



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

No. 28

6th February, 2023

Nauru

G.N.No. 142/2023

PUBLIC SERVICE ACT 2016
SECTION 16 (3)

RECLASSIFICATION OF POSITION

PURSUANT TO the powers in that behalf vested in me, under Section 16 Subsection 3 of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P., President and Minister responsible for the Public Service, DO HEREBY, effective immediately reclassify the following position.

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE
(Secretariat)

| Current Designation | No. of Position | Reclassified Designation |
|---|------------------------|--|
| Secretary Commerce Industry & Environment Band 14.1 - \$28,846 per annum | 1 | Secretary Environmental Management & Agriculture Band 14.1 - \$28,846 per annum |

DATED this 31st day of May 2022.

H.E. HON. LIONEL ROUWEN AINGIMEA, M.P
PRESIDENT
AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 143/2023

APPOINTMENT OF ACTING PRINCIPAL SECRETARY TO THE PRESIDENT

It is notified for general information that on Thursday 2nd February 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Ms. Ophelia Caleb to act as Principal Secretary to the President from 6th February 2023 until the return of the substantive Principal Secretary Mr. Sasikumar Paravanoor.

DATED this 3rd day of February, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 144/2023

APPOINTMENT OF ACTING SECRETARY FOR MEDIA

It is notified for general information that on Friday 3rd February 2023, Cabinet, pursuant to Article 68, clause (1)(3) of the Constitution of Nauru has approved the appointment of Mrs. Seraphina Jeremiah to act as Secretary for Media from 30th January 2023 until the return of the substantive Secretary for Media, Ms. Kaelyn Dekarube on 11th February 2023.

DATED this 6th day of February, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 145/2023

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 HEALTH & MEDICAL SERVICES
(Human Resource for Health)

POSITION : Receptionist/Call Operator
SALARY : Band 2.1 - \$11,577 per annum

PRIMARY PURPOSE OF ROLE:

- Working under the direct supervision of the Human Resources Manager, the incumbent will assist the administration in identifying and resolving issues and situations related to the well-being of staff members.

DUTIES/RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventor of stock

QUALIFICATIONS & EXPERIENCE:

- Certificate in Frontline Service of Secretarial studies
- Proven work experience as a Receptionist, Front Office Representative of similar role
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Excellent interpersonal and conflict resolution skills
- Solid written and verbal communication skills
- Ability to act with integrity, professionalism and confidentiality
- Proficient with Microsoft Office or related software
- Excellent organizational skills
- Good written and spoken English;

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 17th February, 2022.**

DATED this 3rd day of February, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 146/2023

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 HEALTH & MEDICAL SERVICES
(Secretariat)

POSITION : Quality Assurance Manager
No. OF POSITION : One (1)
SALARY RANGE : Band 10.1 - \$20,641 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The purpose of this role is to support the Ministry of Health and Medical Services to implement and embed Clinical and Public Health Governance processes to ensure a commitment to the delivery of safe quality health services and an environment where respect, caring and compassion is the core of our practice

The Quality Assurance Manager operates under the supervision of the Principal Executive Officer and the overall strategic directions of the Director of Medical Services and the Deputy Secretary for Health and Medical Services to:

- Engage in and contribute to collaboration with MHMS leaders. Healthcare professional and operational managers to assure best practice, continuous quality improvement, patient-centeredness, staff vitality, patient safety, positive patient experiences, and optimal clinical outcomes through optimal quality improvement process efficiency and waste reduction
- Provided advice on the development, implementation and continual assessment of all matters relating to Clinical Governance and quality healthcare services delivery and
- Monitor the implementation and benchmark against the Health Strategy, its indicators, standards, guidelines and procedures for improving MHMS healthcare system
- Oversee risk management of patient safety and take prompt management and action on significant issues and concerns to patient, consumers and the broader community complaints and issues to increase community trust in health care
- Works collaboratively with health care professionals and managers to address the needs of patients and feedback from patients and relatives to promote, design and implement improvements and innovations in health care delivery

DUTIES & RESPONSIBILITIES:

- Coordinate, strengthen and support implementation of effective Clinical Governance systems, structure, and processes with a greater emphasis on an integrated healthcare system, that promotes safer and better care patients, consumers and broader community
- Coordinate achievement of compliance and benchmarking against Health Service and Quality Standards (adapted international standards, quality assurance measures) through a multidisciplinary team approach with shared responsibility in applying good governance processes to ensure all patients receive the best, comprehensive and continuity of care
- Coordinate with the Deputy Secretary for Health and Medical Services, Director of Medical Services and Director of Public Health to plan, develop, implement, maintain and evaluate appropriate quality management and quality improvement system and continuous quality improvement (CQI) processes and activities for MHMS ensuring internal and applicable regulatory rules and standards are adhered to

PROGRAM MANAGEMENT AND DELIVERY

- work with the HET to develop and implement an agreed Clinical and Public Health Governance ‘framework’ and structure that embeds strong governance, committed partnerships and effective oversight and implement processes led by relevant MHMS Directors to ensure a commitment to the delivery of safe quality health services that address:
 - Governance, leadership and culture; patient safety & quality improvement systems; health workforce performance and effectiveness; safe environment for the delivery of care and partnering with consumers, and
 - a systematic approach to maintaining and improving quality of patient care and public health interventions

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- Assess MHMS readiness and identify strategies to achieve goals, working to ensure that quality improvement and innovation work remains focused on patient-centeredness, staff vitality, process efficiency and waste reduction, and safe and reliable patient care
- Support the HET in meetings that includes Clinical and Public Health structures, supported by MHMS specific Technical Working Groups (TWGs), strategy, guideline and SOP development, effective performance (indicators) and monitoring process, and reporting framework with a foundation of correct culture
- Support implementation of a critical incident management and investigation system and processes in collaboration with MHMS Directors to recognise major clinical risks and urgent public health events, at the same time, support open disclosure among clinical and public health teams and engage in open and frank discussion of issues and problems raised around specific events
- Undertake routine and continuous assessments of points of care operations and analysis of various care and health services delivery processes and ensure tools, guidelines, SOPs, protocols are adopted to monitor quality assurance compliance
- Provide advice on measures that will increase the adoption of quality management initiatives to ensure continuity of care for patients such as referral, points of care during admission, patient care processes for acute care and continuity of care across health service delivery
- Evaluate critical events regarding public health and patient care delivery issues in the first instance, rather than seeking to blame the individual for errors or perceived errors that may have occurred
- Support implementation of corrective action in response to identified patient safety risks and failures, provide feedback to healthcare providers and actions taken to reduce further patient safety risks and monitor practice change
- Establish, coordinate and support implementation of a patient complaint handling management system, address incident monitoring (and procedures), dispute management, changing attitudes and reporting register that includes a partnership with patients and guardians and report on all complaints from patients, guardians, visitors and clinical health staff
- Manage, review trends and report significant investigation/deviation issues and evaluate risk management strategies in relation to clinical governance, clinical quality, and public health and when required by the Health Executive Team investigate, and document quality issues/deviations and recommend corrective actions
- Provide advice to MHMS on legislation and policy development that may have an impact on the quality and best practice of health care, keeping up to date on changes in relevant health regulations, health care environment policies and trends
- Provide policy advice on programs to monitor, evaluate and raise patient care and public health standards and practices, educational programs, mortality and morbidity reviews, surveys and accreditations standard, treatment guidelines standard procedures and treatment pathways relating to the management of clinical continuous quality improvement (CQI)
- Provide input to the annual Operational Plan and budget ensuring adequate activities and budgets are included to maintain and strengthen quality assurance and continuous quality improvement
- Ensure a robust and positive workplace safety culture by Directors, clinicians, public health, healthcare providers and their teams who are transparent and accountable to the HET and patients

HEALTH INFORMATION AND REPORTING

- Strengthen and utilise good quality data to improve the monitoring and evaluation of national health indicators, clinical information and public health surveillance
- Review, analyse, monitor actions, measure and report quality performance and share quality improvement activities with key stakeholders and the broader community, using de-identified information to ensure confidentiality of the patient and the clinician
- Implement CQI surveillance systems, use of data for evidence-based policy and program development, research and systematic monitoring of the magnitude of critical risks and their health impact challenges
- Support the development and application of a tracking method to monitor progress towards quality assurance goals and targets, through collecting accurate, timely data to display the quality, cost, and service outcomes
- Conduct monitoring and evaluation activities of CQI programs
- Provide monthly and annual reports based on activities and detailed analyses and other reports on a regular

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HEALTH WORKFORCE AND CAPACITY DEVELOPMENT

- Provide input for the translation of Clinical Governance and quality management policies and standards, working in collaboration with Director of Training and Development, to support education and in-service programs
- Implement workforce development including continuous professional development and upskilling across the MHMS ensuring a shared understanding of clinical governance among everyone including clinicians, public health, healthcare providers, managers, partners, and support staff and contractors
- Provide on the job training and mentoring to enhance evidenced-based practice in line with CQI processes
- Participate in the education, training, supervision and mentoring staff, particularly to promote professional growth in the understanding and practice of quality assurance

GENERAL DUTIES

- Contribute to a high-quality work environment by ensuring multidisciplinary teamwork, effective working relationships, and information sharing
- Ensure knowledge of human resource management including, workplace health & safety, gender equality and social inclusion, anti-discrimination, code of conduct, and relevant GON awards and regulation
- Assists with articulating the vision and strategic direction within the MHMS Health Strategic Plan and healthcare system

HEALTH & SAFETY

- Be responsible to take responsible care for her/his own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must be 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

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum of 5 years directly related healthcare system reform with extensive practical experience in health services delivery
- Demonstrated Quality Assurance management skills with the ability to plan, implement, manage and infuse quality metrics in complex projects and result oriented
- Demonstrated ethical principles an accessing, collecting, analysing, using, maintain, reporting and disseminating data and information and use of information technology
- Applied non-judgemental, confident and caring manner
- Research skills and experience and computer literacy
- Demonstrated ability to interact well with people from a wide range of backgrounds
- Good problem solving and project/time management skills
- Demonstrated ability to promote co-operation and lead, develop and motivate staff who have a commitment to care coordination
- Demonstrated organizational and administrative skills to plan and negotiate program strategies with health staff
- High level interpersonal, written, & verbal communication 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 10th February 2023.**

DATED this 30th day of January, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 147/2023

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 TRANSPORT
(DCA)

POSITION : Assistant Flight Service Officer
SALARY RANGE : Band 3.1-12,503.00 gross salary per annum

PRIMARY PURPOSE OF POSITION:

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 within 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 an 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.

KNOWLEDGE, SKILLS & EXPERIENCES:

- 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 skills to enable effective liaison with aerodrome users, airport stakeholders and rescue fire & services
- Able to work odd hours

Applications should be submitted to the Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5:00pm, Friday 17th February, 2023.**

Dated this 3rd day of February, 2023

IPIA GADABU
ACTING CHIEF SECRETARY