



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

No. 07

21st January, 2015

Nauru

G. N. No. 25 / 2015

**PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION**

The provisional promotion of the following officers is hereby notified for public notification with effect from 10th October, 2014

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Nauru Correctional Services)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Roda Baguga	Correctional Officer \$6,884pa L4.1	Supervisor \$7,521pa L4.3

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

Dated this 21st day of January, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 26 / 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 : Ambulance Driver
SALARY LEVEL : Band

PURPOSE OF THE POSITION: to respond to urgent public medical emergencies in a timely and professional manner to maintain clinical competencies in basic life support, infection control and safe moving and lifting techniques, and to maintain the ambulances and the ambulance bay in a clean, organized and fully stocked manner.

G. N. No. 26 / 2015 (Cont'd)

DUTIES & RESPONSIBILITIES:

- Daily:
 1. Report to the Sister on duty in ER at the start of each shift.
 2. Respond to medical emergencies in a safe, responsible, professional and timely manner.
 3. Sign timesheet at nursing station in Acute Ward, at commencement and end of each shift including overtime call-outs.
 4. When not on call-out, assist the staff in Emergency Room to develop clinical skills.
 5. Assist with patient care as advised by doctor and/or senior nursing staff on duty.
 6. Responsible for the vehicle check-list, ensuring that all equipment and supplies are in working order and are fully stocked every morning and after each call-out.
 7. Responsible for maintaining the hospital ambulance; Check water, oil and petrol at the start of each shift and after each call-out.
 8. Responsible for cleaning ambulance station on daily basis.
 9. Maintain log book registry of Ambulance Activities.
 10. Report all problems and shortage of equipment\supplies to the Senior Nursing staff in the Emergency Room in a timely manner.
- Weekly:
 11. Responsible for cleaning the outside of the Hospital Ambulance on a weekly basis.
- Monthly:
 12. Assist in preparing a monthly report on ambulance activities and call-out.
- Annually:
 13. Attend all mandatory training and maintain competencies in basic life support, infection control, ambulance training and safe moving and lifting techniques, and senior first aide.
 14. Participates in the Performance Appraisal and Development process.
- General:
 15. Be able to be called in when required.
 16. Participate in all quality improvement activities and in staff performance appraisal.
 17. Maintain confidentiality of any patient information received in the work place.
 18. General knowledge and compliance of MOH Code of Conduct and PSA 1998.

HEALTH & SAFETY:

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

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G. N. No. 26 / 2015 (Cont'd)

QUALIFICATIONS:

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

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00pm, Friday 6th February, 2015.

DATED this 21st day of January, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 27 / 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 : Handyman

SALARY LEVEL : Band

PURPOSE OF THE POSITION: The Handyman is responsible to undertake all minor repairs and maintenance of RON Hospital & Nauru Public Health Centre building and is not limited to carpentry, plumbing, electrical, oxygen refilling and air condition work and strictly maintain schedules.

DUTIES & RESPONSIBILITIES:

- Daily:
 19. Report to Maintenance Supervisor.
 20. Daily rounds to check defects in all areas of carpentry, plumbing, electrical and air-condition at RON Hospital, Nursing Quarters and Nauru Public Health Centre.
 21. Maintain and follow up job card request.
 22. Document daily tasks undertaken on log sheet.
 23. Maintain a clean and tidy work environment.
 24. Any other duties as assigned.

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- Weekly:
 - 25. Cleanliness of the maintenance workshop.
 - 26. Maintain works of carpentry, plumbing, electrical and air-condition of RON Hospital, Nauru Public Health Centre, Health Housing (expatriates) in the districts.
- Monthly:
 - 27. Assist to prepare monthly reports on job activities.
 - 28. Participate in hospital projects as appropriate.
 - 29. Attend to staff meetings.
- Annually:
 - 30. Attend all mandatory training and maintain competencies in basic life support, and safe moving and lifting techniques.
 - 31. Participates in the Performance Appraisal and Development process.
- General:
 - 32. To be ready to work after hours for repair & maintenance as required.
 - 33. Is willing to attach to EBOS technician and to learn on the job.
 - 34. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
 - 35. Undertake quality assurance activities.

HEALTH & SAFETY:

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

QUALIFICATIONS:

- Completed High School Education.
- Minimum three years in the field or relevant.
- Must be reliable and have good written, spoken and communication English skills.
- Is able to work with the Team.
- Valid drivers' license.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Secretary for Corporate Services no later than 5:00pm, Friday 6th February, 2015.

DATED this 21st day of January, 2015

BERNARD GRUNDLER
CHIEF SECRETARY

No. 07

21st January, 2015

Nauru

G. N. No. 28 / 2015

ENGAGEMENT TO MARRY

NAME OF PARTIES: Iyo Adam of Aiwo District and
Sanging Sanney of Kosrae.

Christopher Dowiyogo of Baiti District and
Jodia Edward of Yaren District.

DATE OF ENGAGEMENT: 21st January, 2015
15th January, 2015

HON. DAVID ADEANG M.P
ACTING MINISTER IN CHARGE
