



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

No. 124

02nd September, 2015

Nauru

G. N. No. 523 / 2015

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

Pursuant to the powers in that behalf vested in me, under Section 10 subsection 1 clause a,b,d of the Public Service Act 1998, I, David Adeang, MP, Acting President and Minister responsible for the Public Service, Do hereby, with immediate effect the designation of the following position:-

RECLASSIFICATION OF A POSITION

DEPARTMENT OF EDUCATION

(Administration)

<u>CURRENT DESIGNATION</u>	<u>RECLASSIFIED DESIGNATION</u>	<u>NO. OF POSITION</u>
Finance Officer Band 6.5-\$9,349pa	Finance Manager Band 8-\$9,802pa	1

Dated this 01st day of September, 2015.

**DAVID ADEANG
ACTING PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G. N. No. 524 / 2015

PUBLIC SERVICE ACT 1998
SECTION 10

CREATION OF NEW POSITION

Pursuant to the power in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, David Adeang, M.P, Acting President and Minister responsible for the Public Service, Do Hereby, with immediate effect, create the following new positions-

DEPARTMENT OF EDUCATION

<u>DESIGNATION OF OFFICE</u>	<u>SALARY LEVEL</u>	<u>NO. OF POSITION</u>
Disability Coordinator	Band 12-\$13,420pa	1

Dated this 01st day of September, 2015.

DAVID ADEANG
ACTING PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 525 / 2015

APPOINTMENT OF ACTING CHIEF SECRETARY

It is notified for general information that on 28th August, 2015 Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr Sasikumar Paravanoor, Secretary to Cabinet to act as Chief Secretary effective from 30th August, 2015 until the return of the Chief Secretary, Mr Bernard Grundler on 2nd September, 2015.

Dated this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

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G. N. No. 526 / 2015

APPOINTMENT OF ACTING COMMISSIONER OF POLICE

It is notified for general information that on 28th August 2015, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Inspector Mr. Antonius Amwano to act as Commissioner of Police of Republic of Nauru from 30th August, 2015 until the return of Commissioner of Police Mr Corey Caleb on 4th September, 2015.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 527 / 2015

APPOINTMENT OF ACTING SECRETARY FOR
FOREIGN AFFAIRS & TRADE

It is notified for general information that on 28th August 2015, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Foreign Affairs & Trade effective from 30th August – 13th September, 2015 until the return of substantive Secretary for Foreign Affairs.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 528 / 2015

APPOINTMENT OF ACTING SECRETARY FOR SPORTS

It is notified for general information that on 28th August 2015, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr Joske Teabuge, to act as Secretary for Sports effective from 2nd September 2015 until the return of substantive Secretary for Sports, Mr Rayong Itsimaera 13th September, 2015.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

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G. N. No. 529 / 2015

APPOINTMENT OF SECRETARY FOR HEALTH & MEDICAL SERVICES

It is notified for general information that on 28th August, 2015, Cabinet, Article 68, Clause 3 of the Constitution of Nauru; Cabinet has approved the appointment of Ms Lee Pearce to act as Secretary for Health & Medical Services effective from 2nd September, 2015 until the return of the Acting Secretary for Health & Medical Services, Mr Rayong Itsimaera on 13th September, 2015.

DATE this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 530 / 2015

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICE

It is notified for general information that on 28th August, 2015, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for National Emergency Service effective from 28th August to 6th September, 2015 until the return of the substantive Secretary, Mr. Roy Harris.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 531 / 2015

APPOINTMENT OF ACTING RESIDENT MAGISTRATE

It is notified for general information that on 28th August, 2015, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Hon Justice Jane Crulci, to act as Resident Magistrate effective from 12th – 19th September 2015 until the return of the Substantive Resident Magistrate.

DATE this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 532 / 2015

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 EDUCATION
(Schools)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Merrine Detabene	Caretaker/Cleaner Band 1 - \$5,568pa	Environment Officer Band 6 - \$7,479pa

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 01st day of September, 2015.

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 533 / 2015

PUBLIC SERVICE ACT 1998
SECTION 103

NOTICE OF TRANSFER

The following transfer is hereby notified for general information with effect from 24th August, 2015;

<u>NAME</u>	<u>TRANSFERRED FROM</u> <u>HEALTH DEPARTMENT</u>	<u>TRANSFERRED TO</u> <u>LAND MANAGEMENT</u>
Starrion Akken	Health Trainee Band 1 - \$5,568pa	Trainee Surveyor Band 4 - \$5,498pa

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G. N. No. 533 / 2015 (Cont'd)

Where an officer is transferred or promoted and is in receipt of salary above the minimum salary fixed for the office to which he is transferred or promoted, his transfer or promotion shall, unless otherwise determined by the Chief Secretary but subject to subsection (3), be effected without reduction in salary.

Dated this 29th day of August, 2015.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 534 / 2015

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

It is notified for general information that the following appointment shall be on probation with effect from 20th August, 2015;

DEPARTMENT OF CHIEF SECRETARY
(Government Information Office)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
George Joram	Government Information Officer	\$9, 349pa – Band 6

DATED this 26th day of August, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 535 / 2015

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

It is notified for general information that the following appointment shall be on probation with effect from 20th August, 2015;

DEPARTMENT OF CHIEF SECRETARY
(Births, Deaths & Marriages)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
Chantal Dowabobo	Higher Clerical Officer	\$6, 540pa – Band 5

DATED this 29th day of August, 2015.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 536 / 2015

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 FINANCE
(Nauru Customs & Revenue Office)

POSITION : Assistant Payment Officer

SALARY LEVEL : Band 5 - \$6, 540pa

DUTIES & RESPONSIBILITIES:

- Develop and maintain adequate filing systems to ensure confidentiality, security and accessibility of personal drivers' license records accurately and efficiently in line with statutory requirement.
- Accurately process applications for drivers' license, for both Nauruan citizens and non-residents.
- Accurately record and input data into the drivers' license database.
- Maintain and update drivers' license listings for Nauru Police Force.
- Attend to counter enquiries relating to drivers' licensing issues, in a timely manner.

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G. N. No. 536 / 2015 (Cont'd)

- Assist other counter staff with customer counter enquiries when appropriate.
- Perform other miscellaneous clerical duties as required.

SELECTION CRITERIA:

- An understanding of customer service protocols.
- Excellent communication skills, both written and oral.
- Ability to work under pressure and meet deadlines.
- Basic level skills in Microsoft Office applications including Word, Excel, PowerPoint etc.
- Ability to work together with a small team staff, and contribute to the successful operations of the NCRO

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 Secretary for Corporate Services no later than **5:00pm, Tuesday 8th September, 2015.**

DATED this 26th day of August, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 537 / 2015

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 : Revenue Officer

SALARY : \$7,766 (PA) / \$298.69(FTN) Band 5.4

NO: OF POSITION : One (1)

PURPOSE OF POSITION : Updating, reporting, preparing and dispatching hospital charges (invoices) for visitors and clients to institutions.

DUTIES & RESPONSIBILITIES:

- Oversee staff and work functions in the office
- Coaching and mentoring staff on roles and responsibilities

G. N. No. 537 / 2015 (Cont'd)

- Reconcile revenue collection on a daily basis
- Safe keeping of revenue collection
- Maintain proper filing system for record and information
- Analyse visitors files for correct charges before discharging from hospital
- Apply correct charges for visitors attending the outpatients
- Ensure banking of revenue collection on a weekly basis
- Follow-up number of RPC clients with outpatient clinic, dental, radiology, physiotherapist, laboratory and Public health
- Prepare invoices for despatch to clients on a monthly basis
- Prepare weekly and monthly reports and updates on revenue and outstanding bills
- Writing reminders and follow up outstanding bills on a quarterly basis
- Communicate with external counterparts of outstanding bills
- Revision on hospital charges and prepare proposal
- Ensure tasks are completed in a timely manner

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication – Good command of writing and speaking in English
- Knowledge – Sound knowledge of the PSA 1998 and Public Service and Health policies
- Responsible – Reliable, conscientious and willing to accept responsibilities
- Time Management – Manage time to ensure tasks completed in an orderly manner
- Team player – Can work as a team

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 12 School Level
- Driver's Licence
- 3 years of office work or equivalent
- Customer service
- Excellent speaking, writing & reading skills
- Basic Word & Excel knowledge

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 538 / 2015

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 : Executive Secretary

SALARY : \$8,175 (PA) / \$314.43(FTN) Band 5.5

NO: OF POSITION : One (1)

PURPOSE OF POSITION : To provide secretarial, clerical & administrative support in order to ensure that services are provided in an effective and efficient manner.

DUTIES & RESPONSIBILITIES:

- Reports to the Head of Department and is responsible for providing secretarial and clerical services for the Department
- Provide office support services in order to ensure efficiency and effectiveness within the department
- Receive, direct and relay telephone messages
- Direct the general public to the appropriate staff member
- Assist in the planning and preparation of meetings, conference and conference telephone meetings
- Make preparations for committee meetings
- Make an adequate inventory of office supplies
- Respond on public enquiries
- Provide word-processing and secretarial support
- Type confidential documents on a word processing system
- Perform other duties as required

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication: Effective verbal and listening skills
- Responsible: Conscientious and willing to accept responsibility
- Team building
- Time management- Manage time effectively to ensure tasks are completed

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 10 School Leaver
- Computer knowledge, Word and Excel

G. N. No. 538 / 2015 (Cont'd)

- Basic book-keeping
- Experience in office administration
- An understanding of NPSA, relevant policies and procedures
- An understanding of the political environment
- Team building
- Analytical and problem solving skills
- Decision making skills
- Be honest
- Be respectful
- Posses cultural awareness and sensitivity
- Demonstrate sound work ethics
- Be flexible

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 539 / 2015

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 : Asset Officer

SALARY : \$6,540 (PA) / \$251.53(FTN) Band 5.1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : Maintain up-to-date records of the status of all medical and non-medical equipment on a quarterly basis and compiling equipment list for assessment by bio-technicians.

G. N. No. 539 / 2015 (Cont'd)

DUTIES & RESPONSIBILITIES:

1. Inventory List / Asset Register
 - Develop and maintain accurate, updated and detailed inventory / asset register of all hospital equipment
 - Record and account for hospital assets, medical and non-medical equipment
 - Designate medical and non-medical equipment to relevant sections
2. Servicing, Ordering and Maintenance
 - Maintain a regular schedule for accounting all equipment in their allocated sections
 - Maintain updated service or replacement inventory list for all hospital medical and non-medical equipment to be reviewed by local technician or visiting technician
 - Liaise with technicians regarding servicing and status equipment, including seeking technicians report all equipment requiring replacement and spare parts
 - Report to Director all equipment found by technicians to be non-operational
 - Process orders for equipment (on a proper order form) AFTER technician report and relevant Director approval is received and submit to Supply Manager
 - Maintain a logical filing system for all orders processed including regular follow-up and update to relevant section OIC's and Directors regarding status of orders placed
3. Job Cards
 - Collaborate with the maintenance to ensure that tasks completed
 - Follow-up and feedback to Director Admin
4. Vehicles
 - Maintain and update the hospital vehicle fleet
 - Maintain and update the weekly fuel list process to Chief Sec
 - Coordinate with Transport department for services of vehicles/ motorbikes
 - File and keep record on the vehicle check list submitted by staff assigned vehicles

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication – Good command of writing and speaking in English
- Knowledge – Sound knowledge of the PSA 1998, Public Service and Health policies and Occupational safety
- Responsible – Reliable, conscientious and willing to accept responsibilities
- Time Management – Manage time to ensure tasks completed in an orderly manner

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 10 School Level
- Driver's Licence
- 1 or 2 years of office work or equivalent
- Basic Word & Excel knowledge

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G. N. No. 539 / 2015 (Cont'd)

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 540 / 2015

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 : Clerical Officer

SALARY : \$6,540.04 (PA) / \$251.54(FTN) Band 5.1

NO: OF POSITION : Three (3)

PURPOSE OF POSITION : To provide clerical/ administrative support in allocate area and link between Administration Office and allocated area

DUTIES & RESPONSIBILITIES:

- Receiving and distribution of incoming/ outgoing mails
- Receiving, screening and relaying of incoming calls
- Coordinating/ scheduling and preparation of department meetings and minute as assigned
- Maintain basic, consistent and orderly filing system of electronic and paper correspondences
- Maintain a consistent filing system of staff personal file (for health/ staff trainees)
- Ensure copies of all HR issues (such as Myob/ Salary and staffing issues are copied/ endorsed by main Admin Office (RONH)
- Record, maintain and update staff leave register
- Ensure all staff leaves are signed by in-line OICs/ Director before forwarding on for further endorsement
- Processing and timely submission of timesheet summary and myob on a fortnightly basis for staff pay as required

G. N. No. 540 / 2015 (Cont'd)

- Screening and timely submission of myob payroll correction, as required
- Maintain basis, consistent and orderly filing system of electronic and paper based correspondences
- Maintain tidy and orderly workstation and work area, ensuring OHS and Infection control compliance at all times
- Management and ordering of stock supplies of office supplies/ equipment

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication – Good command of writing and speaking in English
- Understanding – NPSA, relevant policies and procedures
- Responsible – Reliable, conscientious and willing to accept responsibilities
- Time Management – Manage time to ensure tasks completed in an orderly manner
- Team building

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 10 School Level Certificate
- Certificate in secretarial Studies or equivalent
- Experience in Office Administration
- Computer knowledge in Word and Excel
- Valid Driver's License
- Demonstrate sound work ethics
- Be respectful
- Be honest

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015.**

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 541 / 2015

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 : Transport Driver

SALARY : \$6,540 (PA) / \$251.53(FTN) Band 5.1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : To pick up and drop off shift workers at home to hospital and vice versa. 7 days a week on a daily basis 24/8. This includes Nurses, Drivers, Cleaners, Kitchen and dialysis patients. To ensure that workers are picked and dropped off in a timely manner following its schedules. Furthermore, pick up patients meals from stateside, Government Offices to drop off at RONH, 3 times a day.

DUTIES & RESPONSIBILITIES:

- Hold a valid driving license
- Sign in/ off at nurses station start & end of shift
- Reports to the Ward Supervisor on duty in ER at the start of each duty
- Pick up and drop off shift workers as per time schedule this including dialysis patients if rotation at the dialysis unit
- Check oil and water levels of vehicle daily
- Report on vehicle breakdowns and mechanical problems to the transport supervisor
- Maintain documentation of vehicle running sheet
- Maintain documentation of vehicle check list
- Maintain and clean the hospital transport on a daily basis
- Maintain courier services to and from SHMS office and other entities as required
- Maintain vehicle checklist and submit to administration office every Monday for record and trailing purposes
- Delivery of out-patients appointments forms as required
- Undertake shift work 3*8 hour shifts = 24 hour coverage
- On standby at all times just in case colleagues are taken ill
- Undertake quality assurance activities
- Any other duties as may be directed by the Senior Managers

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G. N. No. 541 / 2015 (Cont'd)

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Safe training and moving techniques
- Basic life support
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Read & Write
- Understand/ speak English
- 2 years driving experience
- Be healthy and sober habits
- Work with the team
- Good driving record

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 542 / 2015

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 : Hospital Grounds-man

SALARY : \$5,568 (PA) Band 1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : General weeding and cutting of grasses at RONH, NPHC & Nurses Quarters. To ensure the grounds is maintained and meets agreed standards.

G. N. No. 542 / 2015 (Cont'd)

DUTIES & RESPONSIBILITIES:

- Weeding and cutting of grasses at RONH, NPHC & Nurses Quarters
- Grounds is maintained on a daily, weekly and monthly basis
- Look after equipment and store equipment after use
- Check duties with Maintenance Supervisor what has to be done before and after each day
- Undertake quality assurance activities
- Other duties as requested by Senior Managers

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication – Good command of writing and speaking in English
- Knowledge – Sound knowledge of the PSA 1998, Public Service and Health policies and Occupational safety
- Responsible – Reliable, conscientious and willing to accept responsibilities
- Time Management – Manage time to ensure tasks completed in an orderly manner

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 10 School Level
- Driver's Licence
- 1 or 2 years of office work or equivalent
- Basic Word & Excel knowledge

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 543 / 2015

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 : Dental Assistant Level 2
SALARY : \$6,540.04 (PA) / \$251.54(FTN) Band 5.1
NO: OF POSITION : One (1)

PURPOSE OF POSITION :

To prepare patients for oral examination and assist dentists in providing treatment to the teeth, mouth and gums. Dental assistants also carry out reception and administration duties.

DUTIES & RESPONSIBILITIES:

1 Chairside Assisting: Works closely with the dentist at all stages of the patients treatment.

- Reception of the patient and preparation for treatment
- Sterilising instruments and setting them out for the dentist
- Mixing materials
- Chairside assistance by passing instruments and using suction apparatus
- Collecting and recording patient health histories
- Patient management during dental procedure
- Instrument transfer
- Dental procedure isolation techniques
- Preparation of dental materials, cements, amalgam, composite, impression materials, etc.
- Dental charting
- Prevention and management of dental medical emergencies
- Inventory control and management

2 Dental Infection Control Procedures

- Managing the dental office infection control plan to meet Infection Control Guidelines
- Instrument cleaning, sterilisation/ disinfection, and re-circulation
- Dental treatment room disinfection

3 Business Office Procedures

- Appointment Scheduling and Confirmation
- Telephone techniques
- Patient Reception
- Patient Records Management

G. N. No. 543 / 2015 (Cont'd)

4 Patients and Community Education

- Delivering patient personal oral care instructions
- Delivering community dental health presentations
- Planning, setting- up and manning health fair booths

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Good with hands
- Good communication skills and interpersonal skills
- Ability to concentrate and follow instructions
- Good organisational ability and time management skills
- Interest in Health Care work

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 10 School Leaver
- Experience in Dental Health Maintenance
- Experience in Infection Control, Patient services
- Creating a safe ,effective environment
- Listening
- Teamwork
- Bedside manner
- Health Promotion and Maintenance

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015.**

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SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 544 / 2015

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 : Laboratory Assistant

SALARY : \$6,540 (PA) / \$251.53(FTN) Band 5.1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : Under the direct supervision of the Senior Laboratory Technologist and/ or Laboratory Technologist, provide Haematology, Biochemistry, Serology, Microbiology, Bacteriology and Blood Bank services as required.

DUTIES & RESPONSIBILITIES:

- Directly responsible to the Senior Laboratory Technologist
- Assist to provide Haematology, Biochemistry, Serology, Microbiology, Bacteriology and Blood Bank services
- Able to carry out basic laboratory skills such as phlebotomy and utilising a Microscope
- Able to process and send overseas specimens
- Do preventative maintenance of laboratory equipment as required
- Would be required to assist with calls after normal working hours
- Other related duties as may from time be allocated
- To provide monthly statistics to the senior Laboratory Technologist.

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Good communication and interpersonal skills
- Ability to concentrate and follow instructions
- Good organising ability
- Interest in Health care work
- Basic knowledge and improvement to pass course or diploma

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Year 12 School Leaver
- years Experience
- Biochemistry, Haematology, Blood Bank, Microbiology departments
- Infection Control
- Patient Services

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- Listening
- Teamwork
- Health Promotion and Maintenance
- Conducted test under Health and Biosafety norms

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 545 / 2015

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 : Healthy Island Program Coordinator

SALARY : \$13,420 (PA) / \$516 (FTN) Band 12.1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : The purpose of this position is to coordinate with government departments, corporate bodies and communities in matters regarding health promotion and disease prevention. In addition this position needs to work closely with Director of Public Health in terms of management and administrative matters related to Public Health

DUTIES & RESPONSIBILITIES;

- Design/develop health promotion activities for communities/ group to effectively meet health promotion needs.
- Coordinate the multi-sectoral participation in health promotion with particular emphasis on the Ministries of Sports, Youth, Education and communities.
- Assist in developing, planning, implementing, monitoring and evaluation programs and projects to promote healthy environment.

G. N. No. 545 / 2015 (Cont'd)

- Plan and direct conferences, meetings and workshops to further health promotion; plan conduct or assist in implementing public health training and screening activities.
- Liaise with the senior health department management team with respect to current health promotion trends relevant to Nauru.
- Advise to create healthy lifestyle practices and environments for physical activities.
- Review and revise, in line with contemporary practice, health promotion policy in Nauru.
- Facilitate staff training opportunities to ensure key staffs are kept abreast of contemporary health promotion strategies.
- Strengthen primary health care services, trainings and ensure ongoing training of the essential elements of primary health care practice.
- Maintain liaison with community groups and continuously monitor their health needs.
- Assist Director of Public Health for yearly operational plan and annual budget preparation.
- Assist Director of Public Health to manage, oversee and coordinate all public health services delivered by the Department of Health including:
 - a) Human Resources
 - b) Financial resources, including the preparation of Biannual WHO program budgets
 - c) Infrastructure and support services
 - d) Non Communicable Diseases, coordinating the implementation of NCD strategy and Diabetes plan
 - e) Communicable Diseases, Emerging Pandemic Preparedness, STI/HIV/AIDS, EPI and other infectious disease programs
 - f) Implementation where applicable of the International Health Regulations (IHR)
 - g) Community Health
 - h) Health Promotion
 - i) School Health Program
 - j) Environment Health
 - k) Staff Training
- In collaboration with Director of Public Health, when necessary, coordinate the public health visiting Specialist Program such as WHO, SPC, AusAid, UNFPA, GF, JICA, Republic of China, Taiwan etc.
- Assist with the recruitment and appointment of relevant public health staff.
- Assist Director of Public Health and Director of Administration in administrative matters related to public health
- Attend public health related meetings and other meetings as assigned.
- Provide reports on activities and other matters on a regular or monthly basis as required by the Secretary for Health or the Minister for Health
- Provide advice to the Director of Public Health on legislation, policy development, health reforms and department planning and restructuring
- Perform other duties assigned

G. N. No. 545 / 2015 (Cont'd)

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety themselves or any other person
- Must use safety equipment 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.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Degree/ Diploma/ Certificate in Public Health with at least 3 years work experience in Public Health
- (OR)
- Registered Nurse with at least 3 years experience in Public Health.
- Registration and Licensure in country of training and practice is essential.
- Demonstrated skills in organising and documenting
- Written and oral communication skills in English and Nauruan.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015.**

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 546 / 2015

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 : Radiographer Assistant

SALARY : \$6,540 (PA) / \$251.53(FTN) Band 5.1

NO: OF POSITION : One (1)

PURPOSE OF POSITION : Deliver Radiology services to assist the senior radiographer with minimal or no supervision and medical staff in diagnosing medical problems and the effects of treatment regimes.

DUTIES & RESPONSIBILITIES:

- Preparation and education of patients about radiology examinations
- Perform x-ray examinations in utilising fixed or mobile radiology equipment in the radiology department or in other areas of the hospital as required, including the operating theatre, outpatient and ward areas
- Assist the senior radiographer in fluoroscopy studies, contrast studies of GIT tract, and ultrasonography for inpatients.
- Use currently accepted radiographic techniques to produce optimal film quality whilst ensuring minimum radiation exposure to the patient and staff and assuring patient privacy, confidentiality and dignity
- Participate in collection and evaluation of information about hazards and safety practices that can be used to identify safety management issues
- Contribute to the development of and the use of safety regulations and policy and procedure guidelines in the radiology department to prevent unnecessary radiation exposure of patients and staff
- Participate in available training or skills transfer activities relevant to the duties of the position, which may include training by visiting radiographers
- Maintain patient records as well as maintain X-Ray filing / records system.
- Maintain adequate statistics relating to the X-Ray department
- Manage and undertake preventive maintenance with the aid of senior radiographer on all equipment in the X-Ray department
- Attend weekly management and other department meetings if needed

No. 124

02nd September, 2015

Nauru

G. N. No. 546 / 2015 (Cont'd)

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Communication – Good writing and speaking in English
 - Organise – To be organised to complete task in a timely manner
 - Knowledge – Sound knowledge of PSA
- a) Advanced Life Support
b) Occupational and safety

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Eligible for registration by the NHPB in Nauru
- At least 2 years work experience
- Demonstrated experience in radiographic skills and ultrasound technique
- Driver License (optional)

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Wednesday 16th September 2015**.

DATED this 01st day of September, 2015

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G. N. No. 547 / 2015

ENGAGEMENT TO MARRY

NAME OF PARTIES: Van-Damme Kabokia of Meneng District and
Kitta Akubor of Yaren District

Joseva Ilu of Fiji Island and
Christina Abouke of Uaboe District

DATE OF ENGAGEMENT: 28th August, 2015.
31st August, 2015

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE
