



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

No. 125

3rd August 2018

Nauru

G.N.No. 578 /2018

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that on 27th July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved:-

1. The appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Justice & Border Control until the return of Jay Udit on 1st August, 2018 and;
2. The appointment of Mr. Jay Udit, Solicitor General to act as Secretary for Justice & Border Control until the return of the substantive Secretary for Justice & Border Control, Mr Graham Leung.

Dated this 31st day of July, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 579 /2018

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 27th July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr Andy Cain, Director of Debt & Budget to act as Secretary for Finance effective from 29th July 2018, until the return of the substantive Secretary for Finance, Mr Martin Hunt.

Dated this 31st day of July, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 580 /2018

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on 27th July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mrs. Annette Cook, Settlement Manager to act as Secretary for Multicultural Affairs effective from 29th July – 9th August 2018 until the return of substantive Secretary for Multicultural Affairs, Ms. Barina Waqa

Dated this 31st day of July, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N.No. 581 /2018

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on 31st July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor to act as Secretary for Foreign Affairs & Trade from 1st – 12th August, 2018 until the return of Secretary for Foreign Affairs, Mr Michael Aroi.

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 582 /2018

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 31st July 2018, Cabinet pursuant to Article 68 (1) of the Constitution of Nauru approved the appointment of Mr Andy Cain, Director of Debt & Budget to act as Secretary for Finance effective from 3rd – 10th August 2018, until the return of the substantive Secretary for Finance, Mr Martin Hunt.

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 583 /2018

APPOINTMENT OF MR MICHAEL KOLODZIEJSKI AS AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE REPUBLIC OF POLAND TO THE GOVERNMENT OF THE REPUBLIC OF NAURU

It is notified for general information that on Tuesday 31st July 2018, Cabinet pursuant to Article 4 and 5(1) of the Vienna Convention and Article 17(1) of the Constitution of Nauru, approved the appointment of Mr. Michael Kolodziejcki as Ambassador Extraordinary and Plenipotentiary of the Republic of Poland to the Government of the Republic of Nauru.

Dated this 1st day of August, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 584 /2018

APPOINTMENT OF ACTING CHAIRMAN OF NAURU REHABILITATION CORPORATION

It is notified for general information that on Wednesday 1st August 2018, Cabinet approved the appointment of Mr Brene Karl to act as Chairman of the Nauru Rehabilitation Corporation effective from Wednesday 1st August, 2018 until the return of the substantive Chairman, Mr. Peter Jacob.

Dated this 1st August, 2018

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 585/2018

APPOINTMENT OF CHIEF EXECUTIVE OFFICER FOR NAURU REHABILITATION CORPORATION

It is notified for general information that on Wednesday 1st August 2018, Cabinet approved the appointment of Mr. Creedence Halstead to act as Chief Executive Officer of the Nauru Rehabilitation Corporation from Wednesday 1st August 2018, until the return of the Acting Chief Executive Officer Mr. Peter Jacob on Sunday 5th August 2018.

Dated this 1st day of August, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 586/2018

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR NAURU UTILITIES CORPORATION

It is notified for general information that on Wednesday 1st August 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 Sunday 5th August to Wednesday 8th August 2018; and
2. The appointment of Mr Mohammed R Ali as Acting Chief Executive for Nauru Utilities Corporation from Wednesday 8th August to Sunday 19th August 2018.

Dated this 1st day of August, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 587/2018

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR RONPHOS

It is notified for general information that Cabinet on Tuesday 31st July, 2018 approved the appointment of Mrs. Charlene Gadabu to act as Chief Executive Officer of Ronphos effective from Saturday, 4th August 2018 to Tuesday, 28th August 2018 until the return of the substantive Chief Executive Officer

Dated this 1st day of August, 2018.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N.No. 588/2018

PUBLIC SERVICE ACT 2016
SECTION 27A(2)

NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for general notification.

Name:	From:	To:	Effective Date:
Chandalene Garabwan	Health Promotion Educator Band 10 - \$12, 918 per annum	Healthy Island Coordinator Band 12 - \$14, 494 per annum	24 th July, 2018

Dated this 2nd day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 589/2018

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 : TV Presenter/Reporter
No. OF POSITION : One (1)
SALARY SCALE : Band 5 - \$7, 063 per annum

PRIMARY PURPOSE OF THE POSITION:

This 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.

PRINCIPAL RESPONSIBILITIES:

- Sourcing current news stories.
- Developing story ideas.
- Writing story and news pieces.
- Interviewing talent both in studio and on location.
- News reading.
- Developing necessary skills to present special interest productions as designed by the Director of Media (interim) and the Assistant Direct of Media, Manager TV or Chief Reporter TV.

KNOWLEDGE, SKILLS and EXPERIENCES:

- Abe to communicate effectively both verbally and in writing (Nauruan & English).
- Able to coordinate and organize information actions.
- Able to effectively manage own time and the time of others.
- Able to give full attention to what other are saying, to take time to understand the points being made and to ask questions as appropriate.

G.N.No. 589/2018 (Cont'd)

- 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 40 hours a week and extra time on weekends as required.
- Able to work independently with minimal 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 10th August, 2018.**

Dated this 27th day of July, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 590/2018

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 TRANSPORT
(Land Transport)

POSITION : Transport Officer
No OF POSITION : One (1)
SALARY SCALE : Band 5 - \$10, 595 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Transport Officer is to provide supervisory and management roles to the Land Transport directorate especially on public bus services. The directorate aims to concentrate more on service relations and improving staff morale and the transport operational system.

PRINCIPAL RESPONSIBILITIES:

- Organize bus routes for the public and school.
- Provide report on activities and other matters on a regular basis.
- Provide support to staff on capacity building development programs through in-house training or overseas.
- Maintain the daily operations of the transport system and administration of human resources.
- Monitor and maintain the time keeping record staff attendance and performance.
- Perform other duties as may be required by the Secretary for Transport.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Ability to lead, recruit, train, assess and support staff.
- Possess excellent oral and written communication and interpersonal skills.

G.N.No. 590/2018 (Cont'd)

- Possess a planning & organizational skills, and time management skills.
- Possess a high level of computer literacy with experience in MS office application software.
- Displays tact, confidence, proficiency and proactive.
- Demonstrated experience in managing budgets and sound level of understanding of Public Service regulations and office procedures.

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 17th August, 2018.**

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 591/2018

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 TRANSPORT
(Land Transport)

POSITION : Public Roads & Safety Officer
No OF POSITION : One (1)
SALARY SCALE : Band 6 - \$10, 097 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Public Roads & Safety Officer is responsible for ensuring safety for all road commuters. He/she is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to reduce or eliminate them.

PRINCIPAL RESPONSIBILITIES:

- Ensure safety for all commuters.
- Monitor workplace activities and road commuters to ensure compliance of Government Safety Regulations.
- Develop and implement the Safety Policy of the Directorate.
- Ensure workers wear and use issued safety gear.
- Implement Motor Traffic Act 2014.
- Record and report incidents that are safety hazards.
- Conduct investigation to determine an accident or damages.
- Organise the cleaning of road drains and repair of footpaths.
- Organise the maintenance of roads signs.
- Work closely with Police Traffic regarding road and commuter issues.
- Perform other related duties as assigned.

G.N.No. 591/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate in Safety or relevant ..
- Demonstrate good interpersonal skills.
- Ability to produce documents and concise reports, presentations and fill out work related forms.
- Ability to communicate effectively verbally and in writing.
- Ability to plan, prioritize and co-ordinate.

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 17th August, 2018.**

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 592/2018

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 TRANSPORT
(Land Transport)

POSITION : Administrative Assistant
No OF POSITION : One (1)
SALARY SCALE : Band 5 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Administrative Assistant to assist the Transport Officer in arranging office paperwork including timesheets, payment vouchers and bus schedules and requests.

PRINCIPAL RESPONSIBILITIES:

- Manage and organise the library and personnel.
- Assist with maintain daily budget revenue and expenditure.
- Assist with process of payment vouchers and it's register.
- Control all office equipment and stationaries by maintaining statistics and inventory.
- Ensure all store and stock items are neatly stocked and replenished on a timely basis.
- Be responsible in managing staff/personnel matters.
- Any other duties as required by the higher authorities.

G.N.No. 592/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Have experience in librarianship and personnel administration.
- Knowledge in general accounting and administrative duties.
- Good public relations and customer services skills.
- Ability to know how to produce documents to a high standard of presentation and output using Microsoft Office (including Word, Excel, Power Point and Publisher Software applications)
- Excellent organizational abilities, including the ability to plan, prioritize and coordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.
- Ability to work with a team environment and under own supervision using initiative.
- Be honest, proactive, innovative and efficient.

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 17th August, 2018.**

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 593/2018

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 TRANSPORT
(Land Transport)

POSITION : Bus Driver
No OF POSITION : One (1)
SALARY RANGE : Band 3 - \$5, 417 - \$6, 772 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Bus Driver is responsible for the General driving duties including transporting of school students and Government employees as well as Public Transportation.

PRINCIPAL RESPONSIBILITIES:

- Driving the buses and in possession of a Valid Drivers' License (classes A-E)
- Safety of school students and public servants.
- Cleaning the buses and reporting faults to Bus Mechanic.
- Compliance to Motor Traffic Act.
- Any other duties as directed by the Secretary.

G.N.No. 593/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Demonstrate good inter-personal skills.
- Ability to produce documents and concise reports, and fill out work related forms.
- Ability to communicate effectively verbally and in writing.
- Ability to plan, prioritize and co-ordinate.

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 17th August, 2018.**

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 594/2018

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 TRANSPORT
(Land Transport)

POSITION : Bus Conductor
No OF POSITION : One (1)
SALARY RANGE : Band 3: \$5, 417 - \$6, 772 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Bus Conductor is responsible for the safety of bus passengers.

PRINCIPAL RESPONSIBILITIES:

- Ensure smooth Operation of transporting students, Government employees and Public.
- Compliance to Motor Traffic Act.
- Maintain documentation for bus running sheets and checklist.
- Keeping Bus clean.
- Any other duties directed by Management and Secretary.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Display professionalism, tact, courtesy, discretion and respect.
- Must be fit and able to work independently and cooperatively.
- Must be of mature age.

G.N.No. 594/2018 (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, Friday 17th August, 2018.**

Dated this 2nd day of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 595/2018

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)

POSTION : Creative Manager
No. OF POSITIONS : One (1)
SALARY SCALE : Band 9 - \$12, 129 per annum

PRIMARY PURPOSE OF THIS ROLE:

Creative Manager purpose is to build a creative environment for the creative team to work in and oversee ideas and projects.

PRINCIPAL RESPONSIBILITIES:

- Taking responsibility for the creative idea and the standard of creative output across the department.
- Development idea for advertising or promotional campaigns.
- Pitching concepts to clients.
- Overseeing several projects from start to finish, keeping to deadlines and signing off on these projects before they are presented.
- Liaising with clients to keep them informed and to highlight any issues.
- Understanding the commercial aspects of clients includes agency of marketing department.
- Hiring and managing the creative team.

KNOWLEDGE, SKILLS & EXPERIENCES:

- An intimate understanding of design, copy and web best practices/guidelines.
- Experience with a vacancy of software, including Photoshop, InDesign, Flash etc.
- Excellent leadership skills and communication skills.
- A strong understanding to brand development and multichannel marketing concepts.
- Comfort interacting with clients and internal staff alike.
- Strong persuasive skills and creative mindset.
- Able to work professionally in a team and individually.
- Ability to make swift decisions, work through stressful situations and solve problems quickly.
- Critical thinker with excellent IT skills.
- Must be fit to work odd hours when required.

G.N.No. 595/2018 (Cont'd)

- Must have a degree in management skills.
- Graduate certificate in media and mass communication.
- Minimum 3 to 5 years of experience management level.
- Minimum 5 to 6 years of experience in working at other media outlets.

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 17th August, 2018.**

Dated this 2nd of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 596/2018

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)

POSTION : Graphic Designer/Editor
No. OF POSITIONS : One (1)
SALARY SCALE : Band 6 - \$8, 078 per annum

PRIMARY PURPOSE OF THIS ROLE:

Purpose for this role is to build a creative environment for the creative team to work in and oversee ideas and projects.

PRINCIPAL RESPONSIBILITIES:

- Taking responsibility for the creative idea and the standard of creative output within the production area.
- Developing idea for advertising or promotional campaigns.
- Assisting in pitching concepts to clients.
- Overseeing several projects from start to finish, keeping to deadlines and signing off on these projects before they are presented.
- Assisting in liaising with clients to keep them informed and to highlight any issues.
- Understanding the commercial aspects of clients includes agency or marketing department.
- Able to contribute Articles/stories to the Newspaper Bulletin.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Experience with variety of software, including Photoshop, InDesign, Flash etc.
- Good in time manage skills with excellent typing skills and excellent communication skills.
- Strong creative mindset, critical thinker with good IT skills.
- Able to work professionally in a team and individually.
- Ability to make swift decisions, work through stressful situations and solve problems quickly.

G.N.No. 596/2018 (Cont'd)

- Familiar with printing and stationaries.
- Excellent oral and written English.
- Must be fit to work odd hours when required.
- Graduate certificate in media and mass communication.
- Minimum 1 to 3 years of experience in management level.
- Minimum 2 to 5 years of experience in working at other media outlets.

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 17th August, 2018.**

Dated this 2nd of August, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 597/2018

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 : TV Programmer/Cameraman
No. OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE:

Purpose for this role is to plan and schedule programming and event coverage, based on broadcast length, time availability and other factor, such as community needs.

PRINCIPAL RESPONSIBILITIES:

- Camera duties as per roster.
- Planning and initiating video requirements for respective applications.
- Co-coordinating sound and vision requirements to suit all video shooting requirements.
- Assisting with final editing and post production phases.
- Monitor and review programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality.
- Assembling, preparing and setting up equipment prior to filming, which may include tripods, monitors, lighting, cables and leads, and headphones.
- Being prepared to innovate and experiment with ideas.
- Working quickly, especially as timing is such an important factor.
- Keeping up-to-date with filing methods and equipment.
- Preparing TTV programs and submit to the Manager TV before deliver.
- Assisting in operating TV live transmission.
- Submitting a monthly report to the Manager TV.

G.N.No. 597/2018 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCES:

- A degree in television, film, photography, media studies or performing arts.
- Minimum 2 to 3 years of experience in all aspects of in-studio and on location camera work.
- Experience in the use of Adobe CS5 or any Adobe editing suites.
- Self-motivated and willing to learn the skills required.
- Wide variety techniques for both news and special presentation.
- Demonstrate capable ability in audio and lighting skills.
- Able to communicate effectively both verbally and in writing (Nauruan & English)
- Able to work independently under minimal supervision.
- Willing to work 40 hours a week including weekends and public holidays when required.
- Punctual and diligent in relation to all Nauru Media activities.
- Good computer skills with basic skills in video editing, and open to expressing own ideas.
- Ability to make swift decisions, work through stressful situations and solve problems quickly.

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 17th August, 2018.**

Dated this 2nd of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 598/2018

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
(Nursing Division)

POSITION : Graduate Nurse
No. OF POSITION : Five (5)
SALARY SCALE : Band 8.2 - \$11, 247 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Graduate Nurse will practice as an intern for 1 year within a Preceptorship supervised orientation programme and is licensed to practice as a Registered Nurse.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Operates to the Mission, Vision and Values of the Ministry of Health.
- Adhere to the Nursing Process and Standards of Practice.
- Demonstrates sound knowledge of contemporary nursing practice.
- Collects relevant data and reports appropriately
- Participates in Performance Appraisal and Development process.
- Documents all patient care according to Documentation Policy.

G.N.No. 598/2018 (Cont'd)

- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required.
- Utilise appropriate communication skills and participates as a member of the multidisciplinary team.
- Acknowledges the specific competencies and expertise of members of the health team.
- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care.
- Operates within held 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.
- Able to work shifts including evenings, nights and weekends.
- Ability to cooperate with Co-workers and to work as a team member.
- Present yourself as a professional nurse at all times and maintain proper control of medications.
- Provide competent nursing care to all patients within the area of the hospital in which rostered.
- Report to the supervisor on duty in any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors.
- Remain within the ward at all times and ensure the ward/patients is not left unattended.
- Respond promptly to all requests for nursing assistance and keep accurate written reports on all care of residents in their individual files.
- Maintain confidentiality of all medical and personal details divulged by patients.
- Liaise with other nursing staff, medical officers and families as appropriate in care residents.
- Undertake cleaning an proper storage of the ward and equipment.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate, Diploma or Bachelor of Nursing Qualification.
- Registration under Nauru Health Practitioners Registered Board.
- Completion of Graduate year program.
- Annual Infection Control and Manual Handling and BLS/ALS Training.
- Annual Medication Calculation and Administration of Medication.
- Annual 20hrs CPD.

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 17th August, 2018.**

Dated this 2nd day of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 599/2018

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 CHIEF SECRETARY
(Secretariat Division)

POSITION : Clerical Officer
No. OF POSITIONS : One (1)
SALARY SCALE : Band 5 - \$8, 475 per annum

PRIMARY PURPOSE OF THIS ROLE:

In collaboration with the Personal Assistant and Executive Secretary, the position provides clerical support to the Chief Secretary, maintaining daily clerical tasks.

PRINCIPAL RESPONSIBILITIES:

- Maintain and update filing systems.
- Ensure compliance in the workplace.
- Assist the Chief Secretariat Division with its' daily operations.
- Assist incoming memos including emails to determine their dissemination.
- Prepare affidavit of service for file records.
- Assist with preparations of annual events including the Nauru Public Service Day event.
- Understands existing policies, procedures and Government Acts.
- Great visitors and determine whether access to the Chief Secretary is necessary.
- Distribute outgoing correspondences to individual recipients as required.
- Comply with relevant Acts, Policies and Procedures.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Requires a minimum of Year 12 education.
- Minimum of 5 years' experience in clerical/administration fields.
- Time management skills.
- Effective communication skills, both written and verbal.
- Computer literate, particularly MS applications.
- Fluent in English.

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 17th August, 2018.**

Dated this 2nd of August, 2018

BERNARD GRUNDLER
CHIEF SECRETARY