



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

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No. 17

11<sup>th</sup> February, 2015

Nauru

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G. N. No. 48 / 2015

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

It is notified for general information that the following resignation has been accepted with effect from 27<sup>th</sup> January, 2015.

**DIRECTORATE OF CIVIL AVIATION  
(Fire & Rescue Services)**

| <u>NAME</u>   | <u>DESIGNATION</u>  | <u>SALARY LEVEL</u> |
|---------------|---------------------|---------------------|
| Duxe Benjamin | Senior Fire Officer | \$7,201pa – L4.2    |

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

**BERNARD GRUNDLER  
CHIEF SECRETARY**

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G. N. No. 49 / 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 : Groundsman  
SALARY LEVEL : \$5292pa - L1.2

**PURPOSE OF THE POSITION:** Assigned to complete duties and responsibilities of the ground to a position which will entail maintenance of the grounds of RON-HOSPITAL, NPHC and Nursing quarters and ensure meets minimum standards of the best practices in grounds cleaning and landscaping.

**KEY RESPONSIBILITIES**

Day to day responsibility for effective health services standards

G. N. No. 49 / 2015 (Cont'd)

**DUTIES & RESPONSIBILITIES:**

Daily

1. Report to Maintenance Supervisor.
2. See equipment (s) to be in good condition, look after and store equipment after use
3. Check Wheelie bins daily to prevent being full to the brim and have it disposed of in the skip bin.
4. Cleaning and washing of wheelie bins and returning to allocated areas
5. To ensure skip bins are collected by rehabilitation trucks three days a week
6. Other duties as assigned

Weekly

7. Clean the RONH hospital drainages in the courtyard and front entrance to prevent blockages and clearing of debris every Monday
8. Check all available equipment and organise a list for ordering.

Monthly

9. Landscaping, beautification and replanting of flowers and plants in the RONH, NPHC and NQ grounds
10. Cutting of outgrown grass at RONH, NPHC and Nursing Quarters grounds on a quarterly basis or as necessary
11. Removal of objects from the ground or in buildings as required
12. Attend Staff meetings

Annual

13. Attend all mandatory training and maintain competences in basic life support, and safe moving and lifting techniques
14. Participate in the Performance Appraisal and Development process

General

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

**QUALIFICATIONS**

- Be healthy and of sober habits
- Reliable, conscientious and willing to accept responsibilities
- Is able to work with a team
- Valid driver's licence

**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.

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G. N. No. 49 / 2015 (Cont'd)

**MANDATORY REQUIREMENTS:**

- Safe and lifting and moving techniques
- Basic Life Support

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, 18<sup>th</sup> February 2015.

Dated this 30<sup>th</sup> day of January, 2015

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

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G. N. No. 50 / 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 HEALTH & MEDICAL SERVICES**

Position : Driver

Salary Level : 1.1

**PURPOSE OF THE POSITION:** The transport driver is responsibilities to transport Hospital shift workers and undertake all other courier and delivery services as appropriate and is strictly maintained.

**KEY RESPONSIBILITIES:**

- Day to day responsibility for effective health services standards.

**DUTIES AND RESPONSIBILITIES;**

- Daily:
  1. Report to the sister on duty in ER at the start of each shift
  2. Report to Transport Supervisor (TS) of any mechanical problems
  3. Sign timesheet at nursing station in Acute Ward, at commencement and end of each shift including overtime call-outs
  4. Ensure cleanliness of vehicle inside on a daily basis
  5. Strictly maintain time schedules of pick up and drop off
  6. Maintain courier services on a daily basis
  7. Wait for colleague to do proper handover before and end of shift
  8. Willing to work extra hours as required
  9. Advise TS if sick or is not coming to work well in advance
  10. Any other duties as assigned

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- Weekly:
  - 11. Ensure cleanliness outside of vehicle on a weekly basis
  - 12. Maintain a clean and tidy work environment
- Monthly:
  - 13. Attend staff meeting
  - 14. Assist in preparing a monthly report on transport activities and call outs
- Annually:
  - 15. Attend all mandatory training and maintain competencies in basic life support, infection control and moving and lifting Techniques
  - 16. Participates in the Performance Appraisal and Development process
- General:
  - 17. General knowledge and compliance of MOH of Conduct and PSA 1998
  - 18. Undertake quality assurance activities
  - 19. Undertake shift-work 3 x 8 hour shifts= 24 hour coverage

QUALIFICATIONS:

- Completed high school education
- Valid Drivers' Licence
- Minimum of 3 years experience in driving
- Must be reliable and good written and spoken communication skills
- Is able to work with the team
- Sober habits

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 trained.
- Is required to bring to the attention of a reasonable 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, 18<sup>th</sup> February, 2015.

Dated this 30<sup>th</sup> day of January, 2015

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

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**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

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

Position : District Primary Health Care Worker- (Anabar)

Salary Level : 2.1

**PURPOSE OF THE POSITION:** The district Primary Health Care Worker is integral to the efficient management of district-based primary health care services. The District Primary Health Care Worker is responsible for providing coordination of primary health care programs, and for providing basic health care and preferring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordination.

**DUTIES AND RESPONSIBILITIES;**

- Daily:
  1. Provide first aid for minor injuries ailments; and basic support.
  2. Provides Basic Screening for non –communicable diseases, (including diabetes hypertension) and infectious disease.
  3. Refer identified person to appropriate primary or secondary health services according to District Primary Health care manual
  4. Monitors the treatment of people with chronic medical conditions, for example: mental illness treatment.
  5. Gives medical treatments to patient to follow doctor’s instructions and under the guidance of the relevant health clinic.
  6. Other duties as assigned.
- Weekly:
  7. Visit homes to determined patient and family need, and report accordingly
  8. Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
  9. Together with the public health and the District Committee, plans for , and undertakes health promotion activities
  10. Assist community members and the health personnel to asses, plan for, and provide needed health and related services such as disseminated information with appointment slips, organise transport as required
  11. Teaches maintenance of health and prevention of diseases, maternal and child care for members and others subject related to individual and community health and warfare
  12. Attend Public Health meetings
- Monthly:
  13. Provide reports on activities and other matters on a monthly basis
  14. Coordinates the community based health programs; for example, immunization programs, trachoma campaign, Demographic Health Survey etc.

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15. Keeps accurate house health statistics/ community mapping for their district and update as required
16. Undertake quality assurance activities
- Yearly:
  17. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques
  18. Participates in the performance Appraisal and Development process
- General:
  19. General knowledge and compliance of the MOH Code of Conduct and PSA 1998
  20. Act in a manner that reduce personal risk by adhering to the infection control policy

**QUALIFICATIONS:**

- Completes high school Education
- Nauruan and English communication skills
- Typing and basic computer knowledge
- Is able to work with the team
- Valid drivers' licence

**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.

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, 18<sup>th</sup> February, 2015.

Dated this 30<sup>th</sup> day of January, 2015

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

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**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

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

Position : District Primary Health Care Worker (Aiwo)

Salary Level : 2.1

**PURPOSE OF THE POSITION:** The district Primary Health Care Worker is integral to the efficient management of district-based primary health care services. The District Primary Health Care Worker is responsible for providing coordination of primary health care programs, and for providing basic health care and preferring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordination.

**DUTIES AND RESPONSIBILITIES;**

- Daily:
  21. Provide first aid for minor injuries ailments; and basic support.
  22. Provides Basic Screening for non –communicable diseases, (including diabetes hypertension) and infectious disease.
  23. Refer identified person to appropriate primary or secondary health services according to District Primary Health care manual
  24. Monitors the treatment of people with chronic medical conditions, for example: mental illness treatment.
  25. Gives medical treatments to patient to follow doctor’s instructions and under the guidance of the relevant health clinic.
  26. Other duties as assigned.
- Weekly:
  27. Visit homes to determined patient and family need, and report accordingly
  28. Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
  29. Together with the public health and the District Committee, plans for , and undertakes health promotion activities
  30. Assist community members and the health personnel to asses, plan for, and provide needed health and related services such as disseminated information with appointment slips, organise transport as required
  31. Teaches maintenance of health and prevention of diseases, maternal and child care for members and others subject related to individual and community health and warfare
  32. Attend Public Health meetings

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- Monthly:
  - 33. Provide reports on activities and other matters on a monthly basis
  - 34. Coordinates the community based health programs; for example, immunization programs, trachoma campaign, Demographic Health Survey etc.
  - 35. Keeps accurate house health statistics/ community mapping for their district and update as required
  - 36. Undertake quality assurance activities
- Yearly:
  - 37. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques
  - 38. Participates in the performance Appraisal and Development process
- General:
  - 39. General knowledge and compliance of the MOH Code of Conduct and PSA 1998
  - 40. Act in a manner that reduce personal risk by adhering to the infection control policy

**QUALIFICATIONS:**

- Completes high school Education
- Nauruan and English communication skills
- Typing and basic computer knowledge
- Is able to work with the team
- Valid drivers' licence

**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.
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Dated this 30<sup>th</sup> day of January, 2015

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

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G. N. No. 53 / 2015

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Chadwick Massa Tsiode of Boe District and  
Skylin Simon of Aiwo District.

Ubanaba Hilo of Yaren District and  
Timunnang Bakoko of Kiribati Island

Colan Caleb of Anabar District and  
Sheeba Hiram of Denigomodu District.

Myson Tannang of Baiti District and  
Temarontarae Tetuai of Kiribati Island

DATE OF ENGAGEMENT: 20<sup>th</sup> January, 2015  
04<sup>th</sup> February, 2015  
09<sup>th</sup> February, 2015  
16<sup>th</sup> March, 2015

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

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