



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

No. 37

16th March, 2016

Nauru

G. N. No. 159 / 2016

CRIMINAL JUSTICE ACT 1999
SECTION 32(2)

APPOINTMENT OF THE PAROLE BOARD

By virtue of the powers vested in me by way of section 32(2) of the Criminal Justice Act 1999, I HON, DAVID ADEANG, M.P, Minister for Justice and Border Control do hereby appoint the following as members of the Parole Board with immediate effect:

- | | | |
|-------------|---|---|
| 1. Chairman | - | Dr. Samu Korovu |
| 2. Member | - | Secretary for Justice, Ex Officio or his or her Nominee |
| 3. Member | - | Mrs. Rin Cain |
| 4. Member | - | Reverend Roger Mwareow |
| 5. Member | - | Mr. Frances Amwano |

The term of appointment is for three (3) years from the date of appointment.

Given under my hand this Tenth day of March, Two Thousand And Sixteen.

HON.DAVID ADEANG, M.P
MINISTER FOR JUSTICE & BORDER CONTROL

G. N. No. 160 / 2016

APPOINTMENT OF ACTING CHIEF SECRETARY

It is notified for general information that on 01st March, 2016 Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms. Peta Gadabu, Secretary for Corporate Services to act as Chief Secretary effective from 02nd – 09th March, 2016 until the return of the Chief Secretary, Mr. Bernard Grundler.

Dated this 07th day of March, 2016.

PETA GADABU
ACTING CHIEF SECRETARY

No. 37

16th March, 2016

Nauru

G. N. No. 161 / 2016

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE INDUSTRY AND ENVIRONMENT

It is notified for general information that on the 9th March 2016, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mrs. Chitra Jeremiah to act as Secretary for Commerce, Industry and Environment effective 10th March 2016 until further notice.

Dated this 10th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 162 / 2016

APPOINTMENT OF ACTING SECRETARY FOR HOME AFFAIRS

It is notified for general information that on 14th, March 2016, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mrs Lavina Akken to act as Secretary for Home Affairs, from 11th – 28th March, 2016 until the return of the substantive Secretary for Home Affairs, Mrs Mary Tebouwa.

Dated this 15th day of March, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 163 / 2016

APPOINTMENT OF ACTING SECRETARY FOR TRANSPORT

It is notified for general information that on 15th March, 2016, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms Melanie Bill to act as Secretary for Transport effective 3rd – 10th April 2016, until the return of substantive Secretary for Transport.

Dated this 17th day of March, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 164/2016

RECONSTITUTION OF THE MEMBERS OF THE CENPACNET.INC.BOARD

It is notified for general information that Cabinet at its meeting held on Tuesday, 15th March 2016 has approved the following:

1. The resignation of Mr. Geoffrey Harris as Director (Government Representative) effective on 17th March 2016;
2. The revocation of the following current members of the Cenpacnet. Inc Board:
 1. Chairman - Chairman of NPRT
 2. Mr. Geoffrey Harris - Director (Government Representative)
 3. Mr. George Seymour - Director (Government Representative)
3. The appointment and re-appointment of the following persons:
 1. Chairman - Chairman of NPRT
 2. Mr. Joel Waqa - Director (Government Representative)
 3. Mr. Bob-Iturun Jockane - Director

Dated this 16th day of March 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 165/2016

RECONSTITUTION OF THE MEMBERS OF THE EIGIGU HOLDINGS CORPORATION BOARD

It is notified for general information that Cabinet at its meeting held on Tuesday 15th March 2016 has approved the following:-

- a) The resignation of Mr. Vyko Adeang as Director of the Eigigu Holdings Corporation; and
- b) The appointment of Mrs. Sheila Dagagio as Director of the Eigigu Holdings Corporation.

Dated this 15th day of March 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 166/2016

RECONSTITUTION OF MEMBERS OF THE NAURU AIR CORPORATION

It is notified for general information that Cabinet at its meeting held on Tuesday, 15th March, 2016, has approved the appointment of Mr. Milner as Director of Nauru Air Corporation.

Dated this 15th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 167/2016

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER OF NAURU UTILITIES CORPORATION

It is notified for general information that on Tuesday, 15th March, 2016, Cabinet, pursuant to the Nauru Utilities Corporation Act 2011 has approved the appointment of Mr. Mohammed R Ali to act as Chief Executive Officer of Nauru Utilities Corporation effective on 20th March 2016 until the return of the substantive Chief Executive Officer, Mr. Abraham Simpson on the 1st of April, 2016.

Dated this 16th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 168/2016

RECONSTITUTION OF THE HEALTH PRACTITIONERS REGISTRATION BOARD

It is notified for general information that Cabinet at its meeting held on Thursday 10th March, 2016 has approved the following appointments:

- | | | |
|--|---|----------|
| 1. Mr. Rayong Itsimaera
Secretary for Health and Medical Services | - | Chairmen |
| 2. Mrs. Moralene Capelle,
Director of Nursing | - | Member |

Dated this 11th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 169 / 2016

APPOINTMENT OF A DIRECTOR OF NAURU OCEANS RESOURCES INC. (NORI)

It is notified for general information that Cabinet at its meeting held on Thursday, 10th March, 2016, pursuant to Article 17 (1) of the Constitution of Nauru has approved the following recommendations:

1. The resignation of Mr. Rykers Solomon as Director of the Nauru Oceans Resource Inc. (NORI);
and
2. The appointment of Mrs. Chitra Jeremiah as Director of the Nauru Oceans Resources Inc. (NORI).

Dated this 11th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 170 / 2016

RECONSTITUTION OF THE MEMBERS OF THE CENTRAL PACIFIC (DOWNTOWNER) PTY LTD

It is notified for general information that Cabinet at its meeting held on Thursday 10th March 2016 has approved the following appointments:-

1. Mrs. Chitra Jeremiah - Director
2. Mr. Dempsey Detenamo - Director

Dated this 11th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 171 / 2016

RECONSTITUTION OF THE MEMBERS OF THE CENTRAL PACIFIC (DOWNTOWNER) PTY LTD

It is notified for general information that Cabinet at its meeting held on Thursday 10th March 2016 has approved the following recommendations:-

1. The resignation of the following Directors:
 - 1) Mr. Charmi Depaune
 - 2) Mr. Elvin Brechtefeld
2. The appointments of the following as Directors:
 - 1) Mrs. Chitra Jeremiah
 - 2) Mr. Dempsey Detenamo

Dated this 11th day of March 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 172 / 2016

RECONSTITUTION OF MEMBERS OF THE BOARD OF NAURU PHOSPHATE ROYALTIES TRUST (NPRT)

It is notified for general information that Cabinet at its meeting held on Thursday 10th March, 2016 has approved the following:-

- a) The resignation of Mr. Charmi Depaune as Chairman of the Board;
- b) The resignation of Mr. Elvin Brechtefeld as Director of the Board; and
- c) The immediate appointments of the following persons:
 - 1) Chairperson: Ms. Sharain Hiram
 - 2) Director: Mrs. Ruby Thoma
 - 3) Director: Mrs. Chitra Jeremiah
 - 4) Director: Mr. Dempsey Detenamo

Dated this 11th day of March 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 173 / 2016

RECONSTITUTION OF MEMBERS OF THE NAURU LANDS COMMITTEE

It is notified for general information that on Thursday 10th March, 2016 Cabinet, pursuant to the Nauru Lands Committee Act 1956 has approved the following recommendatios:

1. The resignation of Mr. Detsimoiy Dongobir as Member of the Nauru Lands Committee; and
2. The Appointment of the following as members of the Nauru Lands Committee
 - I. Mr. Steve Caleb
 - II. Mrs. Verona Engar
 - III. Mr Vinson Detenamo

Dated this 11th day of March 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

No. 37

16th March, 2016

Nauru

G. N. No. 174 / 2016

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officers' appointment has been accepted with effect on the 10th February, 2016;

DEPARTMENT OF CHIEF SECRETARY
(Ministerial)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY SCALE</u>
Anne Mau	House Keeping Assistant	Band 5 - \$7,063pa

Dated this 10th day of March 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 175 / 2016

PUBLIC SERVICE ACT 2016
SECTION 27

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's appointment shall be on probation;

DEPARMENT OF CHIEF SECRETARY
(Human Resource & Labour)

<u>NAME</u>	<u>POSITION/SALARY</u>	<u>EFFECTIVE DATE</u>
Amuson Bernicke	Clerical Officer Band 5 - \$7,063pa	22 nd February, 2016

Dated this 10th day of March 2016

PETA GADABU
ACTING CHIEF SECRETARY

No. 37

16th March, 2016

Nauru

G. N. No. 176/ 2016

PUBLIC SERVICE ACT 2016

NOTICE OF TRANSFER

The transfer of the following officer is hereby notified with effect from 28th January, 2016;

DEPARTMENT OF FINANCE

<u>NAME</u>	<u>FROM CHIEF SECRETARY</u>	<u>TO FINANCE</u>
Kana Gadoengin	Clerical Officer Band 5- \$7, 063pa	Administrative Officer Band 6 - \$10, 091pa

Dated this 10th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 177 / 2016

PUBLIC SERVICE ACT 2016
SECTION 88

RETIREMENT ON MEDICAL GROUNDS FROM THE PUBLIC SERVICE

It is notified for general information that Mr. Dale Cecil from the Ministry of Education be retired from the Public Service of Nauru with effect as of 9th February, 2015.

Dated this 10th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 178 / 2016

NAOERO CITIZENSHIP ACT 2005
SECTION 5 SUBSECTION 5

It is notified for general information that on Thursday 10th March 2016, Cabinet, pursuant to Section 5 (5) of the Naoero Citizenship Act 2005 has appoved and granted Nauruan Citizenship to Mr. Eric Gleeson.

Dated this 11th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 179 / 2016

NAURUAN CITIZENSHIP
CONSTITUTION OF NAURU
ARTICLE 74

It is notified for general information that Cabinet, at its meeting held on Thursday 10th March 2016 has approved the recommendation that Cabinet pursuant to Article 74 of the Constitution of Nauru has approved and granted Nauruan citizenship to Mrs. Aneserita Dediya (nee Nofogatotoa).

Dated this 11th day of March, 2016

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 180 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour Section)

POSITION : Manager – Training & Development
SALARY : Band 10 - \$12, 916per annum

PRIMARY PURPOSE OF THE POSITION

The Training & Development Manager is responsible for planning, developing, implementing and coordinating training and professional development activities, for the Nauru Public Service as deemed necessary.

PRINCIPAL RESPONSIBILITIES

- The Training & Development Manager is responsible to Secretary for Corporate Services. Role and responsibilities of the Training & Development Manager include;
- Consultation with the heads of department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Liaise with departmental heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.

G. N. No. 180 / 2016 (Cont'd)

- Liaise with various donor agencies such as AusAID, NZAID, and various educational institutional like UPS on scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information public service wide.
- Assist various government agencies with processes for transparent selection of most appropriate participants for all training opportunities.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations training outcomes report.
- Ensure the content of all training delivered is in line with the Nauru human resources development strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.
- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training data base and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Academic qualification in, adult learning /training, human resource management, organisational development, or other relevant discipline.
- At least (5) five years experience working in a training role (Train –the- Trainer) in the public sector with an up-to-date knowledge of training concepts and theories.
- High level presentation, facilitation, communication and capacity building skills including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education
- Excellent written and MS skills
- Excellent interpersonal, written and oral communication skills.
- Fluency in English language required both written and spoken.
- Demonstrated ability to produce reports and other written deliverables to a high standard.

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 or the Secretary for Corporate Services no later than 5:00pm, Friday 18th March, 2016.

Dated this 3rd day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 181 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour Section)

POSITION : Manager – Employee Relations
SALARY : Band 10 - \$12, 916per annum

PRIMARY PURPOSE OF THE POSITION

The Manager Employee Relations is responsible for providing leadership and coordination for all employee/labour relations and welfare services activities across NPS, ensuring compliance with Public Services Act in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary action and termination.

PRINCIPAL RESPONSIBILITIES: The Manager Employee Relations is responsible to the Secretary for Corporate Services. Role and responsibilities of the Manager Employee Relations is to assist the Secretary for Corporate Services in providing the following HR services for the NPS;

- Interpret and advise on employment legislation such the Public Services Act;
- Listening to employee grievances and implementing disciplinary procedures;
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Conduct return to work interviews RTWI with employees regarding unsatisfactory performance, absenteeism.
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Services Act and relevant government legislation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and the supervisor;
- Advise supervisors and HODs on the proper procedures for carrying out investigations relating to breach of discipline;
- providing accurate advice on issues arising from employment contracts and legislation;
- formulate Pastoral care programmes for employees and their families

KNOWLEDGE, SKILLS AND EXPERIENCE: Formal qualification in an appropriate discipline such as Industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the public sector, or an equivalent combination of relevant experience and/or education/training;

- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management, mediation and conflict resolution are essential.
- Achievement or progress toward relevant human resource qualifications would be highly regarded.
- Possess a high level of computer literacy with experience in MS Office application.

G. N. No. 181 / 2016 (Cont'd)

- 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 and the ability to display empathy toward job applicants
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.
- 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 or the Secretary for Corporate Services no later than **5:00pm, Friday 18th March, 2016.**

Dated this 3rd day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 182 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Transport Driver
No OF POSITION : One (1)
SALARY : Band 5 - \$7, 063per annum

PRIMARY PURPOSE OF THE POSITION: to pick up and drop off shift workers to and from work of shift basis, including delivery of meals and courier as scheduled and in a timely manner.

PRINCIPAL RESPONSIBILITIES:

- Must possess valid drivers' license.
- Ensure to log all schedule and unscheduled trips in log book.
- Collect allocated fuel as scheduled.
- Liaise with Ward Supervisor/Manager on duty in ER at the scheduled staff pickups/drop-offs in regards to list of nursing staff pick ups.
- Pick up and drop off Dialysis patients.
- Liaise with Dialysis Nurse Manager/Supervisor on duty at scheduled staff or patient pickups/drop in regards to list of staff or patients to be picked up.
- Report vehicle breakdown or mechanical problems to Infrastructure Manager immediately on occurrence.
- Checking and refilling of vehicle oil and radiator water on daily basis at 12:00pm as per vehicle Maintenance Checklist.
- Daily cleaning of vehicle at 12:00pm.
- Must be posted and on standby at allocated transport driver area at all times. .

G. N. No. 182 / 2016 (Cont'd)

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.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Year 10 School Leaver.
- 3 years experienced licenced driver.
- Must be able to operate manual and automatic vehicles.
- Must be able to work shift duties and long hours.
- Must be fit and energetic.
- Must be of sober habit.
- Must be a team player and able to work in a team environment.
- Good understanding of written and spoken English.
- Good understanding and application of Basic Life Support.
- Excellent understanding and application of Occupational Health & Safety.
- Excellent understanding and application of Infection Control.
- Excellent understanding and application of Safe Training and moving techniques.

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 or the Secretary for Corporate Services no later than **5:00pm, Monday 28th March, 2016.**

Dated this 3rd day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 183/ 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Hospital Grounds-man
No OF POSITION : One (1)
SALARY : Band 1 - \$6, 013per annum

PRIMARY PURPOSE OF THE POSITION; to ensure the beautification and cleanliness of hospital grounds is maintain.

G. N. No. 183 / 2016 (Cont'd)

PRINCIPAL RESPONSIBILITIES:

- Weeding and cutting of grass and disposing of rubbish.
- Maintain the beautification and cleanliness of hospital grounds (RONH and NPHC) on a daily basis.
- Emptying of wheelie bins on a daily basis.
- Ensure skip bins are empty on a regular basis.
- Report to Supervisor immediately if skip bins are fully and not emptied, to maintain Infection Control protocol.
- Ensure equipment is stored properly and maintained at all times.
- Other duties within this scope of duties as required.

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.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Year 10 School Leaver.
- Good communication and interpersonal skills.
- Must be able to work shift duties and long hours.
- Must be fit and energetic.
- Must be male.
- Must be of sober habit.
- Must be a team player and able to work in a team environment.
- Good understanding of written and spoken English.
- Excellent understanding and application of Occupational Health & Safety.
- Excellent understanding and application of Infection Control.
- Excellent understanding and application of Safe Training and moving techniques.

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 or the Secretary for Corporate Services no later than 5:00pm, Monday 28th March, 2016.

Dated this 11th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 184 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Clerical Officer
No OF POSITION : One (1)
SALARY : Band 5 - \$7, 063per annum

PRIMARY PURPOSE OF THE POSITION; to provide clerical/administrative report in allocate area.

PRINCIPAL RESPONSIBILITIES;

- Receiving and distribution of incoming/outgoing mails.
- Receiving, screening and relaying of incoming calls.
- Coordinating/Scheduling and preparation of Health Education Unit meetings and minutes as assigned.
- Maintain basic, consistent and orderly filing system of electronic and paper correspondences.
- Maintain and consistent filing of staff personal files (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 fortnightly basis for staff pay, as required.
- 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 of work station and work area, ensuring OHS and infection control compliance at all times.
- Management and ordering of stock supplies of office supplies/equipment.
- Processing of timesheets, MYOB and special allowance claims.

KNOWLEDGE, SKILLS AND EXPERIENCE;

- Minimum of Year 12 School Leaver Certificate.
- Certificate in Secretarial Studies or equivalent.
- 3 years of work experience in secretarial/clerical field.
- Must be proactive and able to work with limited supervision.
- Must be organised.

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- Must have good understanding of English language.
 - Must have good written and spoken English.
 - Must have good computer skills in MS applications (word, excel, power-point, internet and email).
 - Must have good knowledge and application of Basic Life Support.
 - Must have good knowledge and application of Occupational Health & Safety.
 - Must have good knowledge and application of Infection Control.
-
- Must have good knowledge and application of Safety Training and Moving Techniques.

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 or the Secretary for Corporate Services no later than 5:00pm, Monday 28th March, 2016.

Dated this 11th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 185 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Handyman
No OF POSITION : One (1)
SALARY : Band 3 - \$7, 128per annum

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

PRINCIPAL RESPONSIBILITIES;

- Report to Maintenance Supervisor.
- Daily rounds to check defects in all areas of carpentry, plumbing, electrical and air-condition.
- Develop and maintenance service schedule(s).
- Maintain and follow up job card requests.
- Document daily tasks undertaken on log sheet.
- Maintain clean and tidy work area.
- Other duties as assigned.
- Weekly

G. N. No. 185 / 2016 (Cont'd)

- Assist to prepare monthly reports on job activities.
- Participate in hospital projects as appropriate.
- Attend staff meetings.
- Annually;
- Attend all mandatory training and maintain competencies in Basic Life Support and safe moving and lifting techniques.
- Participates in the performance appraisal and develop process.
- General;
- To be ready to work after hours for repair and maintenance as required.
- Willing to attach to visiting biomedical technician to learn on the job.
- General knowledge and compliance of MOH Code of Conduct and PSA 2016.
- Undertake quality assurance and professional development.

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.

KNOWLEDGE, SKILLS AND EXPERIENCE;

- Year 11 School Certificate.
- Minimum 3 years in the field or relevant.
- Good understanding of written and spoken English.
- Good understanding and application of Basic Life Support.
- Excellent understanding and application of Occupational Health & Safety.
- Must be proactive and reliable.
- Excellent understanding and application of Safe Training and moving techniques.
- Must be fit and energetic.
- Must be a team player and able to work in a team environment.

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 or the Secretary for Corporate Services no later than **5:00pm, Monday 28th March, 2016.**

Dated this 11th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 186 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Assistant Revenue Officer
No OF POSITION : One (1)
SALARY : Band 5 - \$7, 063per annum

PRIMARY PURPOSE OF THE POSITION; is to assist the revenue officer on daily basis in all aspects of revenue and to receive, record and charge new clients seeking medical treatment.

PRINCIPAL RESPONSIBILITIES

- Signing in/out and reporting to revenue officer.
- Arrive early prior 9:00am and 2:00pm to receive and charge patients.
- Recording and maintaining patient folders in an orderly manner.
- Proper and easy filing system.
- Photocopying doctor's response as needed.
- Collect inpatient files from the ward.
- Assist in compilation of invoices and delivery of accounts and reminders to clients.
- Follow up and collect revenue (weekend intake) at acute block on Monday (if any).
- Assist in daily revenue collection.
- Handover daily revenue collections to Revenue Officer.
- Willing to work on Saturday's, 10:00am to 1:00pm for revenue collection.
- Bank revenue intake every Friday.
- Maintain a clean & tidy work environment.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum qualification of Year 12 School Level Certificate.
- Certificate in Accounting or Basic Mathematics.
- 1 or 2 years of office work or equivalent.
- Customer service.
- Good writing and reading skills.
- Basic Word and Excel knowledge.
- Communication – Good command of writing and speaking in English.
- Knowledge – Sound knowledge of the PSA 2016 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.

G. N. No. 186 / 2016 (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 or the Secretary for Corporate Services no later than **5:00pm, Monday 28th March, 2016.**

Dated this 11th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 187 / 2016

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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 : Caretaker/Cleaner
No OF POSITION : Four (4)
SALARY : Band 1 - \$6, 013per annum

PRIMARY PURPOSE OF THE POSITION; to ensure cleanliness and both hospitals and buildings as well as grounds meets infection control standards.

PRINCIPAL RESPONSIBILITIES;

- Thorough cleanliness of hospital buildings, bathrooms, offices, clinics and grounds – which includes daily sweeping and mopping of floors, wiping of surfaces and emptying of bins and cleaning of windows.
- Thorough cleanliness of hospital wards, bathrooms and patient rooms which includes daily sweeping and mopping of floors, wiping of surfaces and damp dusting, cleaning of windows, scrubbing of bathrooms.
- Weekly wiping down of internal walls in wards.
- Monthly wiping and/or washing down external walls of buildings.
- Daily emptying of wheelie bins.
- Must comply with infection control procedures at all times when cleaning in assigned areas.
- Must maintain confidentiality of patient information at all times.
- To organise and check availability of equipment and inform Team Leader for any equipment needs or replacements required.
- To ensure equipment are properly and thoroughly maintained such as, cleaning mops, buckets and other cleaning equipment after completion of tasks.
- To properly store and secure equipment after completion of tasks to prevent damage or loss (eg store mops to dry and not leave it to soak in bucket of dirty water).
- 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.

G. N. No. 187 / 2016 (Cont'd)

- 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.

KNOWLEDGE, SKILLS AND EXPERIENCE;

- Year 10 School Certificate.
- Good understanding of written and spoken English.
- Good understanding and application of Basic Life Support.
- Excellent understanding and application of Occupational Health & Safety.
- Excellent understanding and application of Infection Control.
- Excellent understanding and application of Safe Training and moving techniques
- Must be fit and energetic.
- Must be a team player and able to work a team environment.

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 or the Secretary for Corporate Services no later than 5:00pm, Monday 28th March, 2016.

Dated this 11th day of March, 2016

PETA GADABU
ACTING CHIEF SECRETARY

G. N. No. 188 / 2016

ENGAGEMENT TO MARRY

NAME OF PARTIES: Hudson Notte of Buada District and
Perlen Deireragea of Baitisi District

Famo Detenamo of Buada District and
Lynal Bill of Boe District

Diowe Dabwido of Meneng District and
Misha Bill of Aiwo District

DATE OF ENGAGEMENT: 09th March, 2016
11th March, 2016
26th March, 2016

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE

G. N. No. 189 / 2016

CORRIGENDUM

It is notified for general information Gazette No. 31/2016 Page 2 and Gazette No. 23/2016 page 1.

DELETE: G.N.NO. 137-151

INSERT: G.N.NO. 138-152

DELETE: G.N.NO. 152-153

INSERT: G.N.NO. 153-154

GAZETTE OFFICER
