



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

No. 69

04th May, 2016

Nauru

G. N. No. 325 / 2016

PUBLIC SERVICE ACT 2016
SECTION 19
RECLASSIFICATION OF CREATION, ABOLITION
AND ALTERATION OF DESIGNATION

Pursuant to the powers in that behalf vested in me, under Section 19 subsection 1 clause a,b of the Public Service Act 2016, I, BARON DIVAVESI WAQA, M.P, President and Minister responsible for the Public Service, Do Hereby, with effect from 11th March 2016, alter the designation of the following position:-

RECLASSIFICATION OF POSITION

DEPARTMENT OF FOREIGN AFFAIRS & TRADE
(Secretariat)

CURRENT DESIGNATION	RECLASSIFIED DESIGNATION	NO. OF POSITION
Administrative Officer Band 6.5 - \$ 10, 097pa	Assistant Director of Administration Band 12 - \$ 14, 494pa	1

Dated this 08th day of April, 2016.

**BARON DIVAVESI WAQA
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G. N. No. 326 / 2016

PUBLIC SERVICE ACT 2016
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 11th March, 2016.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Yuri Buraman	Foreign Service Officer Band 6.5 - \$ 10, 097pa	Assistant Director of Administration Band 12 - \$ 14, 494pa

Dated this 08th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 327 / 2016

PUBLIC SERVICE ACT 1998
SECTION 103

The following internal transfer is hereby notified for general information with effect from 11th March, 2016;

DEPARTMENT OF FOREIGN AFFAIR & TRADE

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Duchene Itaia	Administrative Officer Band 6.5 - \$ 10, 097pa	Foreign Service Officer Band 6.5 - \$ 10, 097pa

Dated this 08th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 328 / 2016

PUBLIC SERVICE ACT 1998
SECTION 103

NOTICE OF TRANSFER

The following internal transfer is hereby notified for general information with effect from 07th March, 2016;

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Administration Section)

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Warrant Angabate	Cleaner Band 1 - \$ 6, 013pa	Groundsman Band 1 - \$6, 013pa

Dated this 28th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 329 / 2016

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

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

DEPARTMENT OF FINANCE
(Nauru Revenue & Customs Office)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Lance Agir	Customs Audit Officer Band 6 - \$ 8, 077pa	29 th March, 2016

Dated this 28th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 330 / 2016

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

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

DEPARTMENT OF CHIEF SECRETARY
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Lily Amwano	Caretaker Band 1 - \$ 6, 013pa	11 th April, 2016

Dated this 28th day of April, 2016.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 331 / 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 : Health Information Clerk
SALARY RANGE : Band 5: \$7,063pa - \$8,829pa

PRIMARY PURPOSE OF THE POSITION; to provide prompt and high standard collection and recording of data on all admission and discharges under the supervision of the Health Planning Officer, This position is expected to rotate with other positions in the Medical Records Unit (e.g. Medicals Record Coder or Ward Clerk).

KEY RESPONSIBILITIES

- Retrieve, compile, create and update medical records for booked outpatients attendances' ensuring cross referencing and previously archived information is integrated
- Receive medical records in response to routine and urgent requests (including research/audit) from authorised departments/personnel
- Collect and record workload statistics daily
- Deliver medical record folders to medical officers and nurses working in the outpatients, inpatients and clinic areas in a timely manner
- Other duties as assigned

G. N. No. 331 / 2016 (Cont'd)

- Weekly
 - Undertake cleaning and proper storage of the medical records office and equipment
 - Review all medical records and patients information, prior to be re-shelved, to ensure all discharge documentation has been completed by the medical officers and nursing staff that reports are filed securely and the contents of the medical record are placed in order within the folder
 - Process, sort and file loose progress reports, results and tracers cards
 - Process and file medical records
 - Collect notifiable disease information
 - File laboratory results in patients' medical records after review by doctor
 - Willing to work on weekends
 - Assist with the training of new staff members
- Monthly
 - Attend staff meetings
- Annually
 - Attend all mandatory training and maintain competencies in basic life support, infection control and safe lifting in moving techniques
 - Participates in the performance appraisal and development process
- General
 - General knowledge and compliance of the Ministry Of Health Code of Conduct and Public Service Act 2016
 - Undertake quality assurance activities

HEALTH & SAFETY

- Be responsible and take reasonable care for his or her own acts or omission 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 with 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 short coming in our safety arrangements or any defects in work equipment

QUALIFICATIONS & EXPERIENCE

- Year 12 School Leaver Certificate
- 2 years experience in food preparation field
- Basic computer knowledge in Word and Excel
- Good written and spoken English
- Good communication skills
- Sound knowledge in data collection
- Must be highly diligent in regards to attention to detail
- Must be a team player and able to work in a team environment
- Must be able to work with limited supervision

G. N. No. 331 / 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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 332 / 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 : Director of Administration
SALARY RANGE : Band 13: \$15363pa - \$19,203pa

PRIMARY PURPOSE OF THE POSITION; The Director of Administration is responsible to the Executive staff of both curative and public services and is responsible for the overall day to day non-clinical Administrative requirements of the Nauru Health Department and ensuring that policies are implemented, that standards and outcomes are met and that continuous improvement within the administration department areas is implemented

KEY RESPONSIBILITIES

- Develop and implement annual operation plan for area(s) under position's directive
- Develop and produce annual budget for area (s) under position's directive
- Ensure weekly health budget progress is circulated to Directors on a regular basis
- Oversee and/or implement effective expenditure of allocated budget under directive
- Develop, produce and implement strategic plan for area(s) under the position's directive
- Provide monthly reports and annual report of the activities and budget activity in given area
- Liaise with the Health Directors and Secretary for Health as well as Human Resource Department and Chief Secretary Administration to maintain Health establishment and report to relevant officers on updated establishment
- Ensure human resources needs are continuously filled and/or fulfilled (recruitment, workforce planning) throughout the department
- Liaise with external departments as may be required relevant for effective operations of the department
- Develop and implement performance management system and annual performance reviews to ensure effective continuum of services (counselling, rewards, training etc)
- Ensuing departments job descriptions, policies and procedures as well as performance reviews are updated and implemented on an annual basis

G. N. No. 332 / 2016 (Cont'd)

- Implement staff orientation for new/old staff as required
- Ensure availability policies and legislations, staff compliance through signing of agreements (ICT agreement, Code of Conduct, Vehicle Policy, Confidentiality etc)
- Oversee and/or develop service procedures where necessary to ensure effective implementation and/or improvement of service delivery
- Oversee and manage the implementation of support services under the position's directive such as
 - Infrastructure
 - Kitchen Services
 - Administrative Services
 - House Keeping Services
 - ICT Services
 - Vehicle and Fuel
 - Human Resource Management
 - Salaries/Special allowance
 - Transport Services
 - Asset Management
 - Revenue Services
- Undertake regular meetings with Officer in charge and staff under position's directive
- Attend and report to Senior Management Team, Directors meetings and other health meetings as required
- Undertake quality assurance activities
- Other duties within legal boundaries of the Public Service Act 2016 and scope of this job description as required by the Secretary of Health and Medical Services or Deputy Secretary

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 authorised and for which they had 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 environment.

QUALIFICATIONS & EXPERIENCE

- Bachelor in Management or Public Administration or equivalent
- Minimum of 5 years of work experience Senior Management position
- Must have excellent command of spoken and written English
- Must have excellent leadership and management skills to supervise and lead individuals or a team as well as operations
- Must have sound knowledge of health care system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health and relevant Government Legislations
- Must be very organised, proactive and possess qualities of attention to detail
- Must possess excellent problem solving skills and critical thinking
- Must possess excellent communication and interpersonal skills
- Must possess excellent computer and literacy in use of Microsoft Skills applications, Internet/email

G. N. No. 332 / 2016 (Cont'd)

- Must possess initiative for personal and professional development

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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 333 / 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 : Storeman
SALARY RANGE : Band 4: \$5,937pa - \$7,422pa

PRIMARY PURPOSE OF THE POSITION; to assist the storeman in ensuring that all supplies are received and delivered to sections according to orders placed

KEY RESPONSIBILITIES

- Demonstrate good knowledge of store management
- Assist the Storeman to ensure that supplies are received and delivered appropriately to all departments
- Ensure orders received appropriately recorded upon receipt and delivery to sections
- Ensure orders are placed and timely distribution /delivery of supplies according to (or within) Stores Ordering/ Delivery Timetable
- Maintain accurate record of stock and implement weekly update stocktake of supplies as per stock-card process to team leader
- Ensure proper storing of items
- Promotes a focus and framework for improving procurement
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Other duties within legal boundaries of Public Service Act 2016 and scope of this job description as may be assigned by Team Leader or Senior Management
- Perform other duties deemed necessary and as directed by the Supervisor and Senior Managers

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. 333 / 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 authorised and for which they had 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 environment

QUALIFICATIONS & EXPERIENCE

- Year 12 School Leaver Certificate
- Valid Driver's License
- 3 years of work experience in Logistics or supply chain
- Good understanding of English Language
- Good written and spoken English
- Good computer skills in Microsoft Skills applications (Word, Excel, PowerPoint)
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health & Safety
- Good knowledge and application of Infection Control
- 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, Wednesday 18th May, 2016

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 334 / 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 : Kitchen Aide
SALARY RANGE : Band 1: \$4,571pa - \$5,856pa

PRIMARY PURPOSE OF THE POSITION; To ensure that the Hospital Kitchen is clean and to assist the Hospital Cook for preparation and to work on a rotation to serve patients meals in the hospital

KEY RESPONSIBILITIES

- Hospital Kitchen
- Ensure that the Kitchen is clean and operational

G. N. No. 334 / 2016 (Cont'd)

- Ensure the food preparation areas are clean and hygienic
- Sorting and distributing ingredients
- Washing, peeling, chopping, cutting and cooking of foodstuffs and helping to prepare salads and desserts
- Cleaning the food preparation equipment, floors and kitchen tools or areas
- Assist to load hot box in vehicle for delivery
- Must maintain patients confidentiality at all times
- Hospital Pantry
 - Ensure that the hospital pantry is clean and operational
 - Ensures the food preparation area are clean and hygienic
 - Serving patients meals
 - Collecting patients trays
 - Washing trays and making sure they are stored appropriately
 - Cleaning the food preparation table, floors and other kitchen tools or areas
 - Disposing of trash and rubbish
 - Assist to offload hot box from vehicle
 - Maintain a clean, safe and a healthy environment for hospital kitchen and hospital pantry
 - Must maintain patient confidentiality at all times
 - Perform related duties as assigned

QUALIFICATIONS & EXPERIENCE

- Year 10 School Leaver Certificate
- 2 years experience in food preparation field
- Must be a team player and able to work in a team environment
- Good communication and interpersonal skills
- Must be willing to learn
- Must be able to listen to instructions and implement
- Must be able to work odd hours
- Must be able to work with minimum supervision

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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 335 / 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 : Pharmacy Dispenser
SALARY RANGE : Band 5: \$7,063pa - \$8,829pa

PRIMARY PURPOSE OF THE POSITION; to prepare and assist the dispense patient's prescription correctly and to provide first – rate customer service to patients

KEY RESPONSIBILITIES

- Must extremely accurate and provide first rate customer service to patients
- Be able to confidently support a Pharmacist in a hospital setting
- Responsible for knowing the composition and interaction of commonly prescribed drugs as well as their effect on a patient's body
- Must be able to interpret prescriptions, count medications, and work with patients to meet their medication needs
- Must demonstrate good organisational skills and be detail oriented
- Receive prescriptions or refill requests and verify that information is complete and accurate
- Answer telephones, responding to questions or requests
- Fill bottles with prescribed medications and type affix labels
- Carry out dispensing of medicines under Pharmacist's supervision
- Assist patients and healthcare providers by answering simple questions, local items or referring them to the Pharmacist for medication information
- Clean up and maintain equipment and work areas
- Receive and store incoming supplies, verify quantities against invoices and inform supervisors of stock needs and shortages
- Maintain proper storage and conditions of drugs
- File prescriptions that have been filled
- Delivers medications and Pharmaceuticals supplies to patients, nursing stations or surgery
- Contributes to team effort by accomplishing related results as needed
- Must always be due diligent in conducting work (i.e dispensing of medication)
- Orders label count stock of medications and supplies to and enter inventory data into computer and stock card
- Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving techniques
- Participate in the performance appraisal review process
- Undertake quality assurance activities

QUALIFICATIONS & EXPERIENCE

- Minimum Qualification – Year 11 School Leaver Certificate
- 2 years experience in stocktaking field or equivalent
- Must be highly diligent to attention to details and accuracy

G. N. No. 335 / 2016 (Cont'd)

- Good communication and interpersonal skills
- Must be a team player and able to work in a team environment
- Must be able to work on call, long hours and/or 6 days a week
- Must be able to work with limited supervision

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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 336 / 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 Dental Technician
SALARY RANGE : Band 5: \$7,063pa - \$8,829pa

PRIMARY PURPOSE OF THE POSITION; The Assistant Dental Technician is a competent person who has the knowledge and skills to carry out responsibilities prescribed by the Senior Laboratory technician or the Dental Officer in charge, with or without formal training.

KEY RESPONSIBILITIES

- Pours plastic and stone models of dental prosthetics.
- Repairs and/or relines existing full and/or partial dentures.
- Arranges and clasps teeth for partials
- Bands wire for clasps and make soldered rests for partial dentures.
- Construct new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to the dentist's prescription.
- Fabricated base plates and wax bite rims.
- Records bite relations on dental articulators.
- Grinds smooths, and polishes dental prosthetics using finishing burs and grinding equipment.
- Operates and maintains a variety of dental laboratory tools and equipment such as trimmers, grinders, lathes, articulators, and cleaning devices.
- Keeps and maintains records relative to the work
- Performs related work as assigned by the Senior Laboratory Assistant Technician or the Dental officer in charge

G. N. No. 336 / 2016 (Cont'd)

HEALTH & SAFETY

- Be responsible to take reasonable care for his or her own acts or omissions and the effects that these may have upon the safety 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 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 & EXPERIENCE

- Diploma in Dental Technology
- Minimum Year 12 School Leaver Certificate
- 2 Years experience in technical field or equivalent
- Good understanding of English language
- Good written and spoken English
- Good computer skills in Microsoft Skills applications (Word, Excel, PowerPoint)
- Good knowledge and application of Basic Life Support
- Good knowledge on occupational Health & Safety
- Good knowledge and application of Infection Control
- 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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 337 / 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 : Laboratory Assistant
No OF POSITION : Two (2)
SALARY RANGE : Band: \$7,063pa - \$8,829pa

PRIMARY PURPOSE OF THE POSITION; under the direct supervision of the Senior Lab Technician and/or Lab Technologist to provide Haematology, Biochemistry, Serology, Microbiology, Bacteriology and Blood Bank service as required

KEY RESPONSIBILITIES

- 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 and maintenance of laboratory equipment as required
- Would be required to assist with calls after normal working hours
- Other related duties as may be required
- To provide monthly statistics to the Senior Laboratory Technician

QUALIFICATIONS & EXPERIENCES

- Year 12 School Leaver Certificate
- Diploma or Degree in any Science major of one or combination of Biology, Chemistry, Biotechnology
- 3 years experience in laboratory field (biochemistry, haematology, blood bank, microbiology) or other clinical profession
- Good communication and interpersonal skills
- Ability to concentrate, follow instructions and pay attention to detail
- Must be highly organised
- Must possess qualities for potential personal and/or professional development
- Interest in health care worker
- Excellent understanding of Infection control and Lab protocols
- Must be a team player and able to work in a team environment
- Must be able to work on call, long hours and/or 7 days a week
- Must be able to work with limited supervision

G. N. No. 337 / 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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 338 / 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 : Health Planning Officer
SALARY RANGE : Band 10: \$12, 916pa - \$16, 147pa

PRIMARY PURPOSE OF THE POSITION; is responsible for the overall strategic direction and operational effectiveness of Health Information and medical records service. The role is responsible for human resource within the department and for accurate and timely data collection, collation, recording and analysis within the department and ensures that continuous improvement of services is promoted. The Health Information Officer provides professional guidance, leadership and support to Health Information Staff.

KEY RESPONSIBILITIES

- Plan and coordinate the collection of statistical data by medical records staff and other sections of the hospitals
- Collate, computerised, analyse and present demographic, health status and other health indicator data identifying trends and patterns on Nauru
- Provide monthly then annual reports to the Director of Medical Services
- Compile reports and departmental achievements, difficulties and barriers with respect to statistical collection and report to the Director of Medical Services
- Compile and maintain relevant documents, report and recommendations and assist the Director of Medical Services in the development of planning policy papers
- Develop and plan training staff to ensure ongoing quality assurance
- Assist the Director of Medical Services in the preparation of the Departmental Annual Plan
- Assist with the development of the monitor implementation of Strategic and operational plans
- Assist the Director of the Medical Services with work force planning and development
- Assist the Director of Medical Services with budget planning, development and monitoring
- Provide overall management and leadership of staff within the department

G. N. No. 338 / 2016 (Cont'd)

- Compile and maintain copies of legislation relevant to the Health Department and assist the Director of Medical Services in developing proposals to ensure legislation is current and comprehensive
- Attend weekly management meetings
- 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 authorised and for which they had 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 environment.

QUALIFICATIONS & EXPERIENCE

- Preferred: Degree in official Statistic, or Population Studies and Demography, or Economics
- Desired: Degree in Management
- Year12 School Leaver Certificate
- 3 years minimum experience in a managerial role
- 3 years minimum experience in the field of Economics and Statistics
- Excellent written and spoken English
- Excellent IT skills in MS application, email and internet
- Excellent analytic and numeral skills
- Good communication and interpersonal skills
- Must be highly diligent in attention to detail
- Must be organised and proactive
- Must have initiative
- Must possess skills in managing and supervising a team
- Must be a team player and work in a team environment
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health and Safety
- Good knowledge and application of Infection control
- 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, Wednesday 18th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 339 / 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:

NAURU POLICE FORCE

POSITION : Senior Personal Assistant
SALARY SCALE : Band 9: \$12, 129pa - \$15, 161pa
REPORTS TO : Commissioner of Police

KEY RESPONSIBILITIES:

- Handling all the numerous phone calls that the Commissioner of Police gets.
- Replying to all the correspondence that comes for the Commissioner of Police and on time.
- Fixing all the appointments the Commissioner of Police has to attend throughout the day and making sure that Commissioner of Police attended them.
- Briefing the Commissioner of Police on the agenda before every meeting.
- Collecting all the reports on behalf of the Commissioner of Police.
- Coordinating for the Commissioner of Police with the other department.
- Having daily schedule prepared for the Commissioner of Police before Commissioner of Police arrive in office.
- Acting as a bridge between the Commissioner of Police and the employees.
- Assisting the Commissioner of Police during meetings in-country and overseas if required by Commissioner of Police.
- In consultation with Commissioner of Police, formulate and implement an annual plan which outlines short and long term goals, objectives and required outcomes of the office.
- Ensure that all responsibilities are in accordance with the Nauru Police Force strategic direction and meet the needs of the Nauru Police Force and Commissioner of Police office.
- Build and sustain internal and external professional networks and collaborative working relationships with key clients, stakeholders and partners.
- Ensure that all tasks undertaken in accordance with relevant legislation and guidelines to assist Commissioner of Police office.
- Ensure all tasks submitted to Commissioner of Police within appropriate time frames and in accordance with Commissioner of Police requirements.
- Provide professional advice and experience to guide, mentor Clerical Officers to increase the skills and knowledge within the Nauru Police Force.
- At all times act professionally, ethically, accountably, honestly and with integrity.
- Be available and ready to work during major incidents to assist Commissioner of Police office and Support Unit.

QUALIFICATIONS & COMPETENCIES:

- Preferable of a minimum year 12 schooling with certified tertiary qualifications.
- Minimum experience of 8years as personal assistant.
- General knowledge in accounting and clerical duties.

G. N. No. 339 / 2016 (Cont'd)

- Computer literate.
- Have leadership qualities.
- Must have a drivers' license.
- Excellent customer relation and communication skills.
- Sober habits and be of congenial character; punctual, proactive and efficient.
- Extensive knowledge of the Nauru Public Service Act 2016 and it's applicability for the position.
- Ability to lead, mentor and coach at all levels.
- High standard of written and spoken English and ability to communicate with influence.
- Demonstrates strategic thinking and planning.
- Ability to make difficult decisions and to resolve problems.

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 Secretary for Corporate Services no later than 5pm, Friday 13th May, 2016.

Dated this 29th day of April, 2016

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 340 / 2016

BIRTHS, DEATHS, AND MARRIAGES ACT 1957

Births, Deaths and Marriages registered the months ended April, 2016 are as follows:-

NAURUAN: - BIRTHS

NAME	DATE OF BIRTH	SEX	TRIBE	REG'D DISTRICT	MOTHER'S NAME
Wameiy, Callen, Cranden	2/04/2016	Male	Iruwa	Nibok	Jane Halstead
Delove, Lovely, Lovern	6/04/2016	Female	Eano	Anabar	Mary Akibwib
El-Mia Eres, Nei Deibewe <u>DEIRERAGEA</u>	8/04/2016	Female	Iruwa	Anabar	Furyna Scotty
Jnr Kiuti	9/04/2016	Male	Eamwit	Ewa	Nancy Fritz
Lionson, Papa Gaeow Be mine	9/04/2016	Male	Eamwit	Boe	Emo Batsiua
April-Estee, Hope, Haesel	10/04/2016	Female	Iruwa	Buada	Romanda Kun
Loretta, Dalette, Myanna <u>BATSIUA</u>	10/04/2016	Female	Eamwit	Aiwo	Kamala Addi
Lisson, Patrick, Kamiton	18/04/2016	Male	Eamwit	Nibok	Lise Koroa
Azreal, Alan-anka, My-Jay	20/04/2016	Male	Eamwitmwit	Baitsi	Febrelda Ika
My-Girl	20/04/2016	Female	Emea	Uaboe	Lodina Samson

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Jiga, Lil-Ramson, D-son	21/04/2016	Male	Iruwa	Aiwo	Marceena Agege
Pretty-maid, Uma, Faith-rose	22/04/2016	Female	Eamwitmwit	Boe	Sheena Kakiouea
Jericho, IP Jayko	23/04/2016	Male	Iruwa	Meneng	Julita Demaunga
Kane, Vincent, Geraman	24/04/2016	Male	Deiboe	Ewa	Mandy Obeta
Dan-na, Daily	26/04/2016	Female	Deiboe	Ijuw	Grace Engabate
SJ, Ande, Amin Jited	27/04/2016	Male	Ranibok	Aiwo	Itama Denuga
Epide	27/04/2016	Female	Emea	Denig	Anges Star
Fasolo, Tylor, Vsson, DEGIA	30/04/2016	Male	Eamwitmwit	Uaboe	Evangelina Dowabobo
Jodine, Star-Rose, Dionah	30/04/2016	Female	Iruwa	Meneng	Dixie Joselyn Timothy

OPI :- BIRTH - NIL**NAURUAN :- DEATHS**

NAME	DATE OF DEATH	SEX	TRIBE	AGE	REG'D DISTRICT
Ray-Ham Temaki	03-04-2016	Male	Iruwa	43	Menen
Sernina, Beautiful Engar	05-04-2016	Female	Iruwa	-	Boe
Seymour Jonathan	05-04 -2016	Male	Iruwa	79	Yaren
Lovely Aiyunge	06-04-2016	Female	Eano	-	Anabar
Zacharias Scotty	07-04-2016	Male	Iruwa	53	Menen
Himpson Dabwido	07-04-2016	Male	Eamwit	51	Menen
Regina Akibwib	14-04-2016	Female	Eamwitmwit	69	Menen
Pristina Demauna	15-04-2016	Female	Iruwa	50	Anibare
Demauw Bill	16-04-2016	Male	Emea	83	Yaren
Delvinia Amandus	18-04-2016	Female	Eamwit	31	Boe
My-Girl Tebouwa	22-04-2016	Female	Emea	-	Yaren
Mary Eidanogoneida Kakiouea	23-04-2016	Female	Eamwitmwit	87	Menen
Reke Tooma	24-04-2016	Male	Eamwit	43	Nibok

OPI ;:- DEATH - NIL**MARRIAGES**

Diowe Dabwido of Menen District and Misha Bill from Aiwo District on the 02nd April 2016, by Pastor Ruth Garabwan, at Buada Chapel Church, in Buada District.

Sergeant Hiram of Boe District and Mhyka Duburiya from Buada District on the 02nd April 2016, by Pastor Kakiber Adeang, at Detudamo Memorial Church, in Nibok District.

Shane Jeremiah of Menen District and Irina Engar from Anibare District on the 05th April 2016, by Pastor Kakiber Adeang, at Detudamo Memorial Church, in Nibok District.

Bragon Duburiya of Aiwo District and Cherish Deireragea from Ewa District on the 23rd April 2016, by Reverend Labi D Harris, at Nauru Independent Church, in Boe District.

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Nauru

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Centari Dake of Nibok District and Rosary Biribo from Kiribati Island on the 23rd April 2016, by Reverend Roger Mwareow, at Tsiminita Memorial Church, in Denigomodu District.

OPI :- MARRIAGES

Ratu Apisalome R Navitio of Fiji Island and Lise Rosy Ann Obrien, also from Fiji Island on the 08th April 2016, by Mr.Ralph W Hiram, Registrar of Births Deaths and Marriages, at the Menen Hotel Room 241, in Menen District, Republic of Nauru.

**RALPH W HIRAM
REGISTRAR
BIRTHS, DEATHS& MARRIAGES**

G. N. No. 341 / 2016

ENGAGEMENT TO MARRY

NAME OF PARTIES: Jurong Batsiua of Meneng District and
Kamala Addi of Aiwo District

DATE OF ENGAGEMENT: 22nd April, 2016

**HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE**

G. N. No. 342 / 2016

CORRIGENDUM

It is notified for general information Gazette No.64/2016 page 2 G.N.No 308/2016 and G.N.No 312-319/2016 dated 27th April, 2016 page 4-12.

DELETE: **JOSPEH CAIN**

INSERT: **JOSEPH CAIN**

DELETE: **JASIMIEL JEREMIAH**

INSERT: **JESIMIEL JEREMIAH**

DELETE: 20th April, 2016

INSERT: 20th May, 2016

GAZETTE OFFICER
