



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

No. 288

19th October, 2022

Nauru

G.N.No. 1103/2022

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 EDUCATION
(Schools)

POSITION : Assistant Chief Liaison
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE ROLE:

- To assist the Chief Liaison Officer in mainly collecting data from the schools and entering them in the computer system and
- To assist the Chief Liaison Officer in providing counselling to students and parents/guardians

DUTIES/RESPONSIBILITIES:

- Manage and collate School Liaison Officers data
- Liaise between School Liaison Officers and Head Office
- Liaise between parents/guardians and Head Office
- Liaise and collate data with the Education Statistic personnel
- Assist the Chief Liaison Officer in research and investigation on prosecution matters outlined in the Education Act 2011
- Adhere to the Public Service Act 2016, Nauru Education Assistance Trust Act 2016, and relevant policies
- Perform other duties compatible with the position as determined by the Director or the Head of Department

QUALIFICATIONS & EXPERIENCE:

- Year 12 Completion Certificate
- Knowledge of Nauru Laws that are relevant to Education's objectives
- 1-year experiences in community work/social work
- Hard working and organized personality
- Punctual at work and diligent in the task given
- Computer literate (Excel, Microsoft word, and PowerPoint presentation)
- Interpersonal skills
- Must have community involvement background

G.N.No. 1103/2022 (Cont'd)

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1104/2022

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 EDUCATION
(C.A.S.E)

POSITION : Assistant Scholarships Manager
SALARY : Band 7.1 - \$16,389 per annum

PURPOSE OF THE ROLE:

To assist the Scholarships Manager in the everyday operation of the Scholarship section.

DUTIES/RESPONSIBILITIES:

- Manage and organise Government Scholarship Schemes
- Arrange for pre-deployment requirements for Government scholarship awardees leaving for overseas
- Advertise national and international scholarship offers
- Arrange meetings with parents/guardians of the scholarship awardees
- Arrange medical check-up for scholarship awardees
- Filing of scholarship students records
- May at times take over the Scholarship Manager position
- Be able to work odd hours
- Adhere to Public Service Act 2016, Education 2011 and relevant policies
- Perform other duties compatible to the position as directed by the Director

QUALIFICATIONS & EXPERIENCE:

- Year 12 completion certificate
- 1 year
- Computer literacy
- Well versed in English
- Interpersonal skills

G.N.No. 1104/2022 (Cont'd)

- Leadership skills
- Organisational skills
- Punctual
- Commitment to deadlines

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 28th October 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1105/2022

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 EDUCATION
(Administration)

POSITION : Courier Driver
SALARY : Band 2.1 - \$11,577 per annum

PURPOSE OF THE ROLE:

Responsible for distributing and collecting packages and documents to/from the schools and other institutions and organisations.

DUTIES/RESPONSIBILITIES:

- To deliver packages and documents
- To load and unload packages with precautions
- Obtain signatures of recipients of packages and documents for outgoing and incoming items
- Plan the most efficient route for delivering items
- Check accuracy of names and addresses of recipients of packages and documents
- Perform routine basic maintenance on delivery vehicle
- Sort urgent delivery and general delivery items for prioritization
- Report delivery vehicle accident
- Report complaints of recipients of documents and packages
- Take notes and deliver messages accurately as possible
- Assist Asset team with delivery of resources when required

G.N.No. 1105/2022 (Cont'd)

- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- Perform any other duties compatible with the position as determined by the Director of Administration

QUALIFICATIONS & EXPERIENCE:

- School Leaver certificate
- Valid driver's licence
- Ethical person
- Technical skills
- Conceptual skills
- Interpersonal and communication skills
- Decision making skills
- Friendly disposition
- Proficient in English and Nauruan language
- Ability to prioritise

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 28th October 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1106/2022

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 EDUCATION
(Administration)

POSITION : Director of Administration
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

To coordinate the support services within the Head Office and the Schools and to ensure that the Public Service guidelines regarding salary, leaves, promotions, transfers, discipline, termination of service or code of conduct are observed throughout the Department.

G.N.No. 1106/2022 (Cont'd)

DUTIES/RESPONSIBILITIES:

- Work with the Secretary for Education and Directors to develop strategic plans for the department to meet Nauru Education objectives and goal
- Work with the Secretary for Education and Directors in preparing the annual operation plan, report and budget
- Develop organisational policies
- Negotiate contracts and agreement with vendors
- Plan, coordinate and manage all administrative procedures and systems
- Plan, develop, coordinate and manage EMIS database and analysis reports
- Plan, coordinate and manage education budget on resources and salary
- Responsible for the Administration staff performance and initiatives including Statistics and Asset personnel
- Work with HR for recruiting of officers
- Work with HR on Education structure and establishment list update
- Manage staff and expatriate teachers travel coordination and processes
- Ensure Head Office and Schools are fully equipped with necessary resources, stationeries, furniture and new technology received in a timely manner for maximum efficiency
- Discipline officers breaching the Education Act 2011 and the Public Service Act 2016
- Oversee the department's functions and events preparations
- Oversee risk management and legal activities, guarantee compliance with all relevant regulations
- Work with ICT staff to develop and implement new processes and systems that increase operational efficiencies
- Draft the Department Annual Report for the Head of Department's approval
- Prepare the weekly/monthly report for Administration division to the Head of Department
- Correspond and work with international organisations that Nauru affiliates with
- Create new, abolish and reclassify positions as authorised by the Head of Department
- Draft job descriptions for created positions for the Head of Department approval
- Update job descriptions reclassified for the Head of Department approval
- Propose new initiatives to the Head of Department for approval
- Draft and submit Cabinet submission papers to Head of Department for approval
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistant Trust 2017 and other relevant policies
- Perform any other duties compatible with the position as directed by the Secretary for Education

QUALIFICATIONS & EXPERIENCE:

- Bachelor in Education or other related field in Management
- 10 years or more
- Leadership skills
- Management skills
- Interpersonal skills
- Organising skills
- Computer literate
- Proficient in English and Nauruan language
- Diligent

G.N.No. 1106/2022 (Cont'd)

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1107/2022

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 EDUCATION
(Schools)

POSITION : Student Welfare
SALARY : Band 8.1 - \$18,679 per annum

PURPOSE OF THE ROLE:

To provide academic and social support to students at risk.

DUTIES/RESPONSIBILITIES:

- Develop and manage a comprehensive counselling program
- Determine key issues for action
- Develop and execute counselling program for holistic development of students
- Provide essential support for learning and social needs of students at risk
- Incorporate effective disciplinary measures for misbehaved students
- Maintain a safe, healthy and caring environment in which students are nurtured
- Review student welfare, including discipline and develop action plans
- Implement behaviour management policy
- Measure results of student counselling programs and provide/update progress report
- Identifying key learning and social issues in school environment
- Collaborate with parents/guardians to discuss student behaviour and learning issues
- Collaborate with parents/guardians to assist students' career planning
- Any other tasks assigned by the Director of Schools through the School Principal

QUALIFICATIONS & EXPERIENCE:

- Diploma or higher qualification in counselling or related field
- 5 years or more

G.N.No. 1107/2022 (Cont'd)

- Ability to work well with others
- Ability to exercise good judgement in making decisions
- Be punctual
- Diligent and of positive attitude
- Ability to complete work in a timely manner
- Patience

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 28th October 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1108/2022

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 FINANCE
(Treasury)

POSITION : Senior Reconciliation Officer
SALARY : Band 8.1 - \$18,679 per annum

PURPOSE OF THE ROLE:

The primary purpose of the role is to support the Director to deliver the outcomes of the team, and ensure the timely and accurate reconciliation of the General ledger and procurement activity consistent with the Financial instructions, policies and procedures, to support value for money outcomes

The reconciliation and reporting team are responsible for the accuracy of the General ledger, including the reconciliation of the General ledger accounts, bank account reconciliation, oversight of the procurement activity, and reporting. This includes the timely review, reconciliation and remediation of the account, and oversight of procurement activity, including maintaining the relevant legislative framework, compliance and reporting. It is also required and to support the Chief Accountant to prepare the annual financial statements. Through contributing team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management to a level that can withstand external security

G.N.No. 1108/2022 (Cont'd)

DUTIES/RESPONSIBILITIES:

- Contribute the team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards and that fiscal risks are identified and mitigated
- Undertake the timely and accurate reconciliation of the General ledger, including payroll, accurate way, issues resolved and the FMIS accurate
- Undertake the daily reconciliation of cash between the bank accounts and the General ledger, ensuring timely resolution of issues and accurate recording of transactions, to ensure the FMIS is accurate
- Undertake review and assessment of procurement and activity to ensure that all relevant legislation policies and procedures are followed and goods are delivered to departments consistent with approved procurement
- Accurately record GON assets on the FMIS, including the maintenance of the register and its regular updating
- Undertake research and analysis on financial and procurement performance and draft reports
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders
- Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
- Others duties as directed

QUALIFICATIONS & EXPERIENCE:

- Certificate of Diploma in Accounting, Business studies or equivalent from a recognized University
- 5 years' experience in similar role in public service administration and oversight, delivering programs or managing payments
- Familiarity with the FMIS (Tech1) would be an advantage
- Commitment to achieving results, taking responsibility and committing to action
- Ability to analyze and solve problems with practical solutions
- Demonstrated ability to work independently and seek guidance when needed
- Good oral and written communication skills
- Capacity to utilize computer programs to support daily operations
- High attention to detail
- High standard of integrity and commitment to personal development
- Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
- Demonstrated ability to liaise, discuss and work effectively with other people
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the Treasury

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1109/2022

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 FINANCE
(Treasury)

POSITION : Senior Account Payable Officer
SALARY : Band 8.1 - \$18,679 per annum

PRIMARY PURPOSE OF ROLE:

- The primary purpose of the role is to support the Director to deliver the outcome of the team, and ensure the timely and accurate processing of financial transactions consistent with the Financial Instructions, and policies and procedures, to support value for money outcomes.
- The position is responsible to ensure the creation and processing of payment vouchers (PV), ensuring proper authorisation is received to proceed to payment, and the payment of PVs once authorised, ensuring full records are retained and payment made in an accurate and timely way.
- Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

DUTIES/RESPONSIBILITIES:

- Contribute to the processing team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated
- Ensure the timely and accurate payment for goods and services on behalf of departments
- Ensure that all payments are processed and completed consistent with Finance Instructions, policies and procedures, including securing appropriate payment approvals, and ensuring there are no duplicate payments.
- Generate payment vouchers and create bank files consistent with approved payment requisitions and the Finance Instructions, ensuring all FMIS workflow has been completed correctly and there are no duplicates.
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders.
- Build productive working relationships with colleagues and stakeholder, supporting a positive and resilient team culture.
- Keep records and manage historical records by filing electronic documents
- Other duties as directed

QUALIFICATIONS & EXPERIENCE:

- Certificate or Diploma in Accounting & Business Studies or equivalent from a recognized University
- Up to 5 years' experience in a similar role in public service administration and oversight, delivering programs or managing payments
- Familiarity with the FMIS (Tech1) would be an advantage

G.N.No. 1109/2022 (Cont'd)

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1110/2022

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 & Logistics Manager
SALARY : Band 7.1 - \$16,389 per annum

PURPOSE OF THE ROLE:

The Procurement Officer will be responsible for the development and management of the organization's procurement strategy and policies, leading all global procurement sourcing efforts 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:

- Work 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 Hospital's supply of products (Drugs, consumables and equipment) and service.
- 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 ambulances 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

G.N.No. 1110/2022 (Cont'd)

Inventory Management

- Create and manage all inventory 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
- Coordinate purchases with an outside group-purchasing organization 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 discounts 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, playing 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 performance management and improvement

Data Management

- Using Microsoft excel, 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
- Responsible to employee queries on procurement policy 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 requirements, as well as understanding of standard 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 anticipates shifts in the negotiation 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 services
- 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
- Planning procurement activity on the basis of the expiry of contracts recorded on the suppliers/contracts database, and the major projects portfolio
- Liaising and working with budget holders and project 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
- Analyze and calculate costs of procurement and suggest methods to decrease expenditure

G.N.No. 1110/2022 (Cont'd)

- Invent negotiation strategies and secure profitable deals
- Optimize sourcing procedures to attain maximum efficiency
- Cooperate with stakeholders to guarantee agreement on terms and processes
- Research and anticipate shifts in the negotiating power 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

Logistics Responsibilities

- Planning and managing logistics, warehouse, transportation and customer services
- Directing, optimizing and coordinating full order service
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Strategically plan and manage logistic, warehouse, transportation and customer services
- Direct, optimize and coordinate full order cycle
- 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
- Maintain metrics and analyse data to assess performance and implement improvements
- Comply with laws, regulations and ISO requirements

QUALIFICATIONS & EXPERIENCE:

- BSc degree in Supply Chain Management, logistics and/or business administration
- At least a Bachelor's degree in supply chain management, economics, finance, operations, engineering, or a related area, with a 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 full time with an MS or MBA Degree or equivalent of 5 to 6 years managerial
- Experience in healthcare administration with 4 year
- Bachelor's Degree in Business or healthcare Administration or have 10 years or more with a two year Degree
- Physically fit to carry out task as required
- Strong leadership skills, team player at executive levels to collaborate with business units and functional partners like IT, finance, HR, legal, etc.,
- Proven working experience as a logistics manager
- Record of successful distribution and logistics management
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics 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

G.N.No. 1110/2022 (Cont'd)

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1111/2022

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 : Certified Nurse
SALARY : Band 7.1 - \$16,389 per annum

PURPOSE OF THE ROLE:

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

DUTIES/RESPONSIBILITIES:

- Able to work shift work including evenings, nights and weekends
- Ability to cooperate with co-workers and to work as a team member
- Present all times as a professional nurse
- Provide competent nursing care to all patients within the areas of the hospital in which rostered
- Maintain proper control of medications
- Report to the supervisor on duty any problem or concerns about patients, equipment or any other issue affecting 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
- 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 a proper storage of the ward and equipment
- Operates to the Mission, Values and Vision of the Minister of Health
- Adhere to the Nursing Process and Standards of Practice
- Demonstrates sound knowledge of contemporary nursing practice

G.N.No. 1111/2022 (Cont'd)

- Collects relevant data and reports same appropriately
- Participates in performance appraisal and development process
- Documents all patient care according to Documentation Policy
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required
- Utilises 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 field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Be responsible to take reasonable care for his/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

QUALIFICATIONS & EXPERIENCE:

- Certificate, Diploma or Bachelor of Nursing qualification
- Registration under Nauru Health Practitioners Registration Board
- Ability to work in a team
- Completion of graduate year program
- Minimum of 1 year post-graduate clinical experience
- Annual Infection Control
- Annual Manual Handling
- Annual BLS/ALS training
- Annual Medication Calculation and Administration of medication
- Annual 20 hours CPD

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DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1112/2022

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
(Finance & Revenue)

POSITION : Asset Officer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- The Asset Officer is to assist the Health Department in maintaining up-to-date records of the status of all medical and non-medical equipment and is responsible for updating and compiling equipment list for assessment by Technicians.

DUTIES/RESPONSIBILITIES:

- Develop and maintain accurate, updated and detailed inventory/asset register of all hospital equipment
- Submit to Directors an updated inventory list and status of all equipment on a monthly basis

Servicing and Maintenance

- Maintain regular schedule for follow up of all equipment in their allocated sections in regards to status of equipment
- Maintain updated service or replacement inventory list for all hospital medical and non-medical equipment, to be reviewed by a local technician or visiting technician
- Maintain a pre-planning system for listing and compiling all equipment including procurement of equipment requiring assessment and repair by visiting technician before their arrival
- Liaise with Biomed technicians regarding servicing and status of equipment, including seeking technicians' report for all equipment requiring replacement and spare parts
- Report immediately to Directors all equipment found by technicians or reported to Asset Officer to be non-operational

Ordering equipment/Procurement Manager

- Process orders for equipment (no proper order form) after technician report and relevant Director approval is received and submit to Supply Manager
- Maintain a logical filing system for all orders processed including regular follow up and updated to relevant section OICS and Directors regarding status of orders placed
- Strictly adhere to 'Medical Equipment Ordering' policy at all times when processing orders
- Any other duties as requested by the Senior Management Team (SMT)
- Maintain a clean and tidy work environment
- Undertake quality assurance activities

QUALIFICATIONS & EXPERIENCE:

- Certificate/Diploma in Hospital Asset Management
- Year 12
- 1 or 2years of work experience or equivalent
- Good writing, reading and computer skills

G.N.No. 1112/2022 (Cont'd)

- Willingness and capacity to collect and interpret data
- Physically fit to carry out task as required
- Safe training and move techniques
- Good interpersonal skills
- Reliable, conscientious and willing accept responsibility

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DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1113/2022

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
(National Emergency and Ambulance Services)

POSITION : Emergency & Ambulance Services Officer
SALARY : Band 5.1 - \$14,313 per annum

PRIMARY PURPOSE OF ROLE:

- The purpose of the role is to provide Ambulance Driver Officer to ensure that the services are delivered to the standards aligned with RON Hospital and National Emergency Services SOPs and Regulations.
 1. To receive calls through emergency lines and other means of communications
 2. To respond to 113 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound
 3. Assess a patient's condition and determine a course of treatment
 4. Provide first-aid treatment or life support care to sick or injured patients
 5. Transport patients safely in an ambulance to Hospital
 6. Liaise with RON Hospital and ER staff or proper arrangement of patients when brought in to ER room
 7. To attend 24/7 rostering shift

DUTIES/RESPONSIBILITIES:

1. Must be healthy and sober at all times

G.N.No. 1113/2022 (Cont'd)

2. Must undergo required EMT training so can be effectively and efficiently administer trauma and sick patient
3. Must take care of Ambulance vehicles making sure that the emergency vehicles are checked regularly and to report to Senior of any flaws detected
4. Must at every shift to check with medical aid kit
5. Ability to work flexible hours, including weekends and public holidays.
6. Must have a valid driving licence A-E, Have the knowledge and skills to handle and transport Injury Victim and casualty
7. Must have certificate Advance First Aid, ability to carry out CPR, use Stretcher spinal board, use Neck brace
8. Must have a valid driving license

QUALIFICATIONS & EXPERIENCE:

Must have:

- School levers Certificate
- Advance First Aid Certificate
- Qualified to operate Ambulance vehicle
- Must be able to administer CPR, Defibrillator, stretcher, neck braces and spinal board

Must have:

- At least 1 year in emergency services
 - RFS
 - Lifeguard
 - Hospital
 - IHMS
 - RPC camp
- First Aider
- Driving skills in moderate at high speed and in difficult terrain
- Spinal neck brace
- Defibrillator operator

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1114/2022

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
(Directorate Civil Aviation)

POSITION : Labour/Aerodrome Maintenance
SALARY : Band 2.1 - \$11,577 per annum

PRIMARY PURPOSE OF ROLE:

To perform scheduled preventative maintenance for airport building, aerodrome fencing and runway markings to meet minimum international standard.

DUTIES/RESPONSIBILITIES:

- Directly responsible to Airport Maintenance Supervisor.
- Perform preventative maintenance for fencing, windsock and runway line markings to meet minimum international standard.
- Perform maintenance services for airport building both interior and exterior to meet minimum international standard.
- Maintain uniform, code of conduct and safety gears at all times;
- Perform duties of repairs and maintenance of airport building and aerodrome for carpentry, plumbing, electrical, painting, fencing, welding, etc.;
- Record daily tasks undertaken on log sheets;
- Clean unreachable areas (high ceilings, walls, fans, etc.);
- Maintain clean and tidy work area and workshop;
- Maintain emptying wheelie bins, skip bins and proper disposal of rubbish;
- Perform other related duties as assigned by Superiors;

QUALIFICATIONS & EXPERIENCE:

- Any certificates in relation to Maintenance skills, set are sufficient.
- Carpentry.
- Plumbing.
- Air conditioning & Refrigerator.
- Floor & wall tiling.
- Painting & Decorating.
- Brick layering.
- Minimum 1 year of experience in maintenance field.
- Minimum of year 10 education or equivalent tertiary achievement are an advantage.
- Excellent communication and interpersonal skills.
- Ability to work within a team environment.
- Ability to work within minimum supervision.
- Ability to work under pressure.
- Ability to read and understand building blueprint.
- Must have driver's license.
- Must have police clearance.
- To be effective, proficient and proactive.
- Healthy, fit and of sober habits.

G.N.No. 1114/2022 (Cont'd)

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 28th October 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1115/2022

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 : Assistant Flight Service Officer
SALARY : Band 3.1 - \$12,503 per annum

PRIMARY PURPOSE OF ROLE:

The Assistant Flight Service Officer is to assist the flight service officer in coordination and facilitation of inbound and outbound of aircraft. Ensures efficiency and accuracy of flight movement with assigned airspace.

DUTIES/RESPONSIBILITIES:

- Report direct to the Senior Flight Service Officer.
- Required to operate and maintain standby watch on HF and VHF radio equipment at airport.
- Conducts within an airport, a flight advisory and communications service to control the safe movement of aircraft.
- Assist in constant radio-telephony watch on prescribed frequencies for normal and emergency communications from aircraft in flight.
- Assist in transmitting and receiving radio-telephony to and from aircraft on subject such as Flight Safety, Weather information and the operational status of navigational aids. Controls traffic into and leaving the airport
- Assist in maintaining arranged schedules and provides standby service for both ground and aircraft traffic.
- Assist in control network in an assigned area and provides relay between stations, as necessary.
- Assist in processing aircraft flight plans and relay to Air Traffic Control Centre as required.
- Performs other duties as assigned.

G.N.No. 1115/2022 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Training and Capacity Building in Air Traffic Control, Meteorology and Flight Information Service
- Refresher Courses
- Aeronautical Information Management Course
- On the job training
- Complete form 5 level of education
- Good knowledge of radio telephone
- Ability to speak clearly and precisely
- Good command of spoken & written English
- Computer literate
- Good communication skills
- Valid police and medical clearance
- Punctual healthy, fit and of sober habits
- Excellent interpersonal and communication skill to enable effective liaison with aerodrome users, airport stakeholders and rescue fire & services
- Able to work odd hours.

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 28th October 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1116/2022

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 : Security Guard
SALARY RANGE : Band 2.1-\$11,577.00 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To safeguard Airport properties/workers/passengers/aircraft from an act of unlawful interference

DUTIES & RESPONSIBILITIES:

- Guard the aerodrome facilities including airport terminal building, runway and navigational aids;
- Maintain security of all restricted areas, and deny entry to unauthorised persons;
- Necessary to remove unauthorised persons from restricted areas;
- To write reports of certain activities observed during assigned shifts;
- To remain present at assigned posts and only leave posts when approved by Duty Supervisor;
- Capable of working shift, and must be healthy, sober and able to work with others;
- To perform other associated duties as assigned by superior.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Capacity Building/First aid/Safety Training
- To meet ICAO international standard
- Completed form 5
- Good written and spoken English;
- Avsec NZ Screener Course and Dangerous Goods – 20 To 25 august 2018 – New Zealand – Certificate conducted in Nauru;
- Minimum qualification of year 11 or form 5;
- Must have a fair command of written and spoken English;
- Must have a valid driver's license;
- Must have current valid police and medical clearance;
- Excellent Teamwork/Communication/Customer-service

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications, attached with curriculum Vitae with supporting references and any other relevant attachments no later than **5pm, Friday 28th October, 2022.**

Dated this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1117/2022

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 EDUCATION
(Finance)

POSITION : Assistant Finance Manager
SALARY : Band 7.1 - \$16,389 per annum

PRIMARY PURPOSE OF ROLE:

- The primary purpose of the role is to support the Director to deliver the outcome of the team and ensure the timely and accurate processing of financial transactions consistent with the financial transactions.
- The position is responsible to ensure the creation and processing of payment and the payment vouchers (PV), ensuring proper authorisation is received to proceed to payment and the payment of PV, ensuring full records are retained and payment made in an accurate timely way.

DUTIES/RESPONSIBILITIES:

- Ensure the timely accurate payment for goods and services on behalf of department
- Ensure that all payments are processed and completed consistent with the finance instructions, policies and procedures, including security appropriate payment, and ensuring there are no duplicate payments
- Generate payment vouchers and create a filing system consistent with approved payment requisitions and the financial instructions, ensuring all FMIS workflow has been completed correctly and there are no duplicates
- Keep records and manage historical records by filing electronic documents

QUALIFICATIONS & EXPERIENCE:

- Bachelor, Masters degree, including essential licences to practice for the role
- Required years of experience in certain or specific roles
- Required skills for the role

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1118/2022

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 EDUCATION
(Secretariat)

POSITION : Education Policy Advisor
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

Research, identify and provide best policy advise that mutually benefit the school operations and relationships among the schools and the stakeholders.

DUTIES/RESPONSIBILITIES:

- Review and amend Education Act 2011 and other policies in drafts
- Examine the efficacy of existing policies and propose improvements where required
- Inform and advise the Secretary for new programs and legislation to meet the objectives
- Propose and implement new policies within the Education department
- Collate and compile amendments to Education policies
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies
- Perform any other duties compatible with the position as directed by the Secretary General UNESCO

QUALIFICATIONS & EXPERIENCE:

- Diploma level in Education Analyst or other related fields in Public policy
- 2 year or more experience
- Technical skills
- Conceptual skills
- Interpersonal and communication skills
- Decision making skills
- Computer literate
- Proficient in English and Nauruan language
- Diligent

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1119/2022

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 EDUCATION
(TVET)

POSITION : TVET Student Administrator
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- To assist the administration in the daily operations of the TVET Campus. Will be responsible to the Director of TVET for the performance of his/her duties.
- Administer student learning records and data in digital and hardcopy filing management.

DUTIES/RESPONSIBILITIES:

- Secretariat role and responsibilities.
- Responsible for enrolment records.
- Responsible for student personal information and contacting of student in regards to training matters.
- Data collection on student training records.
- Data collection on student training fees.
- First contact to TVET student's inquiries & concerns.
- Student attendance records & data.
- Tracking of student's records of studies and achievements.
- Data collection on student validation results and records.
- Arrangements for the preparation of writing Students reports and the digital filing of the final student reports.
- Monitoring and tracking of students learning process.
- Perform any other duties that may be assigned by the Director TVET.

QUALIFICATIONS & EXPERIENCE:

- Certificate II in Information Technology.
- Preferably have years of experience in a secretariat or frontline position.
- Problem solving skills.
- Computer skills in working with excel and word officer.
- Works well with colleagues.
- Customer service skills.
- Punctual at work.
- Honest and lawful.
- Good English skills.
- Commitment and dedication.
- Able to carry out task given.
- Able to work odd hours when necessary/required.

G.N.No. 1119/2022 (Cont'd)

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1120/2022

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 FINANCE
(Treasury)

POSITION : Director Processing
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

- The primary purpose of the role is to lead and manage the team responsible for processing financial transactions and executing the Government budget. The position is required to co-ordinate, deliver and monitor the operations of the Treasury functions of processing and payment on a timely basis, ensure that transactions are processed in a timely way consistent with financial instructions and policies and procedures to support value for money outcomes.
- Through the management of the team, ensure the effective achievement of the Treasury's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

DUTIES/RESPONSIBILITIES:

- Lead and manage the Processing team ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated.
- Ensure the timely and accurate payment for goods and services on behalf of departments
- Ensure finance policies and procedure are followed by all departments while submitting payment requests to Treasury for processing;
- Certify all payment requests for procurement of goods. Services and works;
- Ensure that Vendor statements are able to be reconciled to the records in GON FMIS and timely payment of these statements;
- Provide recommendations for improvements of existing systems, standards and procedures in Treasury from a business process review perspective to meet contractual obligations in the most efficient way;

G.N.No. 1120/2022 (Cont'd)

- Build relationships with colleagues within Finance and departments to ensure GON Financial Instruction conditions and contractual requirements related to government payments and utilization of department budget are met;
- Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders,
- Build productive working relationships with colleagues and stakeholders, leveraging networks to support timely implementation of Government decisions
- Develop and maintain a positive team culture, building team capability and resilience.
- Actively contribute to all corporate requirements of the Treasury including planning, budgeting, performance management and selection activities where required.
- Other duties as required.

QUALIFICATIONS & EXPERIENCE:

- Certificate, Diploma or Bachelor's degree or equivalent in IT, accounting, finance, business, economics or related discipline from a recognized University
- At least 10 years' experience in a senior position or similar role in public service administration and oversight, delivering programs and managing payments.

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 1121/2022

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
(Training & Development)

POSITION : Health Trainee
SALARY : Band 3.1 - \$12,503 per annum

PRIMARY PURPOSE OF ROLE:

- This is a training position in which the Trainee trains until qualified for the next level.
- The Trainee must complete the hours of course work and practicum described during the hiring process.

G.N.No. 1121/2022 (Cont'd)

- Some positions will require successful completion of a written examination and/or skills competency evaluation to complete training for the Health Trainee and move to the next level
- The role of the trainee will be to learn and perform basic procedures, assist the staff in any specialty area in the delivery of patient care.

DUTIES/RESPONSIBILITIES:

Description of Duties/Essential Function During Training

Clinical Staff Support:

- Supporting the care team in delivering quality patient-centred care to meet the needs of patients.
- Getting to know patients' interests and needs providing attention, support and companionship.
- Promoting the mobility of patients, supervising and assisting as necessary to ensure optimum mobility is maintained and improved where possible
- Enabling and assisting patients to maintain their personal appearance. Hygiene needs whilst always maintaining their dignity
- Enabling and assisting patients to eat/drink and achieve physical comfort
- Participating, organising and carrying out social activities
- Sustaining high level of communication between patient's family and staff developing good relationships
- Assisting in the upkeep of high standards of cleanliness in the Hospital
- Contributing to the maintenance of Health and Safety in the Hospital if able and when necessary
- Directly responsible to the Principal Training Officer (PTO) on a day-to-day basis
- Under the direction and direct supervision of the Officers in charge or delegated staff, safely perform patient care duties as assigned
- Any other duties deemed necessary by attending Specialists, Physicians, and Nurse in Charge and other Health staff and management.

Expected Functions During Training:

- Bathe, clothe and feed patients and performs other personal care and hygiene duties for patients as instructed
- Performs basic nursing care services under direct supervision, such as taking temperature, blood pressure and pulse readings, applying soaks and compresses, and cleaning sores and wounds
- Teach patients activities of daily living skills (ADLS) such as eating, bathing, grooming, dressing, toileting, etc
- Interacts with patients in a therapeutic manner
- Under supervision, participates with other treatment team members in overall therapeutic and rehabilitation activities including surgical and dressing
- Performs duties necessary to maintain a safe, clean and orderly living and work area.
- Observes patient's behaviour, attitudes and physical condition and reports significant changes to proper staff
- Escorts patients to meals, therapy, appointments (X-ray, Lab, Physio etc) and scheduled activities within and outside the facility

Training:

- Trainee will be in training to learn how to provide direct patient care under the supervision of the attending Specialists, Physicians, and Registered Nurses and other Health staff as assigned
- The care that will be taught will include taking and monitoring patient vital signs, performing blood tests, documenting appropriate patient information, preparing and monitoring equipment, and sometimes cleaning equipment.
- Trainee will be trained on proper medication administration procedures and Tube feeding
- Trainee will undergo training in proper healthcare administration and procedures
- Undertake education as assigned by PRO or Officers in Charge within the specialty area

G.N.No. 1121/2022 (Cont'd)

- Successful completion of overseas institution's prerequisite entry at the University of South Pacific (USP) – Nauru centre.

Required Ability:

- Requires ability to pass CPU (Crisis Prevention Intervention)
- Requires ability to physically restrain patients, conduct unit rounds, and respond to facility-wide emergencies, to observe, monitor and redirect patient behaviours.
- Requires ability to perform and deliver mouth to mouth Cardiopulmonary Resuscitation (CPR) and manual resuscitation if required
- Requires ability to write clear and cohesive statements in clinical records and to exercise good judgement in interactions with others and patient care activities
- Requires ability to develop and maintain harmonious working relationships with direct care staff and other hospital staff
- Requires ability to interpret verbal and non-verbal expressions of others objectively
- Requires the ability to collaborate with all stakeholders to identify needs and goals and to verify recommendations are taken into accounts in their treatment plans for patients as part of a team.
- Requires ability to remain calm and objective when under stress or when confronted by hostility or opposition from others
- Requires the ability to respectfully respond to others and objectively report incidents
- Requires ability to gather information and make critical decisions

HEALTH AND SAFETY

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon 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 attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

QUALIFICATIONS & EXPERIENCE:

- Completed Grade 12 or more years of education in specified field.

Classroom Knowledge and Practical Training:

- Acquires knowledge of the policies and procedures of the department, facility or service entity
- Acquires knowledge of the concepts of as many healthcare aspects as possible, health disorders and related physical conditions and treatment approaches
- Acquires knowledge and abilities in simple nursing care, personal care and hygiene and treatment and programmatic activities
- Acquires ability to observe, record and report clients' behaviour, attitudes and physical condition

Knowledge, Skills and Abilities:

- Ability to complete a required training program to acquire knowledge and abilities in basic nursing care, personal care and hygiene, and programmatic activities.
- Ability to perform beginning level duties in simple nursing care, personal care and hygiene, and treatment and programmatic activities
- Ability to read simple written instructions and work manuals
- Ability to follow simple written instructions and to perform basic arithmetic

G.N.No. 1121/2022 (Cont'd)

- Ability to follow oral instructions and to keep routine records
- Demonstrated ability to communicate effectively in both verbal and writing skills
- Good understanding of English language and above average written and spoken English
- Above average computer literacy in MS applications (Word, Excel, Power Point) proficient MS Excel and Word computer skills
- Good knowledge/technical skills relating to IT and /or mechanics
- Basic Life Support/Advance life support and Occupational Health & Safety and Infection Control and safety Training and Moving Techniques
- Good communication skills and ability to work with others as a team.
- Ability to apply common sense and understanding to carry out written or oral instructions.
- Ability to apply advanced mathematical skill to operations.
- Ability to analyse and interpret common medical and technical journals, financial reports and legal documents.
- Ability to define problems, collects data, establish facts and draw valid conclusions.
- Demonstrated interpersonal and problem-solving skills, consultative and collaborative relationship building ability as well as an effective team player.

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 28th October, 2022.**

DATED this 13th day of October, 2022

IPIA GADABU
ACTING CHIEF SECRETARY