



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

No. 140

15th October, 2014

Nauru

G. N. No. 658 / 2014

APPOINTMENT OF ACTING SECRETARY FOR HEALTH & MEDICAL SERVICES

It is notified for general information that pursuant to Article 68, clause (3) of the Constitution of Nauru, Cabinet at its meeting held on Thursday 9th October, 2014 approved the appointment of Ms. Lee Pearce to act as Secretary for Health & Medical Services with effect from Saturday 11th October, 2014 until the return of the substantive Secretary for Health & Medical Services, Mr. Ryker Solomon.

DATED this 10th day of October, 2014

**BERNARD GRUNDLER
CHIEF SECRETARY**

G. N. No. 659 / 2014

APPOINTMENT OF ACTING DIRECTOR OF POLICE

It is notified for general information that on Monday 13th October, 2014, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Inspector Antonius Amwano to act as Director of Police of the Republic of Nauru from Saturday 11th October, 2014 until the return of the substantive Director of Police, Mr. Corey Caleb.

DATED this 14th day of October, 2014

**BERNARD GRUNDLER
CHIEF SECRETARY**

G. N. No. 660 / 2014

**CONSTITUTION OF NAURU
ARTICLE 74**

It is notified for general information that Cabinet on Thursday 9th October, 2014, pursuant to Article 74 of the Constitution of Nauru has approved and granted Nauruan citizenship to Mrs Elizabeth Jacob (nee Driu).

DATED this 9th day of October, 2014

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

No. 140

15th October, 2014

Nauru

G. N. No. 661 / 2014

NAOERO CITIZENSHIP ACT 2005
SECTION 5, SUBSECTION 5

It is notified for general information that Cabinet on Thursday 9th October, 2014, pursuant to Section 5, subsection 5 of the Naoero Citizenship Act 2005 has approved and granted Nauruan citizenship to Mr Saula Ikanivoka Ledua.

DATED this 9th day of October, 2014

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G. N. No. 662 / 2014

REPUBLIC OF NAURU
PUBLIC SERVICE ACT 1998
NAURU PUBLIC SERVICE APPEALS BOARD

POLLING PLACES AND
APPOINTMENT OF POLLING OFFICERS

CORRIGENDUM to Government Gazette No. 139 dated 13th October, 2014.

The date specified for Election Day should be **22nd October, 2014** and NOT 22nd April, 2014.

DATED this 14th day of October, 2014

PETA GADABU
RETURNING OFFICER

No. 140

15th October, 2014

Nauru

G. N. No. 663 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10

CREATION OF NEW POSITION

PURSUANT TO the powers in that vested in me, under Section 10, subsection (1) clause (a) of the Public Service Act 1998, I, BARON DIVAVESI WAQA, M.P., the President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

DEPARTMENT OF EDUCATION

<u>DESIGNATION OF OFFICE</u>	<u>SALARY LEVEL</u>	<u>NO. OF POSITION</u>
Education Advisor	8.1	1

DATED this 15th day of October, 2014.

BARON DIVAVESI WAQA, MP
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 664 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10 (1a, b, d)
RECLASSIFICATION OF CREATION, ABOLITION
AND ALTERATION OF DESIGNATION

PURSUANT TO the powers in that behalf vested in me, under Section 10 subsection 1 clause a, b, d of the Public Service Act 1998, I, BARON DIVAVESI WAQA, M.P., President and Minister responsible for the Public Service, DO HEREBY, with effect from 1st July, 2013 alter the designation of the following position:-

RECLASSIFICATION OF SALARY

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Immigration & Passports)

<u>CURRENT DESIGNATION</u>	<u>RECLASSIFIED DESIGNATION</u>	<u>NO. OF POSITIONS</u>
Passport Officer \$6,247pa (L3.1)	Passport Officer \$6,884pa (L4.1)	2

DATED this 15th day of October, 2014.

BARON DIVAVESI WAQA, MP
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

No. 140

15th October, 2014

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G. N. No. 665 / 2014

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment with effect from 30th September, 2014 is hereby notified for general information;

DEPARTMENT OF CHIEF SECRETARY
(Administration)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Joekeagan Gadabu	Supervisor	\$6,565pa – L3.2

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 666 / 2014

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment with effect from 6th October, 2014 is hereby notified for general information;

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Christopher Grundler	Maintenance Officer	\$9,111pa – L2.1
John Temaki	Maintenance Officer	\$9,111pa – L2.1

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

No. 140

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Nauru

G. N. No. 667 / 2014

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's probationary appointment is hereby confirmed effective from 5th September, 2014;

DEPARTMENT OF JUDICIARY

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Jeza Agadio	Family Liaison Officer	\$8,474pa – L5.3
Babrishka Adam	Executive Secretary	\$6,565pa – L3.2

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 668 / 2014

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officer is hereby notified for public notification with effect from 30th September, 2014:

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Raymond Tatum	Maintenance Officer \$5,611pa L2.1	Maintenance Supervisor \$6,565pa L3.2

Any officer of the Public Service may appeal to the above promotions under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
NOTICE OF PROMOTION

The provisional promotion of the following officers is hereby notified for public notification with immediate effect;

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Emmaline Caleb	Manager ECE – Health Promotion \$9,428pa L7.1	Director of Schools \$9,748pa L7.2
Sharon Kam	Teacher in Charge (Infant) \$8,474pa L5.3	Manager ECE – Health Promotion \$9,428pa L7.1
Claire Bam	Teacher Diploma (Primary) \$7,838pa L5.1	Teacher in Charge (Infant) \$8,474pa L5.3
Celestine Fritz	Teacher Certificate (Primary) \$7,521pa L4.3	Teacher in Charge (Infant) \$8,474pa L5.3

Any officer of the Public Service may appeal to the above promotions under Section 20 (3) of the Public Service Act 1998. An Appeal shall be in writing setting out the ground of appeal and shall be lodged with the Chief Secretary within seven (7) days after the date on which the provisional promotion is notified in the Gazette.

DATED this 15th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

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G. N. No. 670 / 2014

PUBLIC SERVICE ACT 1998
SECTION 103

NOTICE OF TRANSFER

The following transfer is hereby notified for general information effective from 17th September, 2014.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>TRANSFERRED FROM</u>	<u>TRANSFERRED TO</u>
Lyn Detabene	Teacher Degree (Secondary) \$8,155pa – L5.2	Chief Liaison Officer \$8,155pa – L5.2

DATED this 15th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 671 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Bernard Garabwan	Ambulance Driver	3 rd October, 2014

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

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G. N. No. 672 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Ruth Apadinuwe	Caretaker\Cleaner	19 th September, 2014

DATED this 13th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 673 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Sera Gioura	Employee Relations Officer	23 rd September, 2014

DATED this 14th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

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G. N. No. 674 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Triska Dagagio	Kitchen Aide	10 th October, 2014

DATED this 15th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 675 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF TELECOMMUNICATION
(ICT)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Florine Garoa	Administrative Officer	26 th September, 2014

DATED this 15th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

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G. N. No. 676 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF AUDIT

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Justin Togoran	Senior Examiner of Accounts	22 nd September, 2014

DATED this 15th day of October, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 677 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF SPORTS

POSITION : Development Officer

NO. OF POSITIONS : Two (2)

SALARY LEVEL : 4.3

PURPOSE OF THE POSITION: aim to provide opportunities for participation in sport for all sections of the community. They distribute information and organize sport-related projects, classes, programmes, coaching, club development and training. They target those who want to take part for fun as well as those who are interested in competing at all levels, from local to national and international.

The central aim is to increase participation in Sports of all kinds but Sports Development Officers address issues of Health, crime and social inclusion as well, often working with organizations such as.

- Schools
- Charities.
- Sport national governing bodies.
- Regeneration initiatives.
- Also work in partnership with government bodies to deliver government sports initiative.

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G. N. No. 677 / 2014 (cont'd)

KEY SKILLS:

- Sound administration.
- Organisation and Financial Skills.
- Strong Microsoft Office including Word, Outlook, Excel and PowerPoint.
- Good understanding of the structure of Sports.
- Team worker.
- Ability to work unsupervised.
- Strong Time Management Skills.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 678 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF SPORTS

POSITION : Assistant Project Officer

SALARY LEVEL : 2.2

PURPOSE OF THE POSITION: provides office services by implementing administrative systems, procedures and policies, and monitoring administrative projects.

DUTIES & RESPONSIBILITIES:

- Maintains workflow by studying methods; implementing administrative systems, procedures; and developing reporting procedures.
- Creates and revises systems and procedures by analysing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Develops administrative staff by providing information, educational opportunities and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analysing data and identifying solutions.

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G. N. No. 678 / 2014 (cont'd)

- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs, maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Contributes to team effort by accomplishing related results as needed.

SKILLS & QUALIFICATIONS:

- Reporting skills, Microsoft Office and Administrative writing skills.
- Managing processes and Organization.
- Analyzing information.
- Professionalism and Problem solving.
- Supply management and Inventory control.
- Verbal communication.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 679 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF SPORTS

POSITION : Clerical Officer

SALARY LEVEL : 2.1

PURPOSE OF THE POSITION: Providing administrative support to meet department needs. Responsible for clerical support duties including; photocopying, typing, filing, post, telephone answering etc.

G. N. No. 679 / 2014 (cont'd)

DUTIES & RESPONSIBILITIES:

- Typing reports, minutes, agendas, forms, letters, invoices, memos, statements.
- Answering the telephone and dealing with enquiries.
- Distributing incoming and outgoing post and information to relevant parties.
- Chasing unpaid invoices.
- Preparation and distribution of minutes and agendas etc.
- Recording office expenditure and managing the budget.
- Ensuring adequate staff levels to cover for absences and peaks in workload.
- Ensuring that there is an adequate supply of stationary\stock within the office.
- Photocopying documents as required and circulating as directed.
- Maintaining filing systems.

KEY SKILLS & COMPETENCIES:

- Developing and implementing new administrative systems.
- Can undertake routine typing and filing duties as appropriate.
- Maintaining effective working relationships with colleagues.
- Strictly following office and public service policies and procedures.
- Ability to accurately maintain relevant recording and information systems.
- Able to type reports and correspondence for senior managers.
- Able to assist in the recruitment of new staff, sometimes including training and induction.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this.....day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

POSITION : STI-HIV Communicable Diseases Coordinator

SALARY LEVEL : 5.3

PURPOSE OF THE POSITION: The communicable Disease Coordinator is accountable at an advanced practice level for the coordination of HIV\STI program and other communicable diseases and the provision of leadership in the specific Public Health area. The Communicable Diseases Coordinator needs to supervise Public Health Services in clinics, homes and in the Community; and to provide client centered counseling, education and information concerning their illnesses especially for HIV\STI prevention and control.

DUTIES & RESPONSIBILITIES: Coordinate and manage the national response to HIV and STI in – country in line with the National HIV Strategy and the Pacific Regional Strategy for HIV and STI.

- **DAILY:**
 1. Act as central focus point to the Ministry of Health, Public Health Program, relevant NGOs, donors, SPC (HIV\STI Section, PRSIP and Global Fund Round 7 HIV Coordinator)
 2. Liaise with TB Coordinators for programme collaboration.
 3. Manage and maintain appropriate records and documents on all aspects of national level activities supported through the Global Fund program.
 4. Responsible for office management including staff and facilities including asset inventory and control.
 5. Develop and monitor asset register equipment inventory funded by donors.
 6. Ensure a functioning National HIV\STI Coordination Office by ensuring resources and equipment's are available, eg. Procurement of stationeries.
 7. Perform other duties as required.
- **WEEKLY:**
 8. Coordinate and monitor planning and implementation of all in-country HIV\STI program activities according to the work plans and Letters of Agreement with each donor.
 9. Provide technical clinical support and guidance to program activities [where appropriate] (eg. For GF HIV R7 work plan activities with clinical focus)
 10. Provide regular information on the progress of the national HIV\STI program and specific activities, and against the National HIV Strategy, to relevant stakeholders and the national coordinating body (NAC, CCM etc)
 11. Develop collaborative relationships, networking and communication links with other Government Departments, NGOs and Community based organisations in supporting national response initiatives in the fight against HIV\STI.
 12. Request and facilitate release of funding for National level activities from donors and specifically the SPC Global Fund Round 7 HIV Coordinator.

G. N. No. 680 / 2014 (cont'd)

13. Monitor and support national and visiting consultants' activities and outputs.
14. Organise, facilitate and act as Secretariat to the National HIV\STI Project Coordinating body (CCM, NAC etc)
15. In consultation with the Ministry of Health, SPC (HIV\STI section, PRSIP Coordinator and Global Fund Round 7 HIV Coordinator), and other implementing partners, identify remedial action for any emerging problems.
- MONTHLY:
 16. Where necessary, monitor and facilitate release of funds through the discretionary grants scheme for people living with HIV\AIDS (PLWHA)
 17. Assist the national response surveillance team (in-country, at SPC and other agencies) to conduct surveys according to the national work plan (including second generation surveillance, where relevant)
 18. Coordinate and manage collection of M&E data and reporting in accordance with the National HIV Strategy, PRSIP and other donor M&E requirements.
 19. Monitor and evaluate Project performance according to Global Fund and Principal Recipient criteria and guidelines, including monitoring of all payments and assisting with periodic Project implementation reports (including narrative and financial reports)
 20. Financial management support including financial performance report.
 21. Assist in developing all programmatic and financial reports for; national governing body (CCM, NAC etc), donors, and Global Fund Regional CCM.
- YEARLY:
 22. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques.
 23. Participates in the Performance Appraisal and Development process.
- GENERAL:
 24. Knowledge of HIV\STI and/or communicable disease control.
 25. Cross-cultural sensitivity, ability to maintain confidentiality and good interpersonal skills.
 26. Experience in home support, home care and community care.
 27. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.

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 of themselves or any other person.
- Must use safety equipment of 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 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.

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G. N. No. 680 / 2014 (cont'd)

QUALIFICATIONS:

- Completed High School Education.
- Two years' experience working in the field of HIV\STI or in health or community development.
- Understanding of the political, social, economic, health and cultural context of the country and it's response to HIV\STI.
- Demonstrate ability to manage projects.
- Demonstrate skills in organizing and documenting meetings (including taking minutes)
- Excellent written and oral communication skills in English and Nauruan language(s)
- Sound knowledge of computer skills (Microsoft Word, Excel, PowerPoint and email applications)
- Experience in facilitating multi-sectoral programs between.
- Government and Non-Government Organizations.
- Demonstrated ability to work independently and as part of a team.
- Capacity to employ initiative appropriately.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 681 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

POSITION : STI-HIV Communicable Disease Assistant

SALARY LEVEL : 3.2

PURPOSE OF THE POSITION: the Communicable Disease Assistant is accountable at an advanced practice level for the assisting of HIV\STI program and other communicable disease. The Communicable Disease Coordinator needs to supervise Public Health Services in clinics, homes and in the community; and to provide client centered counseling, education and information concerning their illnesses especially for HIV\STI prevention and control.

G. N. No. 681 / 2014 (cont'd)

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Assist in coordinating and managing the national response to HIV and STI in-country in line with the National HIV Strategy and the Pacific Regional Strategy for HIV and STI.
 2. Assist in developing and monitoring.
 3. Liaise with Community DOTS workers and Community DOTS Coordinator for Programme collaboration.
 4. Perform other duties as required.
- **WEEKLY:**
 5. Assist in coordinating and monitoring, planning and implementation of all in-country HIV\STI program activities according to the work plan.
 6. Assist in providing regular information on the progress of the national HIV\STI program and specific activities.
 7. Assist in developing collaborative relationships, networking and communication links with other Government Departments, NGOs and Community based organisations in supporting national response initiatives in the fight against HIV\STI.
 8. Assist in managing and maintaining appropriate records and documents on all aspects of national level activities supported through the Global Fund program.
 9. Support national and visiting consultants' activities and outputs.
- **MONTHLY:**
 10. Where necessary, assist in monitoring and facilitating release of funds through the discretionary grants scheme for people living with HIV\AIDS (PLWHA)
 11. Assist the national response surveillance team (in-country, at SPC and other agencies) to conduct surveys according to the national work plan (including second generation surveillance, where relevant)
 12. Assist in coordinating and managing collection of M&E data and reporting in accordance with the National HIV Strategy, PRSIP and other donor M&E requirements.
 13. Assist in financial management support including financial performance report.
 14. Assist in developing, and monitoring asset register equipment inventory funded by donors.
- **YEARLY:**
 15. Attend all mandatory training and maintain competencies in basic life support and safe lifting and moving techniques.
 16. Participates in the Performance Appraisal and Development process.
- **GENERAL:**
 17. Knowledge of HIV\STI and/or communicable disease control.
 18. Cross-cultural sensitivity, ability to maintain confidentiality and good interpersonal skills.
 19. Experience in home support, home care and community care.
 20. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.

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 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 adequately trained.

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G. N. No. 681 / 2014 (cont'd)

- 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:

- Completed High School Education.
- Nauruan and English communication skills.
- Typing and basic computer knowledge.
- Is able to work with the team.
- Valid driver license.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 682 / 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

POSITION : Health Promotion Graphic Artist

SALARY LEVEL : 4.1

PURPOSE OF THE POSITION: is to work with the Health Promotion Department to disseminate health information including Health Promotion and Disease Prevention Graphically and through media and news letters.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Provide office administration including the maintenance of an effective Health Promotion filing and cataloguing system.
 2. Design of way catching messages aligned to the contents of the NCD strategy and other Health promoting and prevention activities.
 3. Liaise with Public Health staff with respect to communication with regional international organisations regarding Health Promotion activities.
 4. Other duties as assigned.

G. N. No. 682 / 2014 (cont'd)

- WEEKLY:
 5. To formulate a regular newsletter on Public Health issues in conjunction with the Director of Public Health\Healthy Island Promotion Coordinator\Public Health Promotion Educator.
 6. Provide health research information for media presentation on a jingles, video shots and audio messages.
 7. Design of posters, fact sheets, health slogans and banners.
 8. Attend Public Health related meetings and other meetings as assigned.
- MONTHLY:
 9. Provide monthly activity report to the Director of Public Health and Healthy Island Promotion Coordinator.
- YEARLY:
 10. Attend all mandatory training and maintain competencies in basic life support, and safe moving and lifting techniques.
 11. Participates in the Performance Appraisal and Development process.
- GENERAL:
 12. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.

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 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 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:

- Diploma or Certificate in Graphic Design OR High level Computer Skills and demonstrate artistic activity.
- Operating a canon image program would be an advantage.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Wednesday 29th October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

POSITION : District Primary Health Care Worker (Aiwo)

SALARY LEVEL : 2.1

PURPOSE OF THE POSITION: The district Primary Health Care Worker is integral to the efficient management of district-based primary health care services. The District Primary Health Care Worker is responsible for providing coordination of primary health care programs, and for providing basic health care and preferring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordination.

DUTIES AND RESPONSIBILITIES;

- **DAILY:**
 1. Provide first aid for minor injuries ailments; and basic support.
 2. Provides Basic Screening for non –communicable diseases, (including diabetes hypertension) and infectious disease.
 3. Refer indentified person to appropriate primary or secondary health services according to District Primary Health care manual
 4. Monitors the treatment of people with chronic medical conditions, for example: mental illness treatment.
 5. Gives medical treatments to patient to follow doctor’s instructions and under the guidance of the relevant health clinic.
 6. Other duties as assigned.
- **WEEKLY:**
 7. Visit homes to determined patient and family need, and report accordingly
 8. Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
 9. Together with the public health and the District Committee, plans for , and undertakes health promotion activities
 10. Assist community members and the health personnel to asses, plan for, and provide needed health and related services such as disseminated information with appointment slips, organise transport as required
 11. Teaches maintenance of health and prevention of diseases, maternal and child care for members and others subject related to individual and community health and warfare
 12. Attend Public Health meetings

G. N. No. 683 / 2014 (cont'd)

- MONTHLY:
 - 13. Provide reports on activities and other matters on a monthly basis
 - 14. Coordinates the community based health programs; for example, immunization programs, trachoma campaign, Demographic Health Survey etc.
 - 15. Keeps accurate house health statistics/ community mapping for their district and update as required
 - 16. Undertake quality assurance activities
- YEARLY:
 - 17. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques
 - 18. Participates in the performance Appraisal and Development process
- GENERAL:
 - 19. General knowledge and compliance of the MOH Code of Conduct and PSA 1998
 - 20. Act in a manner that reduce personal risk by adhering to the infection control policy

QUALIFICATIONS:

- Completes high school Education
- Nauruan and English communication skills
- Typing and basic computer knowledge
- Is able to work with the team
- Valid drivers' licence

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.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than 5pm, Wednesday 29th October, 2014.

Dated this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

POSITION : District Primary Health Care Worker-(Anabar)

SALARY LEVEL : 2.1

PURPOSE OF THE POSITION: The district Primary Health Care Worker is integral to the efficient management of district-based primary health care services. The District Primary Health Care Worker is responsible for providing coordination of primary health care programs, and for providing basic health care and preferring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordination.

DUTIES AND RESPONSIBILITIES;

- **DAILY:**
 1. Provide first aid for minor injuries ailments; and basic support.
 2. Provides Basic Screening for non –communicable diseases, (including diabetes hypertension) and infectious disease.
 3. Refer indentified person to appropriate primary or secondary health services according to District Primary Health care manual
 4. Monitors the treatment of people with chronic medical conditions, for example: mental illness treatment.
 5. Gives medical treatments to patient to follow doctor’s instructions and under the guidance of the relevant health clinic.
 6. Other duties as assigned.
- **WEEKLY:**
 7. Visit homes to determined patient and family need, and report accordingly
 8. Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provide health services
 9. Together with the public health and the District Committee, plans for , and undertakes health promotion activities
 10. Assist community members and the health personnel to asses, plan for, and provide needed health and related services such as disseminated information with appointment slips, organise transport as required
 11. Teaches maintenance of health and prevention of diseases, maternal and child care for members and others subject related to individual and community health and warfare
 12. Attend Public Health meetings

G. N. No. 684 / 2014 (cont'd)

- MONTHLY:
 - 13. Provide reports on activities and other matters on a monthly basis
 - 14. Coordinates the community based health programs; for example, immunization programs, trachoma campaign, Demographic Health Survey etc.
 - 15. Keeps accurate house health statistics/ community mapping for their district and update as required
 - 16. Undertake quality assurance activities
- YEARLY:
 - 17. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques
 - 18. Participates in the performance Appraisal and Development process
- GENERAL:
 - 19. General knowledge and compliance of the MOH Code of Conduct and PSA 1998
 - 20. Act in a manner that reduce personal risk by adhering to the infection control policy

QUALIFICATIONS:

- Completes high school Education
- Nauruan and English communication skills
- Typing and basic computer knowledge
- Is able to work with the team
- Valid drivers' licence

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.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than 5pm, Wednesday 29th October, 2014.

Dated this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

POSITION : Driver

SALARY LEVEL : 1.1

PURPOSE OF THE POSITION: The transport driver is responsibilities to transport Hospital shift workers and undertake all other courier and delivery services as appropriate and is strictly maintained.

KEY RESPONSIBILITIES:

- Day to day responsibility for effective health services standards.

DUTIES AND RESPONSIBILITIES;

- **DAILY:**
 1. Report to the sister on duty in ER at the start of each shift
 2. Report to Transport Supervisor (TS) of any mechanical problems
 3. Sign timesheet at nursing station in Acute Ward, at commencement and end of each shift including overtime call-outs
 4. Ensure cleanliness of vehicle inside on a daily basis
 5. Strictly maintain time schedules of pick up and drop off
 6. Maintain courier services on a daily basis
 7. Wait for colleague to do proper handover before and end of shift
 8. Willing to work extra hours as required
 9. Advise TS if sick or is not coming to work well in advance
 10. Any other duties as assigned
- **WEEKLY:**
 11. Ensure cleanliness outside of vehicle on a weekly basis
 12. Maintain a clean and tidy work environment
- **MONTHLY:**
 13. Attend staff meeting
 14. Assist in preparing a monthly report on transport activities and call outs
- **ANNUALLY:**
 15. Attend all mandatory training and maintain competencies in basic life support, infection control and moving and lifting Techniques
 16. Participates in the Performance Appraisal and Development process

G. N. No. 685 / 2014 (cont'd)

- **GENERAL:**

- 17. General knowledge and compliance of MOH of Conduct and PSA 1998
- 18. Undertake quality assurance activities
- 19. Undertake shift-work 3 x 8 hour shifts= 24 hour coverage

QUALIFICATIONS:

- Completed high school education
- Valid Drivers' Licence
- Minimum of 3 years experience in driving
- Must be reliable and good written and spoken communication skills
- Is able to work with the team
- Sober habits

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 reasonable person any perceived shortcoming in our safety arrangements or any defects in work equipment.

MANDATORY REQUIREMENTS:

- Safe and lifting and Moving Techniques
- Basic life support

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than 5pm, Friday 31st October, 2014.

Dated this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

POSITION : Grounds-man

SALARY LEVEL : 1.2

PURPOSE OF THE POSITION: Assigned to complete duties and responsibilities of the ground to a position which will entail maintenance of the ground of RONH, NPHC and Nursing Quarters and ensure meets minim standards of the best practices in grounds cleaning and landscaping

KEY RESPONSIBILITIES:

- Day to day responsibility for effective health services standards.

DUTIES AND RESPONSIBILITIES;

- **DAILY:**
 1. Report to the maintenance Supervisor (MS)
 2. See equipment (s) to be in good condition, look after and store equipment after use
 3. Check wheelie bins daily to prevent being full to the brim and have it dispose of in the skip skin
 4. Cleaning and washing of wheelie bins and returning to allocated areas
 5. To ensure skip bins are collected by rehab three days a weeks
 6. Other duties as assigned
- **WEEKLY:**
 7. Clean the RONH hospital drainages in the court yard and front entrance to prevent blockages and clearing of debris every Monday
 8. Check all available Equipment and organise a list for ordering
- **MONTHLY:**
 9. Landscaping, beautification and replanting of flowers and plants in the RONH, NPHC and NQ grounds
 10. Cutting of outgrown grass at RONH , NPHC and Nursing Quarters grounds on a quarterly basis or as necessary
 11. Removal of objects from the ground or in buildings as required
 12. Attend staff meeting

G. N. No. 686 / 2014 (cont'd)

- ANNUALLY:
 - 13. Attend all mandatory training and maintain competencies in basic life support, and safe moving and lifting techniques
 - 14. Participates in the performance Appraisal and Development process
- GENERAL:
 - 15. General knowledge and compliance of MOH of Conduct and PSA 1998
 - 16. Under take quality assurance activities

QUALIFICATIONS:

- Be healthy and of sober habits
- Reliable, conscientious and willing to accept responsibilities
- Is able to work with team
- Valid drivers' licence

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.
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

MANDATORY REQUIREMENTS:

- Safe and lifting and Moving Techniques
- Basic life support

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than 5pm, Friday 31st October, 2014.

Dated this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Handyman

SALARY LEVEL : 2.2

PURPOSE OF THE POSITION: The Handyman is responsible to undertake all minor repairs and maintenance of RON Hospital & Nauru Public Health Centre building and is not limited to carpentry, plumbing, electrical, oxygen refilling and air condition work and strictly maintain schedules.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Report to Maintenance Supervisor.
 2. Daily rounds to check defects in all areas of carpentry, plumbing, electrical and air-condition at RON Hospital, Nursing Quarters and Nauru Public Health Centre.
 3. Maintain and follow up job card request.
 4. Document daily tasks undertaken on log sheet.
 5. Maintain a clean and tidy work environment.
 6. Any other duties as assigned.
- **WEEKLY:**
 7. Cleanliness of the maintenance workshop.
 8. Maintain works of carpentry, plumbing, electrical and air-condition of RON Hospital, Nauru Public Health Centre, Health Housing (expatriates) in the districts.
- **MONTHLY:**
 9. Assist to prepare monthly reports on job activities.
 10. Participate in hospital projects as appropriate.
 11. Attend to staff meetings.
- **ANNUALLY:**
 12. Attend all mandatory training and maintain competencies in basic life support, and safe moving and lifting techniques.
 13. Participates in the Performance Appraisal and Development process.

G. N. No. 687 / 2014 (cont'd)

- **GENERAL:**

14. To be ready to work after hours for repair & maintenance as required.
15. Is willing to attach to EBOS technician and to learn on the job.
16. General knowledge and compliance of the MOH Code of Conduct and PSA 1998.
17. Undertake quality assurance activities.

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 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 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:

- Completed High School Education.
- Minimum three years in the field or relevant.
- Must be reliable and have good written, spoken and communication English skills.
- Is able to work with the Team.
- Valid drivers' license.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm, Friday 31st October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service appointment, transfer or promotion to the following position:-

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Clerical Officer

SALARY LEVEL : 3.1

PURPOSE OF THE POSITION: The Clerical Officer position is to assist in all administrative matters which includes; updating of staff leave and overtime, management of filing system, distribution of mails and information to the department sections and undertake other administrative matters as assigned.

DUTIES & RESPONSIBILITIES:

- **DAILY:**
 1. Reports to the Officer in Charge.
 2. Maintain registration of staff leave and variation.
 3. Maintain a logical and consistent filing system for the administration office.
 4. Receive and distribute of all incoming\outgoing mails.
 5. Maintain a clean and tidy work environment.
 6. Any other duties as assigned.
- **WEEKLY:**
 7. Maintain administration forms and manage stationary.
 8. Follow up staff leaves.
 9. Attend staff meeting.
 10. Maintain, update and report on staff AWOL.
- **MONTHLY:**
 11. Prepare report on staff leaves i.e. RL, FL, SL, SPL, AWOL etc.
- **ANNUALLY:**
 12. Attend all mandatory training and maintain competencies in basic life support, infection control and safe moving and lifting techniques.
 13. Participates in the Performance Appraisal and Development process.
- **GENERAL:**
 14. Maintain confidentiality of any patient information received in the work place.
 15. General knowledge and compliance of MOH Code of Conduct and PSA 1998.
 16. Undertake quality assurance activities.

No. 140

15th October, 2014

Nauru

G. N. No. 688 / 2014 (cont'd)

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 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 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 equip

QUALIFICATIONS:

- Completed High School Education.
- Two years minimum experience in clerical or equivalent.
- Basic Computer Knowledge in Word and Excel.
- Have good written, spoken, communication English Skills.
- Is able to work with team.
- Valid drivers' license.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than 5:00pm. Friday 31st October, 2014.

DATED this 15th day of October, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 689 / 2014

CORRIGENDUM

In Government Gazette No. 135.2014, G.N.No. 646/2014, page 11

DELETE:

NO. OF POSITIONS : Two (2)

INSERT:

NO. OF POSITION : One (1)

Dated this 15th day of October, 2014

LINDSEY DABWIDO
ACTING MANAGER RSM

No. 140

15th October, 2014

Nauru

G. N. No. 690 / 2014

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Travis Olsson of Yaren District and
Lulu Dagagio of Meneng District.

Stephen Russ Garabwan of Baitsi District and
Ruth Omodien Randolph of Buada District.

DATE OF ENGAGEMENT:

16th October, 2014
20th October, 2014

HON. BARON DIVAVESI WAQA M.P
MINISTER IN CHARGE
