



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

No. 111

13th July 2018

Nauru

G.N. No. 515/2018

**APPOINTMENT OF ACTING SECRETARY-GENERAL FOR NAURU
NATIONAL COMMISSION FOR UNESCO**

It is notified for general information that on 3rd July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Dr. Maria Gaiyabu, Ph.D to act as Secretary-General for the Nauru National Commission for UNESCO effective from 4th – 17th July 2018 until the return of the substantive Secretary-General for the Nauru National Commission for UNESCO, Mrs Jerielyn Teleni.

Dated this 5th day of July, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 516/2018

APPOINTMENT OF ACTING CHAIRMAN FOR NAURU REHABILITATION CORPORATION

It is notified for general information that on Thursday 5th July 2018, Cabinet approved the appointment of Mr. Brene Karl to act as Chairman of the Nauru Rehabilitation Corporation Board effective from Sunday 8th July, 2018 until the return of the substantive Chairman, Mr. Peter Jacob on Sunday 15th July 2018.

Dated this 5th day of July, 2018

**OPHELIA CALEB
ACTING SECRETARY TO CABINET**

G.N. No. 517/2018

APPOINTMENT OF CHIEF EXECUTIVE OFFICER NAURU REHABILITATION CORPORATION

It is notified for general information that on Thursday, 5th July 2018, Cabinet approved the appointment of Mr. Benton Seymour as acting Chief Executive Officer of the Nauru Rehabilitation Corporation from Sunday 8th July 2018 until the return of the acting Chief Executive Officer, Mr. Peter Jacob on Sunday, 15th July 2018.

Dated this 5th day of July, 2018

**OPHELIA CALEB
ACTING SECRETARY TO CABINET**

G.N. No. 518/2018

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR NAURU UTILITIES CORPORATION

It is notified for general information that on Thursday 5th July 2018, Cabinet pursuant to the Nauru Utilities Corporation Act 2011 approved the following:-

1. The appointment of Mr. Apenisa Manuduitagi as acting Chief Executive for Nauru Utilities Corporation from Friday 6th - 8th July 2018; and
2. The appointment of Mr. Mohammed R Ali as acting Chief Executive for Nauru Utilities Corporation from Sunday, 8th -22nd July, 2018.

Dated this 5th day of July, 2018

OPHELIA CALEB
ACTING SECRETARY TO CABINET

G.N. No. 519/2018

APPOINTMENT OF ACTING CEO FOR NAURU FISHERIES AND MARINE RESOURCES AUTHORITY

It is notified for general information that on Tuesday 10th July 2018, Cabinet approved the appointment of Mr. Murin Jeremiah as acting Chief Executive Officer for Nauru Fisheries and Marine Resources Authority, during the absence of the substantive Chief Executive Officer, Mr. Charleston Deiye from Wednesday, 11th July 2018 until his return on Wednesday, 18th July 2018.

Dated this 10th day of July 2018.

OPHELIA CALEB
ACTING SECRETARY TO CABINET

G.N. No. 520/2018

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Friday 6th July, 2018 Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr. Brene Karl, Operation Manager as acting Secretary for Multicultural Affairs effective from 11th – 18th July, 2018 until the return of substantive Secretary for Multicultural Affairs, Ms. Barina Waqa.

Dated this 10th day of July 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 521/2018

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 5th July, 2018 Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr Andy Cain, Director of Debt & Budget as acting Secretary for Finance effective from 2nd – 18th July, 2018, until the return of the substantive Secretary for Finance, Mr. Martin Hunt.

Dated this 10th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 522/2018

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
No OF POSITIONS : Three (3)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of this position is 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. Medical Records Coder and Ward Clerk)

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Daily

- Retrieve, compile, create and update medical records for booked outpatients attendances' ensuring cross referencing and previously archived information is integrated.
- Retrieve 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.

Weekly

- Undertake cleaning and proper storage of the medical records office and equipment
- Review all medical records and patient information, prior to be re-shelved, to ensure all discharge documentation has been completed by the medical officers and nursing staff that all 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 tracer cards.
- Process and file medical records
- Collect notifiable disease information.

G.N. No. 522/2018 (Cont'd)

- 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 and Moving Techniques.
- Participates in the performance appraisal and development process.

General

- General knowledge and compliance of the MOH Code of Conduct and PSA 2016
- Undertake quality assurance activities

HEALTH AND SAFETY:

- Be responsible to take reasonable care of 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 responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS AND EXPERIENCES:

- Minimum Year 12 School Leaver Certificate
- Minimum 2 years' experience in Clerical field or equivalent.
- Experience of working in a Health related setting and customer care.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Must be highly diligent to attention to detail and accuracy.
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Must have sound knowledge in Data collection.
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Must be highly organised and possess time management skills.
- 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 Friday 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 523/2018

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 : Medical Records Coder
No OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE:

To accurately code health information according to the ICD-10 system, and 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 within the Medical Records Unit (e.g. Health Information Clerk and Ward Clerk)

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Daily

- Prepare and place in order the contents of medical records folders according to hospital policy
- Store medical records according to the master medical record number system ensuring each patient has a unique identifying number.
- Accurately code health information according to the ICD-10 system.
- Ensure the medical records folders are individually maintained and securely clipped to avoid loss of contents.
- Collect health statistics for outpatients, emergency, deaths, births, morbidity and mortality data on a daily basis
- Deliver medical records folders to medical officers and nurses working in the outpatients, inpatients and clinic areas.
- Coordinate and track the movement of all patient medical records when they leave the unit.
- Other duties as assigned.

Weekly

- Undertake cleaning and proper storage of the medical records office and equipment
- Review all medical records and patient information, prior to be re-shelved, to ensure all discharge documentation has been completed by the medical officers and nursing staff that all reports are filed securely and the contents of the medical records are placed in order within the folder.
- Willing to work on weekends
- Assist with the training of new staff members.

Monthly

- Attend staff meetings
- Provide summary of health statistics of emergency, deaths, births, morbidity and mortality data and inpatients to the Health Planning Officer at the end of each month.

Annually

- Attend all mandatory training and maintain competencies in Basic Life Support, Infection Control and Safe Lifting and Moving Techniques.
- Participates in the performance appraisal and development process.

General

- General knowledge and compliance of the MOH Code of Conduct and PSA 2016
- Undertake quality assurance activities

G.N. No. 523/2018 (Cont'd)

HEALTH AND SAFETY:

- Be responsible to take reasonable care of 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 responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS AND EXPERIENCES:

- Minimum Year 12 School Leaver Certificate
- Minimum 2 years' experience in Clerical field or equivalent.
- Experience of working in a Health related setting and customer care.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Must be highly diligent to attention to detail and accuracy.
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Must have sound knowledge in Data collection.
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Must be highly organised and possess time management skills.
- 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 Friday 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

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 : Ward Clerk
No OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of this position is to create and updating files when they receive care and transcribe a completed forms and entered data into the patients file. This Officer will work closely with Emergency Department Outpatient Department and Public Health Department regarding Syndromic Disease Surveillance or any Disease outbreak.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Collect and collate reports on Syndromic Disease case daily.
- Prepare line listing weekly for all cases reported.
- Check and verify all information needed are complete.
- Disease coding – using International Statistical Classification of Disease and Related Health Problems (ICD 10)
- Data Input
- Prepare and submit Weekly Statistics to respective Health Officers.
- Send Weekly statistic to WHO and SPC.
- Prepare Monthly Statistics.
- Assist in the compilation of Annual Statistics.
- To maintain effective communication with the Dr's in charge Outpatient and Emergency Department and Public Health on daily updating of any Syndromic Surveillance Disease increase which signify Disease Outbreak.
- Ensure the accuracy of data is maintained for Health Care.
- Data Quality must be accurate timely and reliable and available at all times for planning and decision making.

QUALIFICATIONS AND EXPERIENCES:

- Completed Secondary School level forms or Tertiary Education.
- Basic Statistic Training.
- Typically trained on the job and may have taken technical courses.
- 2 to 3 years previous experience working in Record and filing.
- Computer literate.
- Knowledge in Health Care and Customer Services.
- Adequate English skills both written and oral communication.
- Excellent communication skills.
- Computer skills.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments

G.N. No. 524/2018 (Cont'd)

provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm Friday 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 525/2018

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
No OF POSITIONS : Three (3)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of this position is to prepare and assist the Pharmacist to dispense patient's prescription correctly and to provide first-rate customer service to patients.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Must be 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 the Pharmacist's supervision.
- Assist patients and healthcare providers by answering simple questions, local items or referring them to the Pharmacist for medication information.
- Clean and help 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 security conditions for drugs.
- File prescriptions that have been filled.
- Delivers medications and pharmaceutical 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 and count stock of medications and supplies and enter inventory data into computer and stock card.

G.N. No. 525/2018 (Cont'd)

- Attend all mandatory training and maintain competencies in Basic Life Support, Infection Control and Safe Moving Techniques.
- Participates in the performance appraisal review process.
- Undertake quality assurance activities.

QUALIFICATIONS AND EXPERIENCES:

- Minimum Year 11 School Leaver Certificate
- Minimum 2 years' experience in stocktaking field or equivalent.
- Experience of working in a Health related setting.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Must be highly diligent to attention to detail and accuracy.
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Possess ability to work in a team setting and be a team player.
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Must be highly organised and possess time management skills.
- Must be able to work oncall, 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 Friday 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 526/2018

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 : Imprest Pharmacy Technician
No OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE

The primary purpose of this position is to provide prompt and high standard of pharmacy care and advice to patients, carers and families, putting into practice clinical reasoning and clinical skills with guidance and supervision from the Pharmacist In Charge.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Promote an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care.
- Operates within the field of expertise, competencies and experience.
- Operates within the parameters of any relevant legislation.

G.N. No. 526/2018 (Cont'd)

- Promotes personal safety and that of others, and reports hazards and defects to work equipment.
- Prepares and dispenses medication accurately.
- Ensure quality assurance processes are in place and practiced at all times.
- Undertake regular weekly stocktake of pharmaceutical items in the pharmacy and report to the pharmacist (e.g. Stock usage rate, expiry, low stock etc...)
- Shelve and/or store pharmaceutical items according to the manufacturer instructions.
- Identify drugs expiry dates and ensure that they are disposed accordingly by the Environment Health Officer.
- Fill in requisition forms and deliver items to the appropriate departments.
- Daily stocktake and replenishing of Emergency room/Acute block drugs and medical consumables.
- Maintains appropriate and orderly filing system of records.
- Any other duties within the scope of this job description as assigned.

HEALTH AND SAFETY

- Be responsible to take reasonable care of 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 responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS AND EXPERIENCE

- Preferred Certificate level qualification in management and/or stock management.
- Minimum Year 12 or Form 7 School Leaver Certificate with at least 3.0-3.7 GPA.
- Minimum 3 years' experience in Pharmacy.
- Experience of working in a Health related setting.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Must have good analytic skills and attention to detail.
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Possess ability to work in a team setting and be a team player.
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Good knowledge and application of Basic Life Support and Occupational Health & Safety.
- Good knowledge and application of Infection Control and Safety Training and Moving Techniques.
- Must exhibit sound knowledge of medical terminology.

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 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 527/2018

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
No OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 476 per annum

PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of this position is to provide sound 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/ACCOUNTABILITIES:

- 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 makes soldered rests for partial dentures.
- Constructs new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription.
- Fabricates 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 trimmer, grinders, lathes, articulators, and cleaning devices.
- Keeps and maintains records relative to the work.
- Performs related work as assigned by the Senior Laboratory Technician or the Dental Officer in charge.

HEALTH AND SAFETY:

- Be responsible to take reasonable care of 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 responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS AND EXPERIENCES:

- Diploma in Dental Technology
- Minimum Year 12 or Form 7 School Leaver Certificate with at least 3.0-3.7 GPA.
- Minimum 2 years' experience in Technical field or equivalent.
- Experience of working in a Health related setting.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.

G.N. No. 527/2018 (Cont'd)

- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Good knowledge and application of Basic Life Support and Occupational Health & Safety.
- Good knowledge and application of Infection Control and Safety Training and Moving Techniques.
- Must exhibit sound knowledge of medical terminology.

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 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 528/2018

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 : Operation Manager - Local
No OF POSITIONS : One (1)
SALARY RANGE : Band 12: \$14,494 - \$19, 023 per annum

DIRECT REPORTS TO: Director of Medical Services, Director of Nursing, Director of Administration (Health), Director of Public Health, Procurement Officer, Infrastructure Officer, ICT Support Officer.

PRIMARY PURPOSE OF THIS ROLE:

The primary purpose of this position is to contribute to the effective management of Nauru's Health Services and the achievement of priority Health outcomes through ensuring effective quality operational service delivery. The Operations Manager has on-site operational leadership on a 24 hours basis (including weekends and holidays). The manager must act independently to provide crisis management, interpret policy, make timely decisions that directly impact patient care, ensure timely and effective communication and collaboration among departments, and provide operational oversight throughout the Hospital.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Demonstrate judgement and self-sufficiency in effective problem solving while serving as the operational resource for the hospital.
- Maintain interface with the departmental personnel to ensure there is adequate space and facilities for patient care and coordination of facilities.
- Work in collaboration with DMS to oversee patient care flow while redirecting and allocating resources.
- Take corrective action in situations requiring immediate intervention, including interpretation and administration of hospital policy and work rules.

G.N. No. 528/2018 (Cont'd)

- Support clinical, operational and facility services throughout the entire hospital on a 24-hour basis.
- Collaboration with clinical and support staff to foster delivery of quality care.
- Management of the provision of procurement and inventory management services for all clinical and other supplies used within the facility including pharmaceuticals, medical consumables, education, housekeeping, stationery and maintenance services/supplies.
- Management of the relationship with the GON appointed Procurement Agent on behalf of the Health Department.
- Management of the provision of security services for the facility, including any service contract or agreement with external service providers.
- Management of the provision of transport services for the facility, including staff resources, transport equipment, vehicle maintenance and the management of any service contract or agreement with external service providers.
- Management of the provision of facility maintenance services, including staff resources, funding allocations, preparation of maintenance submissions and any service contract or agreement with external service providers.
- Coordinate with infection control officer/nurse to ensure management of the Infection Control risk within the facility.
- Coordinate triage activities for resource allocations, as needed, through communication with the DON, DOA and DMS.
- Assist staff in identifying clinical experts for specific patient population concerns.
- Assist Patient Access Services in coordinating patient placement.
- Monitor emergency action procedures and coordinate activities related to patient/staff evacuation as needed.
- Function as on-site coordinator for internal/external disasters or other major events.
- Management of the provision of on-site ICT support services, including network management, ICT installation and repairs, provision of technical specifications.
- Management of all risks related to the provision of services under the control of the position, including patient and staff safety, occupational and workplace safety, environmental issues.

QUALIFICATIONS AND EXPERIENCES:

- Bachelor Degree or Higher preferably in a Health related area.
- Experience of working in a Health related setting.
- Must be able to supervise and lead individuals or a team
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Good management skills with strong and firm decision making skills.
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Ability to build & maintain relationships locally, nationally and internationally.

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 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 529/2018

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 : Administrative Officer
No OF POSITION : One (1)
SALARY RANGE : Band 6: 8, 078 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Administrative Officer position is responsible to manage the administration office and coordinating meetings bookings for the department including the compilation and preparation of meeting minutes as required. The position also has overall responsibility for the clerical staff while reporting to the Director Administration Health. Also to assist the Director Administration Health and Director of Medical Services in any Administrative non-clinical matters as assigned. The Administrative Officer is also responsible to the Nauru Health Practitioners Registration Board (NHPRB) committee and members.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Day to day responsibility of coordinating, compiling and preparation of health department meetings
- Coordinating and delegating of clerical staff and tasks as necessary
- Responsible to the Director of Medical Service and to the Nauru Health Practitioners Registration Board Chairperson
- Responsible and Accountable to the Director Administration Health
- Required to attend Senior Management Team Weekly meetings to update on specific issues and other proposed committees and any other duties as requested by the SMT
- Coordinating and follow up ICT issues to ICT help desk for the department
- Maintain and update staff driver license and weekly fuel updates for the department
- Maintain and organise staff ID's and clerical staff tasks as necessary for the department in a timely manner
- Coordinating, compiling and preparation of meeting minutes for DAH, DMS & NHPRB.
- Updating of action plans and agenda items for next meetings.
- Stock management/ordering of ICT consumables (RONH only)
- Draft letters and notices as assigned by the Director of Medical Services and Director Administration Health
- Coordinate staff salary benefits and re-numeration matters with Human Resources & Labor and Chief Secretary
- Assist the Director Administration Health in implementing Human Resource and Financial management systems such as budget analysis according to policies as assigned
- Assist (or refer to) the Director Administration Health in matters of complaints from staff, patients or visitors to the hospital
- Maintain confidentiality of any information received in the work place at all times
- Assist the Director of Medical Services and Director Administration Health in administrative non-clinical matters as assigned
- Maintain neat, clean and tidy work environment and any other duties as requested by the NHPRB Chairperson or members
- Maintain orderly filing system and undertake quality assurance activities

G.N. No. 529/2018 (Cont'd)

QUALIFICATIONS AND EXPERIENCES:

- Certificate/Diploma in Management Secretarial Studies or equivalent 3 years' minimum experience in the management secretarial field
- Basic skills of keyboarding/word processing competency such as MS Word, Excel, Powerpoint and any other MS applications.
- Must be proactive and has the capacity to work as a team positively, cooperatively and with good time management skills.
- Must have good knowledge and application of Basic Life Support and Occupational Health & Safety
- Must have good knowledge and application of Infection Control and Safety Training and Moving Techniques
- Excellent reading, written and verbal communication skills both English and Nauruan.

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 27th July, 2018.**

Dated this 12th day of July, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 530/2018

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Revenue Officer
No. of POSITION : One (1)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Revenue Officer is responsible for collecting preparing and dispatching hospital charges (invoices) for visitors. This includes hospital charges dating from the Amalgamation (Children's Clinic, Outpatients Clinics, Wards, X-rays Department and Laboratory Department, Pharmacy and Dental Clinic).

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Responsible to Director of Finance and Planning
- Check for new admissions daily and ensure appropriate charges are raised to inpatients upon discharge.
- Responsible for maintaining records of all invoices, receipts etc and maintaining a filing system.
- Attend to dialysis ration weekly for dialysis patients and prepare balance report to the Director of Administration to countersign before processing further to SHMS
- Hand over cash revenue to Director of Administration before close of business daily.
- Banking revenue daily intakes every weekend Friday before 3:30pm.
- Undertake quality assurance activities.
- Other duties as requested by Senior Managers.

G.N. No. 530/2018 (Cont'd)

QUALIFICATIONS AND EXPERIENCES:

- Completed high school education
- 3 years of work experience in secretarial/clerical field
- Excellent computer skills
- Must have good knowledge and application of Basic Life Support, Infection Control and Occupational Health & Safety
- Reliable, conscientious and willingness to accept responsibilities and multitasking
- Capacity to work as a team positively, cooperatively and with good time management skills.
- Must be proactive and able to work with limited supervision
- Excellent reading, written and verbal communication skills both English and Nauruan.
- Must have good knowledge and application of Safety Training & Moving Techniques

Application should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary's department or the Secretary for Corporate Services no later than **5:00pm, Friday 27th July, 2018.**

Dated this 12th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 531/2018

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 RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Assistant Revenue Officer is responsible for assisting the Revenue Officer on a daily basis in all aspects of revenue and to receive, record and charge new clients seeking medical treatment.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Signing in/out and reporting to revenue officer
- Arrive early prior to 9am and 2pm 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 (week-end intake) at acute block on Mondays (if any)
- Assist in daily revenue collection
- Handover daily revenue collections to Revenue Officer

G.N. No. 531/2018 (Cont'd)

- Willing to work on Saturday's, 10am to 1pm for revenue collection
- Bank revenue intake every Friday
- Maintain a clean & tidy work environment
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCES:

- Minimum Qualifications in year 12 School Level Certificate.
- Certificate in accounting or basic maths
- Minimum of one (1) or two (2) years of work experience in office work or equivalent.
- Good customer services, writing & reading skills.
- Have basic word & excel knowledge.
- Basic skills of keyboarding/word processing competency.
- Sound knowledgeable of the PSA 2016 and Public Service and health policies
- Reliable, conscientious and willingness to accept responsibilities, multitasking and working odd hours
- Capacity to work as a team positively, cooperatively and with good time management skills.
- Strong problem-solving and accuracy skills.
- Excellent reading, written and verbal communication skills both English and Nauruan.

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 27th July, 2018.**

Dated this 12th day of July, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 532/2018

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 : Three (3)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Clerical Officer position is to assist in all administrative matters which includes; updating of staff leave and overtime, management of filing system, distribution of mails and information to the department sections and undertake other administrative matters as assigned.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Responsible to the Administrative Officer for receiving and distribution of incoming and outgoing mails.
- Responsible for receiving, screening and relaying of incoming calls

G.N. No. 532/2018 (Cont'd)

- Responsible for 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.
- Any other duties as may be directed by the Senior Managers.
- Maintain and consistent filing of staff personal file (for Health/Staff trainees)
- Ensure copies of all HR issues (such as Myob Salary and staffing issues) are copied and endorsed by main Administration office (RONH)
- Record, maintain and update staff leave register.
- Ensure all staff applications are signed by in-line OIC's and the Director Administration Health before forwarding on for further endorsement.
- Processing and timely submission of timesheet summary and Myob on fortnightly basis for staff pay, as required.
- Maintain tidy and orderly work station and work area, ensuring OHS and Infection Control compliance at all times.
- Management and ordering of stock supplies of office supplies and equipment.
- Processing of timesheets, Myob and special allowance claims.

QUALIFICATIONS AND EXPERIENCES:

- Minimum Year 12 School Leaver Certificate or Certificate in Secretarial Studies or equivalent.
- 3 years of work experience in Secretarial or Clerical Officer.
- Must be proactive and has the capacity to work as a team positively, cooperatively and with good time management skills.
- Must have good knowledge and application of Basic Life Support and Occupational Health & Safety
- Must have good knowledge and application of Infection Control and Safety Training and Moving Techniques
- Excellent reading, written and verbal communication skills both English and Nauruan.

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 27th July, 2018.**

Dated this 12th day of July, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 533/2018

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 : Three (3)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

G.N. No. 533/2018 (Cont'd)

PRIMARY PURPOSE OF THIS ROLE:

The Handyman is responsible to undertake all minor repairs and maintenance of Hospital Building, including plumbing, electrical and other duties as required. The role is responsible for the day to day operations, is accountable to Director Administration Health in ensuring that work procedures are implemented, that standards and outcomes are met and that continuous improvement of effective health service is implemented.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Responsibility to inform the Administrative Officer what jobs have been completed or need to be completed and what equipment's are required.
- Responsible to inform the Director Administration Health if minor repairs needs to be done and will be assigned the job by the Director Administration Health.
- Responsible to inform the Administrative Officer if major repairs needs to be done on any hospital equipment and if it is not to the capability of the handyman.
- Responsible for taking hospital requirement to other enterprises as authorised by the Administrative Officer and the Director Administration Health
- Any other duties as may be directed by the Senior Managers.
- Day to day responsibility to undertake all minor repairs and maintenance of hospital building, including carpentry, electrical, and plumbing needs in a timely manner.
- Report broken equipment and facilities to Administrative Officer for prioritising repair timetable.
- Report equipment and facilities that are in need of repair that are outside the scope of expertise of the handyman.
- Maintain skills by always being available to learn when external consultants are on Nauru eg. Oxygen plant, EBOS technicians, reverse-osmosis unit technician and so on.

QUALIFICATIONS AND EXPERIENCES:

- Appropriate trade experience in carpentry, plumbing and electrical.
- Must have good command of written and verbal English language.
- Must be proactive and has the capacity to work as a team positively, cooperatively and with good time management skills.
- Must have good knowledge and application of Basic Life Support and Occupational Health & Safety
- Must have good knowledge and application of Infection Control and Safety Training and Moving Techniques
- Excellent reading, written and verbal communication skills both English and Nauruan.

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 27th July, 2018.**

Dated this 12th day of July, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 534/2018

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 TELECOMMUNICATION & MEDIA
(Nauru Media Bureau)

POSITION : Transmission Operator
No. OF POSITION : One (1)
SALARY SCALE : Band 5 - \$7, 063 per annum

PRIMARY PURPOSE OF THE POSITION:

The person will report in the first instance to the Manager TV and if required to the Director of Media (Interim) and the Assistant Director of Media.

RESPONSIBILITIES:

- An ability to develop a good understanding of studio switching systems.
- The ability to help maintain technical quality of programs and networks through developed abilities in system restoration, fault identification and program restoration.
- Willing to work flexible shift patterns, including weekends and night working.
- Must be able to provide own transport to drive to work and from work.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Year 12 School Leaver Certificate or equivalent.
- Able to coordinate and organise information actions.
- Able to effectively manage own time and time the of others.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Able to monitor assess the performance of self and others.
- Must be punctual and diligent in relation to all Nauru Media Bureau activities.
- Must be enthusiastic and hardworking.
- Possess excellent computer skills literacy in MS applications, internet/email.
- Must be prepared to work 40hour week and extra time on the weekends as required.
- Must be highly organised and possess time management skills.
- Must be able to work with limited supervisions.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Friday 27th July, 2018.**

Dated this 11th day of July, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

ENGAGEMENT TO MARRY

NAME OF PARTIES: Brennen Deaido of Baitisi District and
Joelina Thoma of Aiwo District.

David-Edward Mwareow of Nibok District and
Rita-Helen Kaierua of Ijuw District

Dominic Hubert of Meneng District and
Iud Detabene of Aiwo District

DATE OF ENGAGEMENT: 13th July, 2018
14th July, 2018
31st July, 2018

HON. DAVID R ADEANG, MP
ACTING MINISTER IN CHARGE
