



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

No. 220

12<sup>th</sup> October, 2023

Nauru

G.N.No. 1112/2023

**PUBLIC SERVICE ACT 2016  
SECTION 16(3)**

**RECLASSIFICATION OF POSITIONS**

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I WAWANI JOE-GRANT DOWIYOGO, M.P., Acting President and Minister responsible for the Public Service, DO HEREBY, effective 1<sup>st</sup> September 2023 reclassify the following positions.

**DEPARTMENT OF MINISTERIAL**

**Reclassification of Position**

<b>Current Designation</b>	<b>No. of Positions</b>	<b>Reclassified Designation</b>
<b>Secretariat Division</b>		
Personal Assistant to the Minister Band 7.1 - \$16,389 per annum	7	Personal Assistant (Ministerial) Band 7.1 - \$16,389 per annum
Personal Assistant to the Deputy Minister Band 7.1 - \$16,389 per annum	7	Personal Assistant (Ministerial) Band 7.1 - \$16,389 per annum

DATED this 5<sup>th</sup> day of October 2023.

**HON. WAWANI JOE-GRANT DOWIYOGO, M.P  
ACTING PRESIDENT  
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 1113/2023

**APPOINTMENT OF ACTING SECRETARY FOR CLIMATE CHANGE  
& NATIONAL RESILIENCE**

It is notified for general information that on Friday 6<sup>th</sup> October 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mrs. Anadella Edward to act as Acting Secretary for Climate Change & National Resilience from 6<sup>th</sup> October 2023 until the return of the substantive Secretary, Mr. Reagan Moses on 16<sup>th</sup> October 2023.

DATED this 11<sup>th</sup> day of October, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 1114/2023

**APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS**

It is notified for general information that on Thursday 5<sup>th</sup> October 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Mrs Roselia Hartman, Operations Manager to act as Acting Secretary for Multicultural Affairs from 9<sup>th</sup> October 2023 to 23<sup>rd</sup> October 2023.

DATED this 11<sup>th</sup> day of October, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 1115/2023

**APPOINTMENT OF ACTING REGISTRAR OF COURTS**

It is notified for general information that on Monday 9<sup>th</sup> October 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Ms. Kara Halstead to act as Acting Registrar of Courts from 13<sup>th</sup> October 2023 to 23<sup>rd</sup> October 2023 or until the return of the Registrar of Courts, Mr. Ronald Prakash.

DATED this 11<sup>th</sup> day of October, 2023.

**IPIA GADABU  
ACTING CHIEF SECRETARY**

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G.N.No. 1116/2023

**APPOINTMENT OF ACTING SECRETARY FOR SPORTS**

It is notified for general information that on Monday 9<sup>th</sup> October 2023, Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, has approved the appointment of Ms. Marmina Keke to act as Secretary for Sports from 4<sup>th</sup> October 2023, until the return of the substantive Secretary for Sports on October 12<sup>th</sup> 2023.

DATED this 11<sup>th</sup> day of October, 2023.

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

G.N.No. 1117/2023

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER NAURU MARITIME PORT  
AUTHORITY AND NAURU SHIPPING LINE**

It is notified for general information that Cabinet on Friday, 6<sup>th</sup> October 2023 has approved to appoint Mr. Ricky Ellis as Acting Chief Executive Officer of the Nauru Maritime and Port Authority and Nauru Shipping Line effective from 6<sup>th</sup> October 2023 until the return of the substantive Chief Executive Officer Mr. Frederick Pitcher on the 16<sup>th</sup> October, 2023.

Dated this 6<sup>th</sup> day of October, 2023

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1118/2023

**APPOINTMENT OF ACTING CHAIRMAN NAURU MARITIME AND PORT AUTHORITY  
AND NAURU SHIPPING LINE**

It is notified for general information that Cabinet on Friday 6<sup>th</sup> October, 2023 has approved to appoint Mr. Monte Depaune as Acting Chairman of the Nauru Maritime and Port Authority and Nauru Shipping Line effective from 3<sup>rd</sup> October 2023 until the return of the substantive Chairman, Mr. Link Uera on 13<sup>th</sup> October, 2023.

Dated this 6<sup>th</sup> day of October, 2023

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1119/2023

**IN THE SUPREME COURT OF NAURU**  
**MISCELLANEOUS JURISDICTION**

Miscellaneous Proceedings No. 18 of 2023

**IN THE MATTER** of the *Legal Practitioners Act 2019*

**AND IN THE MATTER** of the *Legal Practitioners (Admission) Rules 2019*

**AND IN THE MATTER** of an application for admission as a Barrister and Solicitor by SHANTEL NATASHA HAZELMAN

**NOTICE OF APPLICATION FOR ADMISSION TO PRACTICE**

**TAKE NOTICE** that a petition by Shantel Natasha Hazelman seeking admission to practice as a Barrister and Solicitor was lodged with the Court on this 2<sup>nd</sup> day of October 2023.

Any person knowing any reason why the petition should not be granted may, within 14 days of the date of this notice, lodge with the Registrar of the Supreme Court at Yaren a written statement of the grounds of his or her objection.

**DATED** this 9<sup>th</sup> day of October 2023

**REGISTRAR OF COURTS**  
**RONALD N PRAKASH**

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G.N.No. 1120/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27A(2a)**

**NOTICE OF TRANSFER**

It is notified for general information the following officer's transfer is effective as follows:

**DEPARTMENT OF EDUCATION**

<b>NAME</b>	<b>TRANSFER FROM (Schools Division)</b>	<b>TRANSFER TO (Administration Division)</b>	<b>EFFECTIVE</b>
Niga Haulangi	Teacher Diploma Band 8.1 - \$18,679 per annum	Statistics Manager Band 11.1 - \$22,210 per annum	2/5/2023

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1121/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27A(2a)**

**NOTICE OF TRANSFER**

It is notified for general information the following officer's transfer is effective as follows:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Finance & Revenue)

<b>NAME</b>	<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>EFFECTIVE</b>
Clara Agir	Assistant Revenue Officer Band 4.1 - \$13,503 per annum	Assistant Budget Officer Band 4.1 - \$13,503 per annum	20/9/2023

DATED this 4<sup>th</sup> day of October 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1122/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(6)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**  
(Secretariat)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Hideo Tom	Infrastructure Development Officer Band 5.1 - \$14,313 per annum	4/4/2023

DATED this 9<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1123/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**  
(Secretariat)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Waylon Capelle	Project Manager Band 8.1 - \$18,679 per annum	17/3/2023
Cornelius Tanaera	Housing Project Officer Band 5.1 - \$14,313 per annum	14/3/2023
Lazarus Caleb	Road Project Officer Band 5.1 - \$14,313 per annum	6/4/2023

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1124/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF NATIONAL EMERGENCY SERVICES**  
(National Meteorology & Hydrology Services)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Johnson Scotty	Senior National Meteorology & Hydrology Services Observer Band 6.1 - \$13,762 per annum	22/10/2021

New banding at Band 6.1 - \$15,172 per annum effective 1/7/2022

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1125/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2a)**

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information the following officer's appointment on probation is effective as follows:

**DEPARTMENT OF TRANSPORT**  
(Directorate of Civil Aviation)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Tyrone Bop	Senior Navaid Assistant Band 4.1 - \$13,503 per annum	12/4/2023

DATED this 4<sup>th</sup> day of October, 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1126/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**  
(Protocol)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Masau Detudamo	Director Band 12.1 - \$24,075 per annum	2/9/2023

DATED this 9<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1127/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF PRESIDENCY & STATE HOUSE**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Chelsea Syoni Bill	Driver Band 2.1 - \$11,577 per annum	4/10/2023

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1128/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
(Medical Services)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Carren Tai Waqa	Lab Scientist Band 11.1 - \$22,210 per annum	8/11/2023

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1129/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 83(1)**

**NOTICE OF RESIGNATION**

It is notified for general information the following public service officer's resignation is effective as follows:

**DEPARTMENT OF TRANSPORT**  
(Land Transport)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Michael Mwareow	Bus Driver Band 2.1 - \$11,577 per annum	7/9/2023

DATED this 9<sup>th</sup> day of October 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1130/2023

**BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017**

Births, Deaths and Marriages registered in the Month of September 2023 and late registration are as follows:-

**BIRTHS:**

NAME	D.O.B	SEX	MOTHER	TRIBE	PLACE OF BIRTH
Felima Eidugima Leah	1/9/23	Female	Roselima Akua	Iruwa	RON Hospital
Lima Rose Sember Mystery	1/9/23	Female	Ivy Olsson	Eamwit	RON Hospital
Javon Jonsa Tafa Bolton	2/9/23	Male	Chloe Thoma	Eamwit	RON Hospital
Sunshine Tibina Merry	2/9/23	Female	Romelia Hilo	Iruwa	RON Hospital
Layla Talivia-Rose Tene	3/9/23	Female	Vivanka Temaki	Deiboe	RON Hospital
Iva Kalli Lea	3/9/23	Female	Tutemba Bop	Iruwa	RON Hospital
Jaymson Jman Javaman Akaman	3/9/23	Male	Kionah Agir	Eamwit	RON Hospital
Dieruw Caleb Matteo <b>MACKAY</b>	4/9/23	Male	Fae-Rose Roxanna Scotty	Iruwa	RON Hospital
Zain Titus Greater Khalid	8/9/23	Male	Polly-Eng Hafees	Eamwit	RON Hospital
Tutu Elisha	8/9/23	Female	Shanessa Dongobir	Eamwitmwit	RON Hospital
Abakuk Patrick Desmond CJP	8/9/23	Male	Aneska Obeta	Deiboe	RON Hospital
Naomi G-Rose Yeitember	8/9/23	Female	Hannah Olsson	Deiboe	RON Hospital
Gerard El-Jehu Valour	12/9/23	Male	Osannah Jeremiah	Iruwa	RON Hospital
B-Quinn Bibi Teen Tylie <b>PENANI</b>	14/9/23	Female	Tinai Ruata	Iruwa	RON Hospital
J-Oni Salisha	15/9/23	Female	Joni Benjamin	Eamwitmwit	RON Hospital
Ulric Vanua Theodric Quanjiro	15/9/23	Male	Romika Kaly Ika	Iruwa	RON Hospital
Jonan Simpson	17/9/23	Male	Betina Kakiouea	Deiboe	RON Hospital
Ayzal Maya Sakiya Eamengir	17/9/23	Female	Siobhan Buraman	Eamwitmwit	RON Hospital
Te'Moana Medley Eredu Temarama <b>BUCKBERRY</b>	19/9/23	Female	Elizabeth-Isabella Koroa	Eamwit	RON Hospital
B-Junior	21/9/23	Male	Keimy Detardage	Iruwa	RON Hospital
Joseph Mitchell Kyro Desson	22/9/23	Male	Justine-Destiny Bop	Ranibok	RON Hospital
Kamero Vizinski Baiteun	23/9/23	Male	Anamaria Mwareow	Eamwit	RON Hospital
Aziel Sid Luke	24/9/23	Male	Madeline Hiram	Eamwit	RON Hospital
Isaiah Zion Keyann Opwa	26/9/23	Male	Bernada Uepa	Iruwa	RON Hospital
Unisasha Peach Unicorn Roseoflima	27/9/23	Female	Frances Atsime	Eamwitmwit	RON Hospital
Amson JC	27/9/23	Male	Rose Kerli Mobit	Emea	RON Hospital
Jonel Jonah	29/9/23	Male	Darnella Diema	Eamwitmwit	RON Hospital
Gerard El-Jehu Valour	12/9/23	Male	Osannah Jeremiah	Iruwa	RON Hospital
B-Quinn Bibi Teen Tylie <b>PENANI</b>	14/9/23	Female	Tinai Ruata	Iruwa	RON Hospital
J-Oni Salisha	15/9/23	Female	Joni Benjamin	Eamwitmwit	RON Hospital
Ulric Vanua Theodric Quanjiro	15/9/23	Male	Romika Kaly Ika	Iruwa	RON Hospital
Jonan Simpson	17/9/23	Male	Betina Kakiouea	Deiboe	RON Hospital
Ayzal Maya Sakiya Eamengir	17/9/23	Female	Siobhan Buraman	Eamwitmwit	RON Hospital
Te'Moana Medley Eredu Temarama <b>BUCKBERRY</b>	19/9/23	Female	Elizabeth-Isabella Koroa	Eamwit	RON Hospital
B-Junior	21/9/23	Male	Keimy Detardage	Iruwa	RON Hospital
Joseph Mitchell Kyro Desson	22/9/23	Male	Justine-Destiny Bop	Ranibok	RON Hospital
Kamero Vizinski Baiteun	23/9/23	Male	Anamaria Mwareow	Eamwit	RON Hospital
Aziel Sid Luke	24/9/23	Male	Madeline Hiram	Eamwit	RON Hospital

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Isaiah Zion Keyann Opwa	26/9/23	Male	Bernada Uepa	Iruwa	RON Hospital
Unisasha Peach Unicorn Roseoflima	27/9/23	Female	Frances Atsime	Eamwitmwit	RON Hospital
Amson JC	27/9/23	Male	Rose Kerli Mobit	Emea	RON Hospital
Jonel Jonah	29/9/23	Male	Darnella Diema	Eamwitmwit	RON Hospital

**NAURUAN LATE BIRTHS REGISTRATION:**

NAME	D.O.B	SEX	MOTHER	TRIBE	PLACE OF BIRTH
Brozack Haggai	24/5/19	Male	Anna-Lyn Hiram	Iruwa	RON Hospital
Asher Jesrael	10/7/23	Male	Dily-Daffodils Alona	Iruwa	Australia
Alyson Irene Yenpic Hiral	29/8/23	Female	Flora Solomon	Eano	RON Hospital

**O.P.I LATE BIRTHS REGISTRATION:**

NAME	D.O.B	SEX	MOTHER	NATIONALITY	PLACE OF BIRTH
Filipe Jnr Maria Iosepo <b>TWIN 1</b>	18/3/23	Male	Adi Vasiti Tokalaivi	Fijian	RON Hospital
Hope Maria Faith <b>TWIN 11</b>	18/3/23	Female	Adi Vasiti Tokalaivi	Fijian	RON Hospital

**NAURUAN DEATHS REGISTRATION:**

NAME	D.O.D	GENDER	AGE	TRIBE	PLACE OF DEATH
Paulus Hartman	9/9/23	Male	76 years	Eamwit	RON Hospital
Alexander Deiye	15/9/23	Male	75 years	Eamwitmwit	RON Hospital
Reke Kun	17/9/23	Male	62 years	Deibo	Home, Ewa District
Kelly Teabuge	17/9/23	Female	43 years	Iruwa	RON Hospital
Colin Scotty	20/9/23	Male	37 years	Eamwit	RON Hospital
Inna Edabauea Temaki	22/9/23	Female	70 years	Eamwitmwit	RON Hospital

**O.P.I DEATHS REGISTRATION:**

NAME	D.O.D	GENDER	AGE	NATIONALITY	PLACE OF DEATH
Bwebwe Batiku	7/9/23	Male	58 years	I-Kiribati	RON Hospital
Nei Ate Capelle	19/9/23	Female	74 years	I-Kiribati	RON Hospital

**NAURUAN MARRIAGES REGISTRATION:**

**Bobby Peter Deireragea** of Anabar District and **Dianna Rahel Demuro** of Boe District on **15<sup>th</sup> September, 2023** by **Pastor Jiosaia Navakalomana** at **Seventh Day Adventist Church**.

**Carlos Eoe** of Anabar District and **Wenessa Deiye** of Ijuw District on **22<sup>nd</sup> September, 2023** by **Pastor Jezza Agadio** at **Anabar Church**.

**Dogorin Maaki** of Aiwo District and **Francilla Ubanaba** of Anabar District on **30<sup>th</sup> September, 2023** by **Pastor Stan Dabuue** at **Orro Congregational Church**.

G.N.No. 1130/2023 (Cont'd)

**LATE NAURUAN MARRIAGES REGISTRATION:**

**Miteli Ramanumanu** from Fiji Island and **Eidogeiy Alefaio** of Boe District on **4<sup>th</sup> August, 2023** by **Reverend Dempsey Detenamo** at **Assemblies of God**.

**Jago Menke** of Nibok District and **Febrose Tsiode** of Uaboe District on **19<sup>th</sup> August, 2023** by **Pastor Owen Joram** at **Nauru Independent Church**.

**ANTONIUS ATUEN**  
**ACTING REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES**

G.N.No. 1131/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Ronnel Hedmon of Anetan District, and  
Elma Agir of Aiwo District.

Shane Detenamo of Aiwo District, and  
Schiaffino Roxanna Bagaga of Nibok District.

Melton Vailine from Tuvalu, and  
Andrea Tafaka from Solomon Island.

**DATE OF ENGAGEMENT:**

20<sup>th</sup> October, 2023

20<sup>th</sup> October, 2023

24<sup>th</sup> October, 2023

**HON. WAWANI JOE-GRANT DOWIYOGO, M.P**  
**MINISTER IN CHARGE**

G.N.No. 1132/2023

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

**DEPARTMENT OF CHIEF SECRETARY**  
*(Human Resource & Labour)*

**POSITION** : Senior Administration Officer  
**SALARY** : Band 7.1- \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

This position is mainly to focus on NPS My Leave Movement and to oversee the operation at My Leave side so that operation runs smoothly and effectively. And to ensure that all salary related such as job reclassification, salary adjustment, promotions, demotions, terminations, new employees are registered in the Nauru Public Service Form6 (NPS6)

**DUTIES/RESPONSIBILITIES:**

- Processing of all Nauru Public Servant's salaries
- Managing NPS Form 6 Leave Maintenance
- Managing of Leave section
- Attending to queries made by an employee in respect of benefits and entitlements and advice employees on any irregularly with respect to leave benefits and entitlements
- Conduct induction session with new staff on benefits and entitlements and legal obligations
- Produce monthly report on leave records for the Secretary for Corporate Services on the Assist in the development and implementation of workforce plan strategies
- Regular updates personnel leave deduction, increasing of salary etc....
- Supervise the Leave Clerk
- NPS Form6 – attend to leave benefits manually and electronically
- Formal salary recoveries
- Data collection and reporting
- Contribute to establishing and implementing procedures and Management directive
- Ensure payroll records are maintained and updated regularly to provide confidence that correct authorization of payments, accountability and probity of payroll financial transactions has taken place
- Ensure that all deduction are accurately deducted from salary paid on a timely manner
- Work in conjunction with Recruitment & Contracts unit upon receiving of NPS Form6 enter fortnightly and monthly payroll according to the time frames
- Perform other duties as requested by the Manner Salaries & Employees Benefits and the Secretary for Corporate Services
- Other duties as may be required from time to time

**QUALIFICATIONS & EXPERIENCE:**

- FMIS/HRMIS Trainings
- Payroll Trainings
- Qualification in HR & Payroll
- HR Training
- Minimum Qualification – Certificate
- Experience in payroll and FMIS/HRMIS
- Experience in Administrative
- Experience in Human Resources
- Years of Experience – 3 Years
- Outstanding Customer Service
- Team Player

G.N.No. 1132/2023 (Cont'd)

- Respect the chain of command
- Willing to further his/her studies
- Takes up any challenges
- Problem solver

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 20<sup>th</sup> October, 2023.**

DATED this 5<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1133/2023

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

**POSITION** : Air Condition Technician  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

- To ensure sustainable operation of Health AC system for RON hospital and Naeoro Public Health Centre
- Identifying maintenance risk on AC equipment
- Diagnosing electrical and mechanical faults for AC systems
- Installing, maintaining and repairing ventilation and air conditioning system and equipment

**DUTIES/RESPONSIBILITIES:**

- Installs new AC units (Windows, Splits, Cassette type) by adjusting, establishing, testing, and calibrating performance;
- Conducting Mandatory services of AC units every three (3) months
- Maintains supplies AC inventory-consumables and equipment by foreseeing needs, counting stock, placing orders, and verifying delivery;
- Recommend potential AC equipment and system upgrades by guaranteeing that codes are adhered to;
- Directs operation of AC equipment and system by providing demonstrations, supplying information and data, instructing others in the care and use of equipment, and answering all questions;
- Keeps AC equipment and system in working order by performing tests, following preventive maintenance guides, repairing and troubleshooting break downs, evaluating service contracts, ordering special services if necessary, and maintaining inventories;
- Prepares reports by analysing, collecting, and recapping trends and information;
- Updates job skills and knowledge by reading technical journals, taking advantage of educational opportunities, and maintaining professional networks;

G.N.No. 1133/2023 (Cont'd)

- Keeps patient information confidential;
- Carries out the goal of the organization by exploring opportunities to add significance to job duties, and by accomplishing different and innovative requests;
- Maintains a healthy and safe working environment by fulfilling and recommending procedures, performing safety tests, complying with codes, and guiding and training for operation personnel;
- Operate, maintain and perform minor repairs on complex AC and systems;
- Advise and make recommendation on the acquisition and procurement of AC tools monitoring tools and other AC Equipment and system requirements;
- Carry out preventative maintenance, repair and support for existing devices;
- Write evaluations and reports on the outcomes of AC system, manuals for the usage of such devices;
- Repair, calibrates, and maintain equipment, using hand tools, power tools, measuring devices, and knowledge of manufacturers' manuals, troubleshooting techniques, and preventive maintenance schedules;
- Safety-tests AC equipment and health-care facility's structural environment to ensure patient and staff safety from electrical or mechanical hazards;
- Recommend to write off – faulty and beyond repairs AC units
- Satisfy departmental performance standards consistently;
- Conduct electrical performance and safety assurance testing on AC units
- Comply with standards of conduct, organizational integrity program and other policies;
- Handle Preventative Maintenance procedures with AC equipment and AC manufacturer standards, recommendations and acceptable industry processes;
- Work collaboratively with Private and SOE AC Technician ad required or directive from Director of Health Operation
- Offer on call service coverage beyond business hours and conduct other duties as directed by the Director of Health Operations.

#### **HEALTH & 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 to 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 tasks 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 detects in work equipment.

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

Certified or over 7 Years' experience in Air Conditioning trade

Minimum of 7 Years' experience in Air Conditioning trade or equivalent

- Good technical skills and Comfortable in a renal dialysis unit
- Conscientious attitude towards safe practices and dedication to maintaining professionalism
- Excellent written and spoken communication skill.
- Physical stamina – equipment can be heavy, so biomedical techs needs strength to lift and carry; dexterity and hand-eye coordination also serve them well as manipulate parts.
- Deductive reasoning – drawing on their knowledge base, AC techs systematically figure out why a machine isn't working correctly.
- Communication skills – listening to the concern of those who use the equipment and offering clear instructions promotes quick and accurate problems resolution
- Computer skill with use of spread-sheets, database, word processing.

G.N.No. 1133/2023 (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 20<sup>th</sup> October, 2023**.

DATED this 6<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1134/2023

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

**POSITION** : Groundsman  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- To ensure cleanliness of both RON Hospital and Naoero Public Health Centre environment and surroundings to meet the minimum infection control standards
- Responsible in reporting to the Cleaner Supervisor

**DUTIES/RESPONSIBILITIES:**

- Thorough cleanliness of hospital and Naoero Public Health Centre's grounds and surroundings
- Proper use of hands tools and lawn care equipment to maintain length of grass and trees within the two sites
- Trim trees and shrubs to maintain their appearance, including overgrown weeds'
- Plant new plants and care for them as they grow
- Pick up natural waste and garbage that accumulates for proper disposal
- Keep grounds free from rubbish and other unwanted debris
- Monthly wiping and/or washing down of external walls of buildings
- Daily emptying of wheelie bins
- Must comply with infection control procedures at all times when cleaning in assigned areas
- Must maintain confidentiality of patient information at all times
- To organize and check availability of equipment and inform Team Leader for any equipment needs or replacements required
- To ensure equipment are properly and thoroughly maintained such as, cleaning mops, buckets and other cleaning equipment, after completion of task
- To properly store and secure equipment after completion of task to prevent damage or loss (e.g store mops dry and not leave it to soak in bucket of dirty water)
- Undertake quality assurance activities
- Spot cleaning – wipe off stain, dirt's on the spot, pick up rubbish / trash on the spot
- Report faulty equipment to the designated supervisor
- Comply with policies and procedures

G.N.No. 1134/2023 (Cont'd)

- Report any concerns or issues regarding pest control, damaged part of the areas within the hospital.
- Liaise with other staffs, visitors regarding housekeeper's requirements.
- Attend Mandatory and other training courses as necessary
- Attend team meetings and support member
- Responsible for completing daily Cleaning Checklist and signed by the Supervisor

**HEALTH & SAFETY**

- Be responsible to take reasonable care for his or her own acts or omission 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 authorized and for which they are not adequality trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangement or any defects in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Year 10 School certificate or certificate and training related field required
- 2 Years in field of Caretaker/Cleaner or equivalent
- Good understanding of written/spoken English
- Good understanding and application of Basic Life Support
- Good understanding and application of Occupational Health & Safety
- Good understanding and application in Infection Control
- Good understanding and application of Safe Training and moving techniques

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 20<sup>th</sup> October, 2023.**

DATED this 5<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1135/2023

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

**POSITION** : Cleaner  
**SALARY** : Band 1.1 - \$10,720 per annum

**PRIMARY PURPOSE OF ROLE:**

- To ensure cleanliness of both RON Hospital and Naeoro Public Health Centre to meets the minimum infection control standards
- Responsible in reporting to the Cleaner Supervisor

**DUTIES/RESPONSIBILITIES:**

- Thorough cleanliness of hospital buildings, bathrooms, offices, clinics and grounds – which includes daily sweeping and mopping of floors, wiping of surfaces and emptying of bins and cleaning of windows
- Thorough cleanliness of hospital wards, bathrooms and patient room which includes daily sweeping and mopping of floors, wiping of surface and damp dusting, cleaning of windows, scrubbing of bathrooms
- Weekly wiping down of internal walls in wards
- Monthly wiping and/or washing down of external walls of buildings
- Daily emptying of wheelie bins
- Must comply with infection control procedures at all times when cleaning in assigned areas
- Must maintain confidentiality of patient information at all times
- To organise and check availability of equipment and inform Supervisor for any equipment needs or replacements required
- To ensure equipment are properly and thoroughly maintained such as, cleaning mops, buckets and other cleaning equipment, after completion of task
- To properly store and secure equipment after completion of task prevent damage or loss (e.g store mops to dry and not leave it to soak in bucket of dirty water)
- Report any concern or issues regarding infection control, damaged part of the areas within the hospital.
- Liaise with other staff, visitors regarding housekeeper's requirements.
- Attend Mandatory and other training courses as necessary
- Attend team meetings and support member
- Responsible for completing daily Cleaning Checklist and signed by the Supervisor

**HEALTH & SAFETY**

- Be responsible to take reasonable care for his or her own acts or omission 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 authorized and for which they are not adequality trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangement or any defects in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Year 10 School certificate or certificate and training related field required
- 2 Years in field of Caretaker/Cleaner or equivalent
- Good understanding of written/spoken English

G.N.No. 1135/2023 (Cont'd)

- Good understanding and application of Basic Life Support
- Good understanding and application of Occupational Health & Safety
- Good understanding and application in Infection Control
- Good understanding and application of Safe Training and moving techniques

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 20<sup>th</sup> October, 2023.**

DATED this 5<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1136/2023

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

**DEPARTMENT OF LAND MAGANEMENT**  
*(Land & Survey)*

**POSITION** : Receptionist / Typist  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

Our receptionist commonly guide the customer needs such as plans of maps, portion listing answering phones calls, preparing meeting, training rooms and sorting and distributing mails.

**DUTIES/RESPONSIBILITIES:**

- Greet clients and visitors with positive and helpful attitude
- Assisting clients in finding their way around the officer
- Announcing clients as necessary.

**QUALIFICATIONS & EXPERIENCE:**

Year seven (7) and trainee for two (2) year to accomplish

Bachelor in Surveying

Take up to seven (7) years to learn Survey.

Conduct Survey on Land sites and properties. Ability to make mathematical and to understand interpret data.

Use equipment and tools accurately measure land feature.

Ability to work independently and as part of a team

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 20<sup>th</sup> October, 2023.**

DATED this 6<sup>th</sup> day of October, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**