



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

No. 108

19th July, 2021

Nauru

G.N.No. 471/2021

**PUBLIC SERVICE ACT 2016
SECTION 27
APPOINTMENT ON PROBATION**

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

DEPARTMENT OF FINANCE
(Bureau of Statistics)

NAME	POSITION/SALARY	EFFECTIVE DATE
Vada Tamakin	Statistics Trainee Band 3.1 - \$11, 341 per annum	21 st June, 2021
Sharalyn Agigo	Statistics Trainee Band 3.1 - \$11, 341 per annum	21 st June, 2021

DATED this 13th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
SECTION 27
APPOINTMENT ON PROBATION

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Human Resource for Health)

NAME	POSITION/SALARY	EFFECTIVE DATE
Moizna Stephen	Clerical Officer Band 4.1 -\$12, 248 per annum	18 th June, 2021
Rachael Gadaraoa	Clerical Officer Band 4.1 -\$12, 248 per annum	18 th June, 2021
Alpha Diringa	Clerical Officer Band 4.1 -\$12, 248 per annum	18 th June, 2021
Davita Gadeouwa	Clerical Officer Band 4.1 -\$12, 248 per annum	18 th June, 2021

DATED this 13th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 473/2021

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
(DCA)

POSITION : Senior Security Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To play the lead role on Supervising Shift and Flight functions

DUTIES & RESPONSIBILITIES:

- Supervise the shift duties of regular shift workers and also the security baggage screening operation during flight operations at Nauru Airport;
- Maintain and ensure security and safety practices at all times;
- Ensure that security report are handled promptly and confidentially and immediately passed on to relevant authorities;
- Ensure that discipline and punctuality of self and workers being supervised;
- Make important decisions when responding threats concerning persons and property;
- Raising and lowering the National flag properly and in timely manner;
- Comprehend and action safety procedures as advised by the Safety section;
- Performed other related duties as may be required or as assigned by the Chief Security Officer.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed form 5;
- Excellent command of written and spoken in English
- Passed Basic English Course - (Nauru USP)
- Dangerous Goods Training – (18 May 2018)
- Excellent Teamwork/Communication and Supervisory

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

Dated this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 474/2021

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
(DCA)

POSITION : Aerodrome Traffic Officer
No. of POSITION : Two (2)
SALARY RANGE : Band 1.1 –\$ 9,724 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The primary role of Aerodrome Caretaker is to ensure the **SAFETY, SECURITY** and **CLEANLINESS** of the runway and airfield for the purpose of flight operations.

DUTIES & RESPONSIBILITIES:

- Direct responsible to Aerodrome Supervisor;
- Controlling the main road traffic during flight operations;
- Preventing of animals and unauthorized public from entering the runway, taxiway and tarmac, including at the navigational aids sites;
- Attending work irregular hours for flight operations;
- Perform other related duties as may be assigned by supervisors;

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum of Form 4 level education;
- Must be Nauruan Citizenship;
- Must be 18 years old;
- Must have valid driver's licence
- Must have valid police clearance
- Good communication skills;
- Sufficient command of spoken and written English;

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

DATED this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 475/2021

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 NATIONAL EMERGENCY SERVICES
(Ambulance Services)

POSITION : Ambulance Driver
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The purpose of the role is to provide Ambulance Driver Officer ensuring the services is delivered to the standards in line with RON Hospital and National Emergency Services by using members of the Ambulance Drivers in accordance with timing and rostering.

- Ensuring the Ambulance Driver Officer OIC is delivered in accordance with
- The Ambulance Driver Officer OIC in line for the special prevalent in RON Hospital and National Emergency Services
- Liaising with the RON Hospital on all their specific requirements
- Ensuring attend rostered and qualified for the work, are fit for duty and are in attendance according to rosters

DUTIES & RESPONSIBILITIES:

- Ability to work flexible hours, including weekends and public holidays
- Must have a valid driving licence A-E, Have the knowledge and skills to handle and transport Injury Victim and causality
- Have minimum level certificate Advance First Aid, ability to carry out CPR, use Stretcher spinal board, use Neck Brace

KNOWLEDGE, SKILLS & EXPERIENCES:

- Have minimum level certificate Advance First Aid, ability to carry out CPR, use Stretcher spinal board, use Neck brace
- Have minimum level certificate Advance First Aid, ability to carry out CPR, use Stretcher spinal board, use Neck brace and 2 year working in Emergency Services

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

DATED this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2106
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
(Public Health)

POSITION : TB DOTS Assistant
No. of POSITION : One (1)
SALARY RANGE : Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The TB DOTS Assistant is integral to the efficient management of tuberculosis and other district based primary health care services. As Community DOTS Workers you will be working as a member of a team delivering services to clients and members of the community. The Community DOTS Assistant is responsible for providing coordination of DOTS/ TB control programs, and for providing basic health care and referring sick patients appropriately within their assigned District and under the Supervision of the community DOTS Coordinator

DUTIES & RESPONSIBILITIES:

- Directly observing the patients taking their TB medication
- Observe and report the drug side effects/ interactions
- Assist with collections of specimens
- Assist clients to seek medical attention
- Educate the patients, family and community regarding TB prevention and control
- Refers identified persons to appropriate primary or secondary health services.
- Coordinate the community based health programs
- Visits homes to determined patient and family need, and report accordingly
- Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
- Gives medical treatments to patients following Doctor's instructions and under the guidance of the relevant health clinic
- Assist community members and health personnel to assess, plan for, and provide needed health and related services such as disseminate information with appointment slips, organise transport as required.
- Act in a manner that reduces personal risk by adhering to the infection control policy.
- Attend Public Health meetings
- Provide reports on activities and other matters on a monthly basis
- Other responsibilities assign by the department as appropriate

KNOWLEDGE, SKILLS & EXPERIENCES:

- Knowledge of tuberculosis/ or communicable disease control
- Understanding of the political, social, economic, health and cultural context of the country and its response to TB
- Knowledge of tuberculosis and/ or communicable disease control
- Cross- cultural sensitivity, ability to maintain confidentiality and good interpersonal skills
- Experience in home support, home care and community care
- Nauruan and English communication skills
- Demonstrated skills in organising and documenting
- Written and oral communication skills in English and Nauruan
- Excellent written and oral communication skills in English and relevant local Language(s)

G.N.No. 476/2021 (Cont'd)

- Sound computer skills (Microsoft Word, Excel, Power Point and email applications)
- Demonstrated ability to work independently and as part of the Team.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

Dated this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 477/2021

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
(Administration)

POSITION : Handyman
No. of POSITION : One (1)
SALARY RANGE : Band 2.1-\$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

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

DUTIES & RESPONSIBILITIES:

- Responsible to inform the Administrative Officer what jobs have been completed or need to be completed and what is needed to complete the jobs e.g tools, equipment, materials, etc.
- Responsible to inform with the Administrative Officer if minor repairs need to be done and will be assigned the job by the Administrative Officer.
- Responsible to inform 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/or Director of Administration.
- Any other duties as may be directed by the Senior Managers.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Form 4
- Understand/Speak English
- 2 year in the field

G.N.No. 477/2021 (Cont'd)

- Be healthy and sober habits
- Work with the team
- Safe training and moving techniques
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

Dated this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 478/2021

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
(Public Health)

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

PRIMARY PURPOSE OF POSITION:

The Data Clerk will be responsible for assisting the Data Officer in collecting statistic data from all clinics/units of public health and generating weekly, monthly, quarterly and as needed statistical reports for program follow up and monitoring purposes.

DUTIES & RESPONSIBILITIES:

- Collection of daily encounter forms
- Compilation of weekly/monthly data from all sections
- Compilation of records for the oversight of the Data Officer
- Compilation of weekly, monthly, quarterly and annual reports
- Distribute the data collection tools to the health facilities
- Carry out any other activities deemed appropriately by the supervisor

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12
- Relevant background in health or other similar disciplines
- Effective communication skills, including problem solving skills and conflict resolution
- Able to work as a team player

G.N.No. 478/2021 (Cont'd)

- Result oriented
- Good understanding of English language
- Good written and spoken English
- Good computer skills in MS applications (Word, excel, PowerPoint)

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 30th July, 2021.

Dated this 19th day of July, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY
