



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

No. 183/2020

5th October, 2020

Nauru

G.N.No. 731/2020

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
(Medical Services)

POSITION : **Procurement & Logistic Manager**
No. OF POSITION : **One (1)**
SALARY RANGE : **Band 4.1-\$12,248 gross salary per annum**

PRIMARY PURPOSE OF POSITION:

The Procurement Officer will be responsible for the development and management of the organisation's procurement strategic in identifying potential suppliers and conducting negotiations on high-value and strategic categories, that will efficiently and effectively benefit the Republic of Nauru Hospital and Healthcare system.

DUTIES & RESPONSIBILITIES:

The PO, working closely with the executive team, is responsible for directing strategic and business development planning, including planning, new service development and staff planning.

Order Management:

- Manage BRF, RFQs, Prices, Quotes, Distribution, Returns, Identify best products and partners for all orders
- Manage the Hospitals supply for products (Drugs, consumables & equipment) and services.
- Strategizing to find cost-effective deals and suppliers. Discover the best ways to cut procurement expenses, so that the Hospital can invest in growth and people.
- Negotiating contracts for all drugs, medical supplies, office supplies, sometimes even transportation equipment, such as ambulance with vendors and suppliers.
- Issuing purchase orders for materials, matching purchase orders with invoices and verifying delivery schedules.
- Stay up-to-date on pricing and industry trends, such as special taxes levied on medical devices and supply chain standards that govern bar codes and other universal tracking methods for equipment and health care supplies.

Inventory Management:

- Create and manage all inventories for drugs, consumables and equipment, calculate current inventory of all product in stock, set re-order points and know what to order.
- Communicate frequently with hospital departments to monitor their needs.
- Coordinates purchases with an outside group-purchasing organisation that assists multiple health care providers in obtaining supplies and equipment at lower rates.
- Conduct continual oversight to ensure goods are purchased at reasonable prices and adequate inventory levels are maintained.

Finance Management:

- Track operational expenses and advise each department on their budget availability, handle product level and order level discount with suppliers, track payments on orders with the finance team, Activate payment for orders, follow-up on due or overdue, payments.
- To Manage all spending, regardless of the nature of the operating/influence model being used (i.e., who performs the strategy vs. execution of sourcing, buying, paying and managing of suppliers), drives supply analysis/strategy, supplier identification, sourcing execution (i.e., “tendering”), contract negotiation, delivery planning and monitoring, purchase execution, and then ongoing

Data management:

- Using Microsoft excels, create easily accessible product and order lists, organize customer and supplier data, and maintain product price data.
- Searching for appropriate government framework agreements, accessing those agreements, communicating with suppliers and arranging tender panel meetings.
- Responding to employee queries on procurement policy or procedures
- Responsible for preparing and maintaining the suppliers/contracts database, updating it with new contracts, periodically cross checking it against the purchase ledger to ensure it is complete and up to date.

Reporting:

Create monthly interacting reports on inventory, new and old orders status, supplier evaluation and financial capability availability, Quarterly Inventory Value calculation. Familiarity with relevant legislative and regulatory requirement, as well as understanding of standards contractual terms and conditions to mitigate legal risk.

- Invent negotiation strategies and secure profitable deals and optimize sourcing procedures to attain maximum efficiency.
- Research and anticipate shifts in the negotiating power of suppliers and foresee alterations in the comparative negotiating ability of suppliers and clients.
- Discover and partner with trustworthy vendors and suppliers and determine quantity and timing of deliveries.
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and service.
- Finalize purchase details of orders and deliveries, Examine and test existing contracts.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Expect unfavourable events through analysis of data and prepare control strategies suppliers/contracts database, and the major projects portfolio.

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- Liaising and working with budget holders and projects managers on key procurements as appropriate.

Sourcing Responsibilities:

- Manage the Company's supply portfolio ensuring transparency of spending.
- Generate and implement efficient sourcing and category management strategies.
- Analyse and calculate costs of procurement and suggest methods to decrease expenditure.
- Invent negotiation strategies and secure profitable deals.
- Optimize sourcing procedures to attain maximum efficiency
- Cooperate with stakeholder to guarantee agreement on terms and processes.
- Research and anticipate shifts in the negotiating power of suppliers.
- Perform cost and scenario analysis, and benchmarking.
- Estimate risks and apply risk minimizing techniques.
- Discover and partner with trustworthy vendors and suppliers.
- Determine quantity and timing of deliveries.
- Devising and using fruitful procurement and sourcing strategies.
- Discovering profitable suppliers and initiate business and organization partnerships.
- Negotiating with external vendors to secure advantageous terms.

Logistic Responsibilities:

- Planning and managing logistics, warehouse, transportation and customer services.
- Directing, optimizing and coordinating full order cycle.
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers.
- Strategically plan and manage logistics, warehouse, transportation and customers services.
- Direct, optimize and coordinate full order cycle.
- Liaise and negotiate with suppliers, manufacturers, retailers and consumers.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, catalog goods, plan routes and process shipments.
- Resolve any arising problems or complaints.
- Supervise, coach and train warehouse workforce.
- Meet cost, productivity, accuracy, and timeliness targets.
- Comply with laws, regulations and ISO requirements.

KNOWLEDGE, SKILLS & EXPERIENCES:

- BSc. degree in Supply Chain Management, Logistics and/or Business administration.
- At least a Bachelor's degree in supply chain management, economics, finance, operations, ensuring or a related area, with Master's degree preferred.
- Experience with modern sourcing and procurement systems Knowledge of enterprise risk management and business continuity planning.
- At least 3 years of fulltime with an MS or MBA Degree or
- Equivalent of 5 to 6 years managerial experience in healthcare administration with 4 years Bachelor's Degree in Business or healthcare administration or
- Have 10 years or more with a two year degree
- Strong leadership skills, team player at executive levels to collaborate with business units and functional partners like IT, finance, HR, legal, etc.,

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- Proven working experience as a logistics management.
- Demonstrable ability to lead and manage staff.
- Proficient in standard logistic and software.
- Excellent analytical, problem solving and organisational skills.
- Ability to work independently and handle multiple projects.
- Solid operational management and general business skills and working knowledge of finance and budgeting, cost management, treasury, risk management, etc.
- Team player at executive levels to collaborate with stakeholders, all hospital units and functional partners like IT, treasury & finance, HR, legal, etc.
- Industry internal working knowledge of the language of the business in terms of broad industry dynamics on the buyer and seller side.
- Excellent communication skills and even better listening skills that allows the PEO to audibly hear the “voice of the internal customer” and to understand the company culture and learn how best to communicate it to the vendors, suppliers and other international organizations.
- Ability to communicate “sell” procurement’s value and to run procurement as a service business, like any other well-run professional services business.
- In-depth knowledge of sourcing and procurement principles and best practices, Experience with modern sourcing and procurement systems and exhibit strong negotiation skills to use for large commercial deals.
- Be familiar with relevant legislative and regulatory requirements, as well as understanding of standards contractual terms and conditions to mitigate legal risk.
- Possess strategic mindset and problem-solving skills with knowledge of enterprise risk management and business continuity planning.
- Have analytical mindset, but also creative enough to seek, encourage and find non-traditional approaches that have historically “boxed-in” procurement Requirements.

Applications should be submitted to the Acting 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, Tuesday 13th October, 2020.**

Dated this 30th day of September, 2020

PETA GADABU
ACTING 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 HOME AFFAIRS
(Women's Affairs)

POSITION : **Project Shed Coordinator**
No. OF POSITION : **One (1)**
SALARY RANGE : **Band 7.1 - \$14,863 gross salary per annum**

PRIMARY PURPOSE OF POSITION:

The purpose for this request is due to the escalating cases of violence in the communities in District and around the Island. The position of SHED (Self Help Ending Domestic) Coordinator will be based at Home Affairs. The job was filled earlier when it was first advertised in 2004 and the position since 2017 is now vacant. A building has been built especially for the SHED Coordinator where he can hold his meetings and do counselling work. The building is situated at the back of the Safe House and away from visible sight and with the insight that more men will be able to come forward.

DUTIES & RESPONSIBILITIES:

- Coordinate and hold workshops and offer counselling services to men (perpetrators)
- Do Community awareness programmes on domestic and gender based violence
- Support outreach and engagement of services for resistant clients through creative, resourceful strategies that build trust in conflicts (negotiator)
- Respond to emergencies and initiate actions as required, including contact with the emergency response system
- Respond to clients complaints
- Participate in staff meetings/training and workshops
- Create a log book for monitoring and clearer data collection
- Liaise and share counselling skills with Eoag'n Eratequo (Safe-House) Counsellors as part of the debriefing process
- prepare

KNOWLEDGE, SKILLS & EXPERIENCES:

- Prefer a Diploma or Certificate in the Project area including women's empowering and a minimum of two (2) years relevant working experience
- Diploma or Certificate in Management and Administrative skills or any other qualification in the related field with a minimum of 2 years working experiences preferred
- Computer skills including word processing and spread sheet programs, and email at an advance level.
- Strong organisational and Administrative skills
- Good oral and written communication skills
- Thorough understanding office administration
- Ability on proofed for grammar/spelling/and other errors for projects produced by the department
- Ability to liaise effectively with a range of people, including VIPs and community organisations.

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- Ability to work as part of a team
- Attention to detail and high level of accuracy
- Time Management skills
- Ability to consult and Correspond with Regional and International Agencies and Donors
- Conduct Workshops of empowering women economically and in leadership decision making.

Applications should be submitted to the Acting 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 9th October, 2020.**

Dated this 30th day of September, 2020

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 733/2020

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 HOME AFFAIRS
(Women's Affairs)

POSITION : **Assistance Counsellor**
SALARY RANGE : **Band 4.1 - \$ 12,248 gross salary per annum**

PRIMARY PURPOSE OF POSITION:

The purpose for this request is to seek assistance to the Safe House Counsellor who now not only has to deal with incidences that happened with the local Nauruan women and their children in the community but also with refugee women and their families.

The Assistance Counsellor will work closely with the domestic Violence Unit community leaders and other stake holders.

DUTIES & RESPONSIBILITIES:

- Seeing to the needs and requirements to the clients.
- Producing monthly reports to the director.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Diploma of Communication Service Work
- Basic Counselling understanding on the job learning
- Working with perpetrators who had been sentenced by the court

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- Counselling the perpetrators
- Producing programs for the perpetrators
- Submitting monthly reports to the magistrate
- Assigning perpetrators to the part time probation officers
- Interviewing and writing pre sentence reports to the magistrate

Applications should be submitted to the Acting 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, Tuesday 13th October, 2020.**

Dated this 30th day of September, 2020

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 734/2020

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 HOME AFFAIRS
(Culture)

POSITION : **Culture Officer**
No. OF POSITION : **One (1)**
SALARY RANGE : **Band 4.1- \$12,248 gross salary per annum**

PRIMARY PURPOSE OF POSITION:

Compile & supple education information on culture & conversation for school visit.

Seek funding to support projects.

Assess & compare the heritage value of object places & practices & determine how they acquire heritage values

Identify & assess the value of places & object of cultural heritage significant.

Provide advice on conversation & management of places & objects of cultural heritage significant.

Prepare thematic histories (studies Based on Particular Theme in History)

Provide advice on the interpretation of places & Objects of Cultural heritage significant.

DUTIES & RESPONSIBILITIES:

- Responsible for Data Recording (excel)
- Daily Filing
- Answering phone calls as well as taking messages
- Working with the community
- Good communication skills (respond to Client & Superiors)

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KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of Year 12
- Must have interest in objects events places & practices of the past & their significance for the present & the future.
- An enquiring mind & the capacity for detail observation & accurate research
- Good written communication skills
- Able to work independently or as part of the team
- Interest in other people & culture
- Able to prioritise & work under constraints
- Has good organisation and time management skills

Applications should be submitted to the Acting 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 9th October, 2020.**

Dated this 1st day of October, 2020

PETA GADABU
ACTING CHIEF SECRETARY
