing diabetic patients according to established clinical targets;
5. Developing clinical competencies regarding diabetes care for all levels of health workers, to be developed in consultation with local key stakeholders;
6. Organising and attending local Centre meetings;
7. Maintaining and providing financial records relating to expenditure of the centre.
8. Performing activities assigned by Director of Public Health

**QUALIFICATIONS & EXPERIENCE;**

- Diploma/certificate or other relevant studies in health discipline and training
- Experience in home support, home care and community care
- Demonstrated skills in organising and documenting
- Written and oral communication skills in English and Nauruan
- Excellent written and oral communication skills in English and relevant local language(s)
- Sound computer skills (Microsoft *Word, Excel, Power Point* and email applications)
- Demonstrated ability to work independently and as part of a team

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G. N. No. 458 / 2015 (Cont'd)

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 Officer no later than 5pm, Friday 28<sup>th</sup> August, 2015.

DATED this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 459 / 2015

**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:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

POSITION : Primary Health Care Manager

SALARY : Band 10 - \$11,961pa

**PRIMARY PURPOSE OF ROLE**

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

**ACCOUNTABILITIES & RESPONSIBILITIES;**

1. Responsible for clinical and public health care standards
2. Demonstrates sound knowledge of contemporary nursing practice
3. Responsible for the oversight of all care provided to patients within all public health care services
4. Responsible for collating public health data as required
5. Responsible for documentation of all patient care according to Documentation Policy
6. Acknowledges the team approach to the provision of care services and consults with members of the multi-disciplinary team as required

G. N. No. 459 / 2015 (Cont'd)

7. 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
8. Responsible for the appropriate use of consumables in the primary health care units
9. Attends all relevant meetings to ensure that all staff are aware of up-to-date information
10. Acknowledges the specific competencies and expertise of members of the health team
11. Promotes an environment for professional development and lifelong learning
12. Promotes a focus and framework for improving the quality of patient care
13. Operates within field of expertise, competencies and experience

**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
- Demonstrates knowledge of and the ability to render 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

**QUALIFICATIONS & EXPERIENCE;**

- Present at all times as a professional nurse
- Provide competent nursing care to all patients within the area of public health
- Maintain proper control of medications
- Perform primary health care services at public health clinics and in the communities
- Refer the complicated cases to the hospital as appropriate by using standard referral form
- Respond promptly to all requests for nursing assistance
- Keep accurate written reports on all care of residents in their individual files.
- Maintain confidentiality of all medical and personal details divulged by patients.
- Liaise with other nursing staff, medical officers, public health care staff, district primary health care workers and families as appropriate in care of residents.
- Contributes to the nursing assessment and care of patients
- Utilises appropriate communication skills and participates as a member of the multidisciplinary team
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Able to work in the communities during office hours, after office hours and weekends if necessary
- Ability to cooperate with Co-workers and to work as a team member.
- Report to the Supervisor on duty any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors
- Undertake cleaning and proper storage of the ward and equipments

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- Assist in public health care activities e.g. NCD strategy implementation, CD prevention and control at workplaces and in the communities.

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 Officer no later than 5pm, Friday 28<sup>th</sup> August, 2015.

DATED this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 460 / 2015

**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:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

POSITION : Unit Manager  
NUMBER OF POSITIONS : Three (3)  
SALARY : Band 10 - \$11,961pa

**PRIMARY PURPOSE OF ROLE**

A registered Nurse who is accountable at an advanced practice level for the coordination of clinical practice and the provision of nursing leadership in the specific ward area.

Accountabilities and Responsibilities;

- Leads Nursing team and is responsible for clinical care standards
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Rosters nursing staff in collaboration with Assistant Director of Nursing
- Participates in the Performance Appraisal and Development process
- Documents all patient care according to Documentation policy
- Acknowledges the team approach to the provision of care services and consults with members of the disciplinary team as required

G. N. No. 460 / 2015 (Cont'd)

- Utilises appropriate communication skills and participates as a member of the multidisciplinary team
- Acknowledges the specific competencies and expertise of members of the health team
- Promotes a focus and framework for improving the quality of patient care
- Operates within field of expertise, competencies and experience
- Operates with the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Responsible to reporting incidents and concerns to the Assistant Director of Nursing
- Responsible for the oversight of all care provided to patients within the ward
- Responsible for the coordination of patient care including the collection of information necessary to continue care of patients and management of the ward from previous shift staff
- Tour the wards, communicate with each patient and read the report to establish any special requirement for the day
- Liaise with nurses that have reported to duty and allocate assignments to each person
- Responsible for welcoming new admissions and farewelling discharged patients ensuring they have all necessary instructions
- Responsible for the control of Dangerous Drugs in the ward and safe storage of medications and consumables
- Assist Medical Officers by going on the patients round making sure all details regarding treatments medications are written up and advise the nurses of the same
- Responsible for appropriate and comprehensive documentation within the patients files
- Responsible for ensuring ward tidiness and cleanliness
- Make sure patients to receive their needs and observe the patients on NBM, to be fasting
- Demonstrate skills in continual assessment of patients physical and psychological needs
- Performs nursing interventions/ procedures in accordance with established standards of care and policies and procedures
- Administer treatments as per hospital policy and level of training
- Maintains a safe and clean environment for patients and staff
- Demonstrates knowledge of and the ability to render 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

**QUALIFICATIONS & EXPERIENCE;**

- Nursing Qualification
- Registration under Nauru Health Practitioners Registration Board
- Minimum of 5 years clinical experience
- Effective communication skills, including problem solving skills and conflict resolution
- Able to work in a team

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G. N. No. 460 / 2015 (Cont'd)

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 Officer no later than 5pm, Friday 28<sup>th</sup> August, 2015.

DATED this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 461 / 2015

**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:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Nursing)*

POSITION : Nurse Supervisor  
NUMBER OF POSITIONS : Three (3)  
SALARY : Band 9 - \$11,230pa

**PRIMARY PURPOSE OF ROLE**

A registered Nurse who is accountable at an advanced practice level for the development, management, monitoring and evaluation and reporting of clinical nursing care services. Nurse Supervisor reports directly to the Unit Manager.

**Accountabilities and Responsibilities;**

- Leads Nursing team and is responsible for clinical care standards of patients and the material management on any given shift
- Demonstrates sound knowledge of contemporary nursing practice
- Responsible for the oversight of all care provided to patients within the ward
- Participates in the Performance Appraisal and Development process
- Acknowledges the team approach to the provision of care services and consults with members of the disciplinary team as required
- Utilises appropriate communication skills and participates as a member of the multidisciplinary team
- Promotes a focus and framework for improving the quality of patient care

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- Operates within field of expertise, competencies and experience. Complies with the Scope of Practice
- Operates with the parameters of any relevant legislation. Complies with Department of Health Code of Conduct
- Promotes personal safety and that of others, and reports hazards and defects to work equipment in a timely manner
- Responsible to reporting incidents and concerns to the Unit Manager
- Responsible for the coordination of patient care including the collection of information necessary to continue care of patients and management of the ward from previous shift staff
- Communicate with each patient and read the report to establish any special requirement for the day
- Liaise with nurses that have reported to duty and allocate assignments to each person
- Responsible for welcoming new admissions and farewelling discharged patients ensuring they have all necessary instructions
- Responsible for the control of Dangerous Drugs in the ward and safe storage of medications and consumables
- Leads the Nursing team and is responsible to clinical care standards of patients and staff allocations
- Ensure all nursing care and tasks are complete before completion of each shift
- Ensure Diet list is complete and Daily Reports are complete
- Ability to identify the need for extra staff and call for assistance
- Ability to counsel patients and deliver patient education
- Ability to work under stressful situation and under pressure
- Ability to address issues in the Unit in a timely manner
- Ability to manage staffing within the Unit
- Ability to handle and work with difficult colleagues
- Ensure patient Nursing care plan are adhered to by all staff on duty
- Ensure all nursing care and tasks are complete before completion of each shift
- Ability to work with Paramedical Staff to ensure investigations are done and results are complete before 5pm
- Responsible to ensure staff adhere to damp dusting each shift and waste management
- Enforce proper hand over of each patients each shift
- Report staff lateness and absenteeism and the ability to counsel staff and encourage punctuality
- Demonstrates detailed and appropriate documentation within the patients files
- Ensures to delegate responsibility for the Control of Dangerous Drugs and safe storage of medications in each shift
- Demonstrates the correct use, the maintenance and trouble shooting of Medical Equipments in the wards
- Responsible for ensuring Unit is well stocked with Medications and consumables at all times
- Responsible for ordering Medications and consumables in a timely manner

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- Ability to work with Medical Officers and ensuring all treatments, medications are complete and carried out in a timely manner
- Ensure Emergency trolleys are checked and well stocked at beginning of each shift and immediately after use
- Demonstrate ability to identify and problem-solve issues, including conflict resolution
- Ability to work independently
- 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
- Administer treatments as per hospital policy and level of training
- Maintains a safe and clean environment for patients and staff
- Performs nursing interventions/ procedures in accordance with established standards of care and policies and procedures

**QUALIFICATIONS & EXPERIENCE;**

- Nursing Qualification
- Registration under Nauru Health Practitioners Registration Board
- Minimum of 5 years clinical experience
- Effective communication skills, including problem solving skills and conflict resolution
- Ability to work in a team

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 Officer no later than 5pm, Friday 28<sup>th</sup> August, 2015.

DATED this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 462 / 2015

**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 NATIONAL EMERGENCY SERVICES**  
*(Fire & Rescue Services)*

POSITION : FIREMAN

No. OF POSITIONS : TWO (2)

**PRINCIPAL RESPONSIBILITIES:**

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

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

**SAFETY:**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that rescue & fire fighting 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 fire and safety procedures, instructions or training that has been given.

**ESSENTIAL:**

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

**DESIRABLE:**

- Possess a valid driver's license

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12<sup>th</sup> August, 2015

Nauru

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G. N. No. 462 / 2015 (Cont'd)

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 28<sup>th</sup> August, 2015.

DATED this 12<sup>th</sup> day of August, 2015.

**PETA GADABU**  
**ACTING CHIEF SECRETARY**

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G. N. No. 463 / 2015

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: John-Bill Deireragea of Baitsi District and  
Manna Kepae of Yaren District.

Rigsby Tosie from Kosrae Island and  
Christine Abiya of Aiwo District

Jimmy-John Harris of Boe District and  
Meisje Eoaeo of Nibok District.

Schenko Canon of Meneng District and  
Iolani Roland of Aiwo District.

Buddy Detageouwa of Nibok District and  
Dolly Amwano of Baitsi District.

DATE OF ENGAGEMENT: 07<sup>th</sup> August, 2015  
09<sup>th</sup> August, 2015  
13<sup>th</sup> August, 2015  
17<sup>th</sup> August, 2015  
19<sup>th</sup> August, 2015

**HON. BARON DIVAVESI WAQA M.P**  
**MINISTER IN CHARGE**

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**BIRTHS, DEATHS, AND MARRIAGES ACT 1957**

Births, Deaths and Marriages registered the month ended July, 2015 are as follows:-

**BIRTHS**

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Cailiz	01/07/15	F	Iruwa	Yaren	Tirah Jeremiah
He-Anka, Drexler, He-Itema <b>TANAERA</b>	02/07/15	M	Eamwit	Boe	Dora Akibwib
Jordana, Likio, Myrose	03/07/15	F	Eamwit	Boe	Edes Batsiua
Abednego, BJ, Freedom	03/07/15	M	Eamwitmwit	Aiwo	Jeanetta Deireragea
Olani, Luvisha, Malaika	04/07/15	F	Eamwitmwit	Nibok	Theresa Moudi Agiangang
Nau, Neneiya, Daksen	04/07/15	M	Eamwitmwit	Denig	Maryann Agiangang
Heavenly-Destiny, Lito-Love, Michelle	04/07/15	F	Eamwidara	Aiwo	Elvani Hannah Teimitsi
Khaleani, Juluv, Ruth-Miriam <b>JEREMIAH</b>	04/07/15	F	Deiboe	Baitsi	Shanissa Dongobir
Loanne, Tamura	05/07/15	F	Eamwitmwit	Boe	Julie Grundler
Joshua	05/07/15	M	Emea	Nibok	Tulla Jeremiah
Aquedez, Rushman, Nehemiah <b>APPI</b>	05/07/15	M	Ranibok	Meneng	Mavelace Dongobir
Einema, Margret	05/07/15	F	Iruwa	Meneng	Teitu Jeremiah
Lyttonson	06/07/15	M	Iruwa	Uaboe	Dejan Dowabobo
Angel	08/07/15	F	Iruwa	Boe	Ueanimone Dagiario
Baban, Leo-Nidas, Proudly	09/07/15	M	Eoaru	Anetan	Babrishka Adam
J-Rom, Ottis, Oska	12/07/15	M	Iruwa	Nibok	Omina Dowabobo
Rodelious	13/07/15	M	Eamwidara	Buada	Francine Harris
Elite	17/07/15	M	Iruwa	Denig	Shue Dongobir
Elisha, Francis Jim Junior, Jaiah	18/07/15	M	Iruwa	Ijuw	Anastasha Scotty
Destine, Isaac, Bobray DJ	18/07/15	M	Iruwa	Aiwo	Anisia Joanne Roland
Jacobdus, Tevaki, Gerard	19/07/15	M	Iruwa	Ewa	Pender Eimwieben Fritz
Alex, Zaccheus, Jerrick	19/07/15	M	Iruwa	Uaboe	Keri Franca Detenamo
Roncalli, Jakai-Kingi, Samson	22/07/15	M	Deiboe	Yaren	Lovely-Vicka Ekwona

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Fristyla	23/07/15	F	Emea	Ewa	Lesuma Fritz
Amandus, Paul, Leo	23/07/15	M	Eamwitmwit	Boe	Alinna Dageago
Joseph, Mariuz, SpongeBob	25/07/15	M	Deiboe	Anabar	Trisha Doweiya
G-Love	25/07/15	F	Eamwitmwit	Meneng	Nina Grundler
Tuawi, Plumeria, Tahine	27/07/15	F	Eamwitmwit	Anetan	Libnah Hubert
Desiree, Turia	28/07/15	F	Iruwa	Yaren	Berenia Neneiya
Boaz	28/07/15	M	Eamwit	Anabar	Amarantha Dediya
Joshua	29/07/15	M	Iruwa	Denig	Veronica Tetaake
Dandon	29/07/15	M	Iruwa	Denig	Moesha Dongobir
Josepha	30/07/15	M	Eamwidara	Uaboe	Tahnee Tamakin
SarahLima	30/07/15	F	Emea	Baitsi	Ruth Garabwan

DEATHS

NAURUAN :-

NAME	DATE OF DEATH	SEX	TRIBE	AGE	REG'D DISTRICT
Berlasha Dabwido	04 <sup>th</sup> July, 2015	Female	Eamwit	16 yrs	Meneng
He-Anka Eobob	04 <sup>th</sup> July, 2015	Male	Eoaru	22 yrs	Boe
Kailey Cain	10 <sup>th</sup> July, 2015	Female	Eamwidara	-	Aiwo
Jeriel Jeremiah	14 <sup>th</sup> July, 2015	Male	Iruwa	29 yrs	Meneng
Rodelious Harris	14 <sup>th</sup> July, 2015	Male	Eamwidara	1 day	Buada
Jeanette Appi	18 <sup>th</sup> July, 2015	Female	Eoaru	66yrs	Boe
Augustine Hedmon	19 <sup>th</sup> July, 2015	Male	Deiboe	78 yrs	Anabar
Sarah Lima Garabwan	30 <sup>th</sup> July, 2015	Female	Emea	-	Baitsi
Josepha Tamakin	30 <sup>th</sup> July, 2015	Male	Eamwidara	-	Uaboe

DEATHS – OPI

NAME	DATE OF DEATH	SEX	AGE
Philip Diau	22 <sup>nd</sup> July, 2015	Male	45 yrs

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### **MARRIAGES**

Adonis Christopher Iwugia of Yaren District and Li-Ann Roimata. Botelanga of Meneng District on the 03<sup>rd</sup> Day of July 2015, by Reverend. Morley Thoma at Assemblies of God, Nauru.

Dennis Denitage of Buada District and Biritati Naniseni of Kiribati Island on the 17<sup>th</sup> Day of July 2015, by Antonius A. Maybir Registrar Births, Deaths & Marriages at Government Office.

Efgenny Gideon of Aiwo District and Pancy Adeang of Uaboe District on the 24<sup>th</sup> Day of July 2015, by Pastor. Stanley Dabuae at Orro Congregational Church.

Victor Soriano of Samoa and Venus Laeo of Uaboe District on the 25<sup>th</sup> Day of July 2015, by Reverend. Morley Thoma at Assemblies of God.

Wanganeen Emiu of Boe Distruct and Angelita Detudamo of Uaboe District on the 31<sup>st</sup> Day of July 2015, by Reverend. Roger Mwareow at Orro Congregational Church.

### **ANTONIUS A. MAYBIR REGISTRAR BIRTHS, DEATHS& MARRIAGES**

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G. N. No. 465 / 2015

### **CORRIGENDUM**

It is notified for general information that in Gazette No. 99/2015 G.N.No. 392 on page 6 and page 9, dated 15<sup>th</sup> July, 2015

Delete: **Lilia Kuea (Moses)**

Insert: **Roberit Eongen**

Delete: Roberit **0eongen**

Insert: Roberit **Eongen**

It is notified for general information that in Gazette No. 108/2015 G.N.No 425 page 1, dated 31<sup>st</sup> July, 2015.

Delete: vi. Maximum retail price at which **diesel** may be sold as \$1.30/litre

Insert: vi. Maximum retail price at which **Jet A1** may be sold as \$1.30/litre

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It is notified for general information that in Gazette No. 109/2015 G.N.No. 430 on page 2 and G.N.No. 436 on page 5 and G.N.No. 437 on page 6 dated 05<sup>th</sup> August, 2015.

Delete: **Boarder**

Insert: **Border**

Delete: Mr Ernest **Stephn**

Insert: Mr Ernest **Stephen**

Delete: **Marting** Hunt

Insert: **Martin** Hunt

**GAZETTE OFFICER**

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