



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

No. 172

16<sup>th</sup> August, 2023

Nauru

G.N.No. 890/2023

**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 JUSTICE & BORDER CONTROL**  
*(Intellectual Property)*

**POSITION** : Pleader Intellectual Property  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

The pleader will provide support to the Intellectual Property Section and reports directly to the Secretary for Justice. Under the general supervision and guidance of the Secretary for Justice, the Pleader will carry out the duties and responsibilities as assigned.

**DUTIES & RESPONSIBILITIES:**

- Carry out and perform tasks assigned from time to time by the Secretary for Justice;
  - Receive applications for registrations of intellectual property;
  - Under the guidance of the Secretary for Justice, carry out research on applications received for registration of intellectual property;
  - Assist with establishing and maintaining registers for copyright, trademarks and patents;
  - Attend meetings with stakeholders
- Otherwise generally support the work of the Intellectual Property Section

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleaders Course and Advocacy Course
- Experience working in a law office or intellectual property office is desirable
- Excellent analytical and research skills;
- Ability to interpret and apply written law
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Computer literate

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 891/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF EDUCATION**  
*(Administration)*

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

**PRIMARY PURPOSE OF ROLE:**

Collect, verify and enter school data in the Education Management Information System (EMIS) for presentation, interpretation and to provide insight recommendation and advice on policy and strategies to improve the education system

**DUTIES/RESPONSIBILITIES:**

Assist the Statistics Manager in:

- Manage the implementation and operation of Education Management Information System (EMIS) software or other departmental statistical information system software;
- Manage the collection, verification, analysis, storage and reporting of data from schools and the department required for internal and external clients;
- Design surveys and questionnaires for data collection;
- Create/Edit/Delete student and teacher accounts in EMIS;
- Provide analytical advice from the data collected on National Benchmark, Prep Readiness, Assessment Staff Performance Appraisals and the National Examinations;
- Provide monthly update on student/teacher attendance;
- Assist relevant Manager for the tracking of student's learning progress in Nauru or Scholarship students overseas;
- Verify student's personal information with the Birth Registry office;
- Assist the complication of NEAT scheme entitlements for year 12 graduates;
- Submit a weekly/monthly report to the Director of Administration;
- Provide the Social Welfare officer (Nauru Finance) compiled list of student eligible for "Back to School" scheme;
- Adhere to the Public Service Act 2016, Education Act 2011, Nauru Education Assistance Trust 2017 and other relevant policies;
- To perform any other duties compatible with the position as determined by the Director of Administration or the Secretary for Education;

**QUALIFICATIONS & EXPERIENCE:**

School Leaver's Certificate

Certificate or higher qualification in Statistics or related field in ICT or Management

5years experience or more in statistics, or managerial field

- Leadership skills;
- Management skills;
- Interpersonal skills;
- Organising 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 25<sup>th</sup> August, 2023.**

DATED this 9<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF EDUCATION**  
*(TVET)*

**POSITION** : TVET Finance Administrator  
**SALARY** : Band 10.1 - \$20,641 per annum

**PRIMARY PURPOSE OF ROLE:**

- This role is responsible for any financially related task for Nauru TVET and the developing of its financial plan, preparing of financial reports and is involved in directing its investment activities.
- Responsible to the Director of TVET for the satisfactory performance of duties. The position involves evaluation of the financial management of the TVET Directorate

**DUTIES/RESPONSIBILITIES:**

- Producing the annual financial report for the RON and various Donor funded projects to specific deadlines
- Prepare payment vouchers for submission to Finance Department in a timely manner and ensure all payment voucher satisfy accountability requirements
- Records and tracks all invoice, periodic payment, and approved payment and they are paid in a timely manner
- Responsible from receiving of bills/invoices process to the receiving of good/ items to Nauru TVET properties
- Responsible of reporting of Nauru TVET's current budget balance in all its categories
- Developing financial management mechanisms that minimize financial risk
- Keeping abreast of changes in the financial regulations
- Provide training to other staff in regards to Financial/budget responsibilities
- To perform such other duties compatible with the position as determine by the Director TVET

**QUALIFICATIONS & EXPERIENCE:**

- Minimum : Certificate II in Information Technology
- Computer skills eg. Excel office program
- Experience in the business of money accounting roles
- Excel office, organisational skills, management skills
- Efficient in typing
- Efficient in organizing
- Competent in Nauru and English language
- Computer literate
- Competent in verbal and written communication
- Execute in tasks with efficiency and diligence
- Exercise economy in dealing with time, effort and resources
- Be punctual at work
- Respectful and amicable demeanor

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Administrative Officer  
**SALARY** : Band 4.3 - \$13,619 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to support the Division to deliver its objectives through managing all administrative and HR functions. This includes managing timesheets, stores, stationary and printing supplies, filling, budget monitoring and reporting, opening and closing the office and other duties as directed.

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:**

1. Contribute to the team meeting its deliverables, ensuring that Division objectives are achieved consistent with better practice and international standards, and that fiscal risk are identified and mitigated
2. Monitor the divisional budget and provide regular reports, ensuring that all bills are paid on time
3. Create accurate and timely payments requests (PVs) and secure appropriate approvals, to ensure the Division meets all its payments on time, and there is sufficient budget available to meet obligations
4. Ensure timesheet information is entered correctly into FMIS, and leave records are accurately kept and managed
5. Ensure supplies (stationary and printing supplies, store) are maintained at sufficient levels to support activity
6. Support the Deputy Secretary to develop the annual budget and ensure all information is evidence based and accurate
7. Support the Deputy Secretary to undertake recruitment activity
8. Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
9. Keep records and manage historical records by filing electronic documents.
10. Daily opening of the office, provision of stores and oversight of the kitchen
11. Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate or equivalent in office administration or related discipline from a recognised university
- Up to 5 years' experience in public service administration and oversight, delivering programs and managing payments
  1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyze and solve problems with practical solutions
  3. Strong organizational skills
  4. Good attention to detail
  5. Sound written and oral communication skills in English and competency in Excel and Word in producing reports
  6. High standard of integrity and commitment to personal development
  7. Flexibility and resilience, with ability to work in a complex and challenging environment
  8. Ability to work independently and seek guidance when needed
  9. Service oriented approach, with commitment to support the Treasury operational and corporate environment.

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 894/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FINANCE**  
*(Treasury)*

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

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of the role is to assist the Director Budget and Debt in the preparation and publication of the annual budget, timely department budget monitoring and reporting, execution of budget transactions (including annual appropriation, supplementary appropriations and Inter-Sub-Head Transfers (ISHTs)), analysis and review of expenditure, oversight and management of Government debt (including the Bank of Nauru liquidation), identification and management of fiscal risks, as well as the preparation of budget related policy analysis, submissions and advice.

Through contribution to Treasury 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:**

1. Contribute meeting team deliverables ensuring that Treasury objectives are achieved consistent with better practise and international standards, and that fiscal risk are identified and mitigated
2. Undertake research, analysis and draft reports into budget and debt issues, including analysis of operating budget to analyse trends affecting budget needs.
3. Provide timely and quality advice to senior executives and Ministers on Government expenditure and debt policy, budget development, execution and monitoring
4. Support departments to develop, implement and monitor annual expenditure budgets, including provision of regular reports and quarterly budget performance reviews with departments
5. Review proposals for ISHTs before submission, ensuring that funds control is effective
6. Ensure that all approved and endorsed ISHTs annual and supplementary appropriations are uploaded correctly in FMIS and departments are informed accordingly
7. Prepare purchase vouchers (PVs) for approval, and execute them accurately
8. Ensure accurate and timely recording of RON debt obligations, and orderly execution of the Bank of Nauru liquidation process, consistent with Government decisions and to a level that can withstand external scrutiny
9. Build productive working relationships with colleagues and stakeholders, leveraging networks to support timely implementation of Government decisions
10. Actively contribute to a positive team culture and commit to personal development
11. Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate, Diploma or Bachelor or equivalent in accounting, finance, business, economics or related discipline from a recognised university
  - At least 5 years' experience in a similar role in public service administration and oversight.
  - Knowledge of the FMIS (Tech 1) would be an advantage
1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyze and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed
  4. Good oral and written communication skills
  5. Good attention to detail
  6. Demonstrated capacity to utilize computer programs to support daily operations, including Excel and Word
  7. High standard of integrity and commitment to personal development
  8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
  9. Demonstrated ability to liaise, discuss and work effectively with other people
  10. Service oriented approach and commitment to support the Treasury operational and corporate environment

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : Director of Training and Development  
**SALARY** : Band 13.1 - \$26,002 per annum

**PRIMARY PURPOSE OF ROLE:**

The Director of Training and Development (DTD) provides leadership role over the Nauru Health Professionals Training institute (NHPTI).

The role oversees all activities of the NHPTI and identifies the organization developmental needs in relation to goals and core objectives that will drive the building of local workforce capacity for health implementations and health services delivery.

The director of Training and Development also has the primary purpose to develop plans, organize, and lead training programs that ensuring proper execution at all levels; and also ensures appropriateness and adaption to the Republic of Nauru context.

Prioritize and develop new Training programs and initiatives that ensure that they are consistent with overarching Nauru National Development and Sustainability plan, the National Health Strategic Plans and divisional strategies; and prevailing or anticipated Annual Operation Plans for which their collective outcomes will showcase Nauru as the Pacific Health Hub Model of Excellence.

The DTD is one of seven Health Directors who are jointly responsible for daily operations of the Department of Health and who form the core of the Health Executive Team. The Directors report to the Deputy Secretary for Health, and the Secretary for Health. In addition to their role in the overall management of all operational activities of the Nauru Ministry of Health and Medical Services (MHMS) Health Directors serve as the key provides of policy advice and support to the Secretary and the Nauru Ministry of Health and Medical Services.

**DUTIES/RESPONSIBILITIES:**

1. Identify and address gaps in local workforce capacity for Health implementations; taking into consideration the Nauru National Development and Sustainability Plan, the National health Strategic Plan, the Annual. Operation Plan, and regional standards and best practices to drive effective and efficient delivery of quality health services on the island.
2. Develop short and long-term goals for local workforce capacity development; and the up-skilling of all clinical and support healthcare workers across all health facilities and points of care in Nauru (inclusive MHMS Operated facilities and non-government such as IHMS points of care).
3. Review existing gaps in health workforce capacity to establish new trainings and programs to improve health care quality and patient care standards.
4. Review existing gaps in health workforce capacity to inform, advice and recommend health professionals related scholarships and candidates match that will ultimately lead to improved health care quality, patient care standards and health impacts in Nauru.
5. Identify, and define, present and future training needs for Health Trainees and Cadets
6. Direct the implementation of workforce development in the relevant sections of the Department, particularly ensuring the provision of a high quality of clinical care through succession planning, performance management and professional development.
7. Provide leadership to the Head of School, NHPTI to develop and roll-out leve; appropriate and context fit training programs that meet Nauru Health immediate, mid-term and long-term health workforce capacity needs.
8. Develop and document training pathways for key position within the Health Department, and communicate this information as needed.
9. Monitor and ensure the achievement of results within the approved training department budget.
10. Ensure the incorporation of up to date and accurate health policies, standards, guidelines and SOPs in all NHPTI education and training events, programs and initiatives.
11. Provide advice on measures that will increase the quality of patient care during the admission, transfers and discharge processes either at the Ron Hospital or Naeoro Public Health Centre.
12. Chair the Health Workforce Development Committee whose responsibilities include defining and reviewing overall health professional competencies; with focus on building local health workforce capacity.
13. Recommend and organize leadership training programs that ensure optimal leadership within the Health Department.
14. The Director of Training and Development also plays mentorship role to key personnel in the training and development department, ensuring constant development in their professional skills, and readying them for the occupation of his position in the event of his absence or retirement.
15. Promote and contribute to research, and study initiatives.
16. Make recommendations for appropriate learning management systems and databases.

G.N.No. 895/2023

17. Ensure tracking and quarterly reporting of NHPTI training records, and promote the development of a NHPTI multi-dimensional Performance Monitoring Dashboards
18. Conducts follow-up studies on all completed training programs in order to evaluate and measure results and draw reports for senior HR management and key stakeholders.
19. Liaises with other Health Directors, Clinical and Health Administrative Units to ensure proper execution of ongoing divisional training programs in order to achieve the desired results and ultimately improve the overall performance of Health department.
20. Carry out, and or ensure the initial, midterm, and end term evaluation of the effectiveness of education and training programs.
21. In his collaborative capacity, the Director of training and Development also partners with key stakeholders ensuring adherence to the latest industry trends and practices.
22. Promote and expand the establishment of organizational (NHPTI) networks, staff involvement in personal professional networks; attendance of workshops; reviewing of professional publications and adaptation of applicable findings to context.
23. Monitor and evaluate the translation of NHPTI training and initiatives into building local capacity for health implementations.
24. Monitor and evaluate the translation of Nauruan sponsored for health-related scholarships into actual and proportional local capacity for health implementations; and undertake quality assurance activities.
25. Evaluate sub-ordinate staff performance and provide outcomes and recommendations.
26. Develop and provide policy advice of training programmes to monitor, evaluate and raise clinical standards, safety and healthcare quality.
27. Provide policy advice for establishing Annual Mandatory Assessments for clinicians.
28. Monitor and manage performance of NHPTI instructors and inputs on building workforce capacity for health implementations with focus on local capacity.
29. Assist with the recruitment and appointment of relevant medical and allied staff.
30. Assist with formulation of the annual Health Department budget.
31. Work with other Directors on the workforce development and training programmes including the Health Trainees programme, AusDFAT health training scholarship programme, Pacific Open Learning Network and Public Health Distance Learning.
32. Participate in Nauru Health professionals Registration Board deliberations in licensing and regulating health practitioners in Nauru.
33. Provide reports on activities and other matters on a regular or monthly basis as required by the secretary (and Deputy Secretary) for Health or Minister of Health.
34. Provide advice to the Secretary for Health and MHMS on legislation, policy development, health reforms and department restructuring.
35. Perform other duties identified and directed by the Secretary for Health or the Deputy Secretary for Health as they arise.

#### **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 the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given.
- May not undertake any task for which they have been authorised and for which they are not adequately trained.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

#### **QUALIFICATIONS & EXPERIENCE:**

- **Essentials**
  - **Master's Degree** in Nursing, Public Health, or Health Services or Business Administration.
  - **Bachelor's Degree Diploma in Nursing** from an accredited school or college of nursing required.
  - Eligible for registration by the HPRB in Nauru.
  - A minimum of 5 years' experience in a similar role.
  - In-depth knowledge of legal policies and regulations in the healthcare industry.
  - Certified nursing and CPR qualifications.
  - Aptitude for problems-solving.
  - Excellent leadership and interpersonal skills.
  - Excellent written and verbal communication skills
- **Desirable**
  - Post Graduate management qualifications
  - Training in Health Policy
  - Training in Health Care Quality
  - Significant experience in health and/ or nursing policy development and rollout.
- Demonstrated experience in the development, implementation and evaluation of policy and programs.
- Demonstrated experience in experience in a nursing leadership role, patient care, and health management not less than 5 years.
- Demonstrated contemporary knowledge of professional issues and trends in the nursing profession, with a particular focus regional standards and best practices.

G.N.No. 895/2023

- Demonstrated excellent interpersonal, verbal and written communication skills.
- Demonstrated outstanding organizational skills, and in-depth knowledge of healthcare industry policies
- Demonstrated sound knowledge and experiences in
  - Utilization of Hospital Morbidity and Mortality Statistics
  - Developing and Implementing Annual Operations Plans
  - Health Statistics and Reporting
  - Computer skills with use of spreadsheets, database, word processing and email

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 25<sup>th</sup> August, 2023.

DATED this day 9<sup>TH</sup> of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 896/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : POLHN COORDINATOR/LIBRARY  
**SALARY** : Band 7.1 - \$16,389.00 per annum

**PRIMARY PURPOSE OF ROLE:**

The Librarian/ POLHN Coordinator will be expected to take a highly effective role in the Management, developments, promotion, and coordination of a wide range of services provided by the school library and the online programs. The incumbents is expected to work closely with NHPTI academic staff to ensure the library contributes effectively to the delivery of the curriculum and support students to develop skills necessary to make use of effective resources.

**DUTIES/RESPONSIBILITIES:**

**LIBRARIAN**

1. To have the overall responsibility for the management of health library.
2. To work with the academic staff to select, organise and purchase textbooks and learning resources which support the curriculum and learning and teaching programs.
3. To index, catalogue and classify library and other learning resources and develop and maintain accurate and reliable catalogue and lending systems.
4. To assist in developing, implementing, and maintaining a policy for the management and use of library resources.
5. To be responsible for the supervision of students/ trainee and others using the library resources and adherence to library policy.
6. To ensure that the library is tidy, and books always kept in order on the shelves.
7. To supervise the loan and return of books to staff and students.
8. To assist staff and students in their use of the library.
9. To maintain records of library stock and issues and send out overdue notices weekly.
10. To process and order new library stock in collaboration with the academic staff whenever required.

**Online program coordinator**

1. To coordinate online programs
2. To keep updated with current and new/free online courses offered by providers.
3. To support students and staff undertaking online programs and provide guidance, where appropriate in the use of ICT application and other library resource facilities.
4. To ensure that all desktop computers are in good working condition by weekly checks and liaise with ICT for weekly updates, virus scans, and other services.
5. Update and inform health staff on new online courses on offer.

**GENERAL RESPONSILTIES**

1. Attend staff meeting whenever scheduled.
2. Produce weekly updates and monthly reports on library and other responsibilities.
3. Participate in annual Health Expo.

G.N.No. 896/2023

4. Take responsibilities for own personal and professional development in keeping up to date with new facilities and technologies relevant to the position.
5. Any other duties assigned by the Training and Development team.
6. Build on Networking with other institutions or other training providers for online programs etc.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor / Certificate in Librarianships
- Certificate in Information Technology/Computer science
- Pass in English
- Experience in librarianship and computer work
- Able to work in a team – flexible team working skills
- Ability to respond to change
- Ability to support students
- Effective communication skills both oral and written (English)
- Excellent computer skills
- Effective group facilitator skills
- High degree of organisational skills

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 25<sup>th</sup> August, 2023.

DATED this 9<sup>TH</sup> day of August, 2023

IPIA GADABU  
ACTING CHIEF SECRETARY

G.N.No. 897/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**

**POSITION** : PRINCIPAL TRAINING MANAGER  
**SALARY** : Band 12.1 - \$24,075 per annum

**PRIMARY PURPOSE OF ROLE:**

The Overall purpose of this position is to assist in the development, management and implementation of the Department of Health's Education and Training Strategic and Operational Plans in terms of Continuing Staff Professional Development and Medical Education and the Annual Mandatory Training and Assessment requirement for all clinical staff both in the hospital and Public Health

**DUTIES/RESPONSIBILITIES:**

- Oversight of all health education, training and development initiatives and ongoing programs for health staff and health trainees across the health service, incorporating curative (acute) health services and public health services
- Coordination of the Pacific Open Health Learning Network (POHLN) program and Centre in consultation with the HSE and key stakeholders and maintaining student database and equipment usage
- Monitor, evaluation and reporting of all health education, training and development initiatives
- Coordinate First Aid Program in consultation with stakeholders
- Develop and implement mandatory programs such as staff orientation, infection control, manual handling, BLS & ALS, nursing clinical mandatories and others in consultation with the HSE
- Develop and implement education services component of the annual operational plan
- Develop and monitoring of the Staff Education and Training Budget
- Development, implementation and monitoring of the Health Trainee program
- Monitor and evaluate of all overseas student programs such as undergraduate/postgraduate, staff attachments, workshops and conferencing
- Maintain staff attendance database and report monthly to DHET

G.N.No. 897/2023

- Assist in annual training needs analysis and activity reporting
- Act in HSE role as required and attend meetings as delegated by HSE
- Assist in the development and implementation of new training initiatives based on training needs analysis, identified organisation and individual staff needs
- Assist in the development of education and training policy and procedures
- Maintain database for the Education and Training Library and loan books
- Together for the Training and Development Division

**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 the safety of themselves or any other person
- Must use safety equipment or clothing 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
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Qualifications in any health professional field,
- Qualifications in Adult Education or equivalent, Cert IV Train the Trainer
- Current RN Registration/Practicing Certificate
- Minimum of 5 years of experience in any health professional career
- Demonstrated ability to facilitate change through motivation and leadership skills
- Demonstrated ability to communicate effectively in both verbal and writing skills
- Proven experience in the development, implementation, monitoring and evaluation of staff development, education and training programs
- Extensive clinical experience and clinical teaching facilitation
- Proven training skills and experience demonstrated through a record of success and outcome driven in Health Education and Training for staff
- Proven computer skills proficiency specifically in Microsoft Word, Excel and Power Point
- 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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 898/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : Trainee Support Officer  
**SALARY** : Band 8.1 - \$18,679 per annum

**PRIMARY PURPOSE OF ROLE:**

- Primary role is to motivate high school graduates in the field of healthcare and guide them to continue in their career in Health

**DUTIES/RESPONSIBILITIES:**

- Orientation and Introduction of Trainees and students at NHPTI
- Marketing measures for Career in Health
- Monitoring and providing performance report for trainees' attendance and any issues.

G.N.No. 898/2023

- Motivate and encourage trainees and students
- Provide counselling to trainees as necessary and/ or refer as necessary.
- Weekly support meeting for trainees and students, minuting all meetings.
- Filing Managements
- Issuing contracts to newly appointed trainees and give information.
- Prepare and participate with planning and Development.
- Assist the Librarian with issuance and recollection of textbooks, resources and materials used through the courses.
- Submit request, grievances and complements.
- Information dissemination such as brochures and flyers for training announcement
- Assist students in preparation for scholarship applications
- Assist in planning and organizing for events to market Career in Health and assist in all NHPTI events.

**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 the safety of themselves or any other person.
- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

**QUALIFICATIONS & EXPERIENCE:**

- School leaving Certificate
- Preferably undergrad qualification in Office Management
- 2 years or more of office work
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Familiar with the Code of Conduct
- Experience with follow up, review and giving feedback
- Experience with problem-solving
- Communication and Organization skills
- Planning, Monitoring and implementation
- Basic Counselling skills
- Motivational and inspirational person
- Proficient written and fluent English
- Good Computer skills-keyboard, software and Microsoft office.
- Good interpersonal skills
- Great with people.

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 899/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : Training Lab Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

Responsible for overseeing safety and security of laboratory facilities and equipment. Ensure that the lab is well-stocked with equipment and resources required for clinical learning and demonstration.

**DUTIES/RESPONSIBILITIES:**

1. Coordinates and manages lab activities and programs under the supervision of the Clinical Demonstrator.
2. Provides technical support to the Clinical Demonstrator for all lab equipment, supplies and resources.
3. Responsible for lab equipment and supplies including inspecting, maintaining and/ or troubleshooting and performs preventive maintenance, and documentation.
4. Keeps inventory of all lab equipment and supplies and carries out a monthly check on all items.
5. Liaises with Procurement Manager and Stores officer for supplies, equipment orders and purchasing.
6. Checks all equipment and supplies are in a good working condition and safe to use.
7. Recommends for replacement, repairs, and maintenance of any items.
8. Keep the lab and equipment clean and tidy daily.
9. Ensures proper and safe storage of all lab items.
10. Keeps records for all activities and programs.
11. Implements lab policies and manual.
12. Performs other related duties as assigned.

**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 the safety of themselves or any other person.
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Completion of High school education
- Procurement and stores qualification.
- Management of resource
- Management and administration of supplies.
- Supervisory and management experience.
- Knowledge of laboratory equipment, related supplies, computer technology.
- Knowledge of applicable safety requirements.
- Effective group facilitator skills.
- Effective communication skills both oral and written.
- Ability to work collaboratively and communicate effectively.
- Able to work in a team – flexible team working skills.
- Management and administration of supplies.
- Organization and Time management skills.
- Annual infection Prevention & Control
- Annual BLS/ALS training

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 900/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF SPORTS**  
*(High Performance Unit)*

**POSITION** : Sports Development Officer  
**SALARY** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

To develop and enhance all sports in Nauru in working closely with National Federations  
To assist, train and deliver sporting courses, programs to all Sporting bodies

**DUTIES/RESPONSIBILITIES:**

- To deliver daily operation needs as directed by Head of Unit – High Performance Unit Manager
- Organising, developing and delivering a variety range of sporting activities, projects and programs
- Delivering sport related Courses such as coaching, officiating, sport administration
- Planning and Managing budget
- Assisting athletes on HPU programs for National Level Development
- Monitoring National Athletes development
- Monitoring National Athletes rehabilitation
- Monitoring National Athletes attendance and progress
- Ensuring all sporting equipment are cleaned, in right place and functioning
- Keeping the High-Performance Unit Gym clean and safe for athletes to use
- Monitoring Inventory List
- Writing reports

**QUALIFICATIONS & EXPERIENCE:**

Complete Year 12 School leaving Certificate

- Accreditation License in delivering Sporting Courses
  - i) Certificate in Community Coaching
  - ii) Certificate in Development Coaching
  - iii) Certificate in Strength & Conditioning
  - iv) Certificate in Sport Administration Course
- Minimum of 3 years experience in Community Programs
- Minimum of 5 years involved with Sporting Bodies background
- Have been involved and work with/for Projects
- Human anatomy Knowledge
- Computer literate
- Able to work independently
- Able to work in a team environment
- Able to work with different types of people, gender and abilities
- Patience and Hard working

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA 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 NATIONAL EMERGENCY SERVICES**  
*(National Meteorology & Hydrology Services)*

**POSITION** : National Meteorology & Hydrology Observer  
**SALARY** : Band 5.1 - \$14,313 per annum

**PURPOSE OF THE ROLE:**

To collect and provide weather updates 24/7 by using ground observations and the use of the meteorology and hydrology weather equipment.

1. The NMHS Observer is responsible to report directly to the Meteorology Senior Observer
2. The NMHS Officer is responsible to the managing of the NMHS office and equipment
3. To log in accurate weather measurements and reading to the NHMS database
4. To be able to work shifts and odd working hours when required
5. Must be able to report to work out of normal scheduled shift hours in times of emergencies
6. To maintain hourly observation 24/7 on METAR and SYNOPIIC reporting
7. To maintain weather data update and to disseminate to the Fiji Meteorology Services, Nauru Flight Information Centre (FIC), Nauru Operation Control, Rescue & Fire Services, Disaster Risk Management and the Head of the NES department

**DUTIES/RESPONSIBILITIES:**

The NHMS Officer overall duties is task as an Early Warning Services (EWS) to monitor and report atmospheric weather and sea surface anomalies or severe weather condition to the Director of NMHS and the Head of the National Emergency Services (Secretary for NES) where the Secretary for NES will then take appropriate action if the threat of severe weather might impact on Nauru's economy, weather health related issues and safety of the general public.

**QUALIFICATIONS & EXPERIENCE:**

Must have

- Year 12 School Leaver certificate
- Certificate IV and above in Mathematics
- BIP MT Certificate
- At least 1 year in NMHS or similar roles
- At least 1 year in office management
- At least work in a 24/7 shift
- Management skills
- Shift work
- Computer literacy
- Basic English literacy

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF MEDIA**  
*(Nauru Media Bureau)*

**POSITION** : Radio Announcer  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

Receive and transmit communications using radio telephone and transmission equipment in accordance with government regulations. Advertises live or pre-recorded announcements for public information on a daily basis keeping the public up to date with news and current affairs internationally as well as local news.

**DUTIES/RESPONSIBILITIES:**

- Perform on-air shifts in a professional and timely manner
- Source stories/news item
- Write links for stories/news items and announcements for broadcast
- Interview talent both live-to-air and/ or pre-recorded
- Required to supplement time with program preparation and/ or any other duties required
- Assist the Manager Radio where required and as requested
- Talking to others/public on Air to convey information effectively.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**QUALIFICATIONS & EXPERIENCE:**

- Certificate IV qualification in Media & Journalism that should include a radio component
- 3 to 4 years' experience in a work related position
- The ability to listen and to understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to identify and understand the speech of another person.
- The ability to speak clearly so others can understand you.
- The ability to tell when something is wrong. It does not involve solving the problem, only recognizing there is a problem.
- Develop ability to write and produce interviews and feature reports
- Ability to write and produce interviews and feature reports
- Ability to develop strong on-air presence
- Able to communicate effectively both verbally and in writing (Nauruan & English)
- Able to give full attention to what others are saying, to take time to understand points being and to ask questions as appropriate
- Must be prepared to work 40 hours a week and extra time on weekends and public holidays when required.
- Ability to work independently with minimal supervision
- Good computer skills
- Must be punctual, enthusiastic and diligent in relation to all Nauru Media Bureau activities

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 25<sup>th</sup> August, 2023.

DATED this 8<sup>TH</sup> day of August, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**