



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

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No. 165

1<sup>st</sup> September 2016

Nauru

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G.N. No.728 / 2016

**APPOINTMENT OF AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE  
RUSSIAN FEDERATION TO THE GOVERNMENT OF THE REPUBLIC OF NAURU**

It is notified for general information that Cabinet, at its meeting held on Tuesday 30<sup>th</sup> August 2016, and Pursuant to Article 4 and 5(1) of the Vienna Convention on Diplomatic Relations 1961 and Article 17(1) of the Constitution of Nauru, Cabinet has approved the appointment Mr. Grigoriy S. Logvinov as Ambassador Extraordinary and Plenipotentiary of the Russian Federation to the Republic of Nauru.

DATED this 30<sup>th</sup> day of August, 2016.

**SASIKUMAR PARAVANOOR,  
SECRETARY TO CABINET.**

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G.N. No. 729 / 2016

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER  
OF NAURU UTILITIES CORPORATION**

It is notified for general information that on Tuesday 30<sup>th</sup> August 2016, Cabinet, pursuant to the Nauru Utilities Corporation Act 2011 has approved the appointment of Mr. Mohammed R Ali to act as Chief Executive Officer of Nauru Utilities Corporation effective on 11<sup>th</sup> September 2016 until the return of the substantive Chief Executive Officer, Mr. Abraham Simpson on 22<sup>nd</sup> September 2016.

DATED this 30<sup>th</sup> day of August, 2016.

**SASIKUMAR PARAVANOOR,  
SECRETARY TO CABINET.**

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G.N. No. 730 / 2016

**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:

**HEALTH & MEDICAL SERVICES**

**POSITION** : Procurement Officer  
**No OF POSITIONS** : ONE (1)  
**SALARY RANGE** : Band 9: \$12,129 - \$15,161pa

**PRIMARY PURPOSE OF THIS ROLE**

The primary role of the Procurement Officer will be to manage the procurement process for all goods/supplies on behalf of RONH. This will include all medicines, medical supplies, equipment and general supplies. The procurement Officer will work closely with the GON Procurement Agent to ensure that appropriate supplies are approved, purchased and delivered in a timely manner

**KEY RESPONSIBILITIES**

**Internal**

- Director Medical Services
- Operations Manager
- Supply Manager
- Director of Administration
- Heads of respective RONH departments/disciplines
- Finance Department
- Health Office

**External**

- GON Procurement Agent

**KEY DECISION MAKING IN THIS ROLE**

The Procurement Officer is responsible for:

- Assessing all medicines and medical supplies requisitions for accuracy and completeness
- Ensuring that all requisitions are approved and that quotes are evaluated and actioned

**KEY RESPONSIBILITIES/ACCOUNTABILITIES**

- Preparation and submission of all approved requisitions to Health Officer and Finance Department
- Follow-up with the Health Office and Department regarding any outstanding or unapproved requisitions
- Liaise with GON Procurement Agent regarding approved requisitions to confirm accuracy of item, quantity, delivery method and timeframes
- Ensure all Procurement Agent offers/quotations are evaluated and approved and that advice is provided back to the Procurement Agent in a timely manner
- Manage the delivery of goods to the appropriate stores following arrival in country
- Processing of all purchase orders and goods receipts in the supply System to ensure that accurate records of purchases are maintained (for both Pharmacy and Supply stores)

G.N. No. 730 / 2016 (CONT'D)

- Providing RONH management with reporting on medicines and medical supply purchases and costs
- Contribute to the ongoing management of the RONH Procurement Plan
- Administer the Supply system on behalf of RONH (approve users, allocate module access)

**QUALIFICATIONS AND EXPERIENCE**

- Bachelor in Economics and Finance, Management or equivalent
- 3-5 previous experience in professional designation related to supply chain work and procurement
- Above average understanding of English Language
- Excellent communication skills
- Above average computer skills
- Understanding of basic supply management principles

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 or the Secretary for Corporate Services no later than **5:00pm Friday 2<sup>nd</sup> September, 2016.**

DATED this 23rd day of August, 2016

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 731 / 2016

**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:

**HEALTH & MEDICAL SERVICES**

**POSITION** : Primary Health Care Nurse Aide  
**No OF POSITIONS** : ONE (1)  
**SALARY RANGE** : Band 5: \$7,063 - \$8,829pa

**PRIMARY PURPOSE OF THIS ROLE**

The Nurse Aide is responsible for providing care under the supervision of a Registered Nurse. The Nurse Aide assists public health nursing services in clinics, homes and in the community; and provides clients centred counselling, education and information concerning their illness

G.N. No. 731 / 2016 (CONT'D)

### **KEY RESPONSIBILITIES**

#### **Internal**

- Public Health Team
- Nursing colleagues

#### **External**

- Community leaders
- Patients and clients

### **KEY RESPONSIBILITIES/ACCOUNTABILITIES**

- Contributes to nursing assessment and care of patients
- Implement nursing care as delegated by the Registered Nurse
- Assist the Registered Nurse by providing information in the evaluation of progress towards expected outcomes
- Participate in the Performance Appraisal and Development process
- Documents all patient care according to Documentation Policy
- Acknowledges the team approach to the provision of care services and consults with member of the multidisciplinary team as required
- Utilised appropriate communication skills and participates as a member of the multidisciplinary team Acknowledges the specific competencies and expertise of the members of the health team
- Promotes an environment of professional development and lifelong learning
- Promotes a focus and framework for improving the quality of patient care
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment

### **QUALIFICATIONS AND EXPERIENCE**

- Nurse Aide Certificate or currently undergoing nurse aide certificate program
- Registered under Nauruan Practitioners Registration Board
- Education completion of year 10
- Good written and spoken English
- Experience in Nursing care setting
- Present at all times as a professional Nurse
- Provide competent nursing care to all patients within the area of public health
- Maintain proper control of medications
- Perform primary health care service sat public health clinics and in the communities
- Refer the complicated cases to the hospital as appropriate by using standard referral forms
- Respond promptly to all requests for nursing assistance
- Keep accurate written reports on all care of residents in their individual lives
- Maintain confidentiality of all medical and personal details divulged by patients
- Utilises appropriate communication skills and participates as member of the multi-disciplinary team
- Operates within field of expertise, competencies and experience
- Operates within the parameters of any relevant legislation
- Able to work in the communities during office hours, after office hours and weekends if necessary
- Ability to cooperate with Co-workers and to work as a team member

G.N. No. 731 / 2016 (CONT'D)

- Report to the supervisor on duty to any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors
- Undertake cleaning and proper storage of the ward and equipment
- Assist in public health care activities e.g. NCD strategy implementation, CD prevention and control at workplaces and in the communities

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 or the Secretary for Corporate Services no later than **5:00pm Friday 2<sup>nd</sup> September, 2016.**

DATED this 23<sup>rd</sup> day of August, 2016

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 732 / 2016

**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:

**HEALTH & MEDICAL SERVICES**

**POSITION** : OPERATIONS MANAGER  
**No OF POSITIONS** : ONE (1)  
**SALARY RANGE** : Band 12: \$14,494 - \$18,117pa

**DIRECT REPORT TO THIS ROLE**

- Director Medical Services
- Director of Nursing
- Director of Administration
- Director of Public Health
- Procurement Officer
- Infrastructure Manager

**PRIMARY PURPOSE OF THIS ROLE**

- Contributes to effective management of Nauru's Health Services and achievement of priority Health outcomes through ensuring effective quality operational service delivery.

**KEY RESPONSIBILITIES**

**Internal**

- Minister for Health & Medical Services
- Consumers and families
- Secretary of Health and Medical Services
- Director, Medical Services
- Director of Nursing

G.N. No. 732 / 2016 (CONT'D)

- Director of Administration
- Senior Management Team & Officer in Charge
- Health Advisor
- Government Departments
- Health Educator

**External**

- Local Community
- Refugee Community
- Non-Government Organisations (NGOs)
- RonPhos, Utilities, Nauru Rehabilitation Corporation
- International Health & Medical Services (IHMS)
- Australian Border Force (ABF)
- Department Foreign Affairs & Trade
- Donor Agencies
- Jacobs (Until Rebuild is complete)

**KEY DECISION MAKING IN THIS ROLE**

Any decisions involve ensuring the smooth running of the Hospital and quality service provision ensure potential risks are mitigated

**KEY RESPONSIBILITIES/ACCOUNTABILITIES**

The Operations Manager has on-site operational leadership on a 24-hours basis (including weekends and holidays). He/she must be independently to provide crisis management, interpret policy, make timely decisions that directly impact patient's care, ensure timely and effective communication and collaboration among departments, and provide operational oversight throughout the Hospital.

**DUTIES & RESPONSIBILITIES**

- Demonstrate judgement and self-sufficiency in effective problem solving while serving as the operational resource for the hospital
- Maintain interface with departmental personnel to ensure that there is adequate space and facilities for patient care and coordination of facilities
- Work in collaboration with DMS to oversee patient care flow while redirecting and allocating resources
- Take corrective action in situations and requiring immediate intervention, including interpretation and administration of hospital policy and work rules
- Support clinical, operational and facility services throughout the entire Hospital on a 24 hours' basis
- Collaboration with clinical and support staff to foster delivery of quality care
- Management of the provision of procurement and inventory management services for all clinical and other supplies used within the facility including pharmaceuticals, medical and consumables, education, housekeeping, stationery and maintenance services / supplies
- Management of the relationship with Government of Nauru (GON) appointed Procurement Agent on behalf of the Health Department
- Management of the provision of security services for the facility, including any service contract or agreement with external service providers

G.N. No. 732 / 2016 (CONT'D)

- Management of the provision of transport services for the facility, including staff resources, transport equipment, vehicle maintenance and the management of any service contract agreement with external service providers
- Management of the provision of facility maintenance services, funding allocations, preparation of maintenance submissions and any service contract or agreement with external service providers
- Coordinate with infection control officer/nurse to ensure management of the Infection Control risk within the facility
- Coordinate triage activities for all resource allocations, as needed, through communication with the Director of Nursing, (DON) Director Of Administration (DOA), and Director of Medical Services (DMS).
- Assist staff in identifying Clinical experts for specific patient population concerns
- Assist Patient Access Services in coordinating patient placement
- Monitoring Emergency action procedures and coordinate activities related to patients/staff evacuation as needed
- Function as on-site for internal/external disasters or other major events
- Management of provision of on-site ICT supporter services, including network management, ICT installation and repairs, provision of technical specifications
- Management of all risks related to the provision of services under the control of the position, including patient and safety, occupational and workplace safety, environmental issues

#### **QUALIFICATION & EXPERIENCE**

- Bachelor Degree or higher preferably in a Health related area
- Experience of working in a Health related setting
- Must be able to communicate well with others, work as a team and lead others by example and direction
- Good writing skills and extensive computer experience are necessary
- Good management skills with strong and firm decision making skills
- Ability to build and maintain relationship locally, nationally and internationally

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 or the Secretary for Corporate Services no later than **5:00pm Friday 2<sup>nd</sup> September, 2016.**

Dated this 23<sup>rd</sup> day of August, 2016

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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G.N. No. 733 / 2016 (CONT'D)

**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:

**HEALTH & MEDICAL SERVICES**

**POSITION** : Office Manager  
**No OF POSITIONS** : ONE (1)  
**SALARY RANGE** : Band 9: \$12,129 - \$15,161pa

**DIRECT REPORTS TO THIS ROLE**

- Clerical Officer
- Executive Secretary
- Overseas Referral Officer

**PRIMARY PURPOSE OF THIS ROLE**

The primary purpose of this position is to provide day-to-day administrative support in allocated area

**KEY RESPONSIBILITIES**

**Internal**

- Secretary of Health and Medical Services
- Senior Managers
- All Staff

**External**

- Human Resource and Labour Department
- Administration Department – Chief Sec
- ICT Department
- Finance Department
- Revenue Department
- Foreign Affairs Department
- Immigration Department
- Australia Visa Office
- Health Liaison Officers – Nauru Consulate Overseas
- Technical Specialists
- Patients and Escorts

**KEY RESPONSIBILITIES/ACCOUNTABILITIES**

- Maintain up-to-date recording and entry of budget requests in FMIS system
- Follow and Report/inform relevant health officer in regards to progress of budget requests
- Report/Inform relevant officers in regards to approved payments for budget and requests
- Follow up and ensure reports and receipts are submitted for payments made for dialysis, luncheon and other invoiced or quotation budget requests
- Provide fortnightly report of pending budget requests and pending reports for payments made for dialysis/luncheon and invoiced or quotation requests
- Provide monthly report of activities of responsibilities in allocated area



G.N. No. 733 / 2016 (CONT'D)

- Liaise with Finance Department to provide and circulate health's weekly budget updates to Directors and Senior Manager on a weekly basis provided by Finance department
- Liaise with Human Resource department in regards to health staffing and salary issues
- Liaise with other external department in regards to health correspondences as required
- Develop and implement performance management for staff that report to this position
- Evaluate staff skills and develop training and development plan for staff in allocated area to ensure minimum qualification of staff is achieved
- Oversee and monitor the performance and attendance and reports to Director of Administration regarding staff that report to this position
- Process MYOB/salary for staff in allocated area and provide copy to Director of Administration
- Provide fortnightly variation and summary of staff attendance in allocated area to Director of Administration on fortnightly basis
- Coordinate staff leave in allocated area and process relievers or temps where necessary
- Oversee and implement organising of travel arrangements, accommodations and other matters for patient referrals
- Oversee and/or implement organising travel arrangements, accommodations and other matters for staff or health travelling on overseas business/training
- Liaise and communicate with health counterparts overseas where required
- Implement quarterly stocktake of office supplies and equipment
- Implement ordering of office supplies (stationary)
- Ensure conservation use of officer resources and proper use of office equipment
- Evaluate and review office procedures to ensure efficient workflow and minimise delays/bottlenecking of process
- Scheduling, organising and minute taking to all Secretary for Health meeting and Board meetings
- Report to Secretary for Health and Director of Administration any matters relating to this job description
- Other duties as assigned by Secretary for Health and Director of Administration

**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
- Must not undertake any task for which they had not been authorised and for they are not adequately trained
- Is required to bring to the attention of a responsible person any perceive shortcoming in our safety arrangements or any defects in work equipment

**QUALIFICATIONS AND EXPERIENCE**

- Diploma in Economics, Finance, Accounting, Management Studies or equivalent
- Year 12 or Form 7 School Leaver Certificate or other equivalent University entry level certificate
- Minimum 5 years work experience in a middle Management or Senior Management position
- Must have excellent command and written English
- Must possess short-hand skills
- Must be able to supervise and lead individuals or a team

G.N. No. 733 / 2016 (CONT'D)

- Possess qualities of attention to details
- Must have sound knowledge of the healthcare system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Must be able to work with limited supervision and proactive
- Must possess problem solving skills
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Must have adequate knowledge of basic accounting
- Must be very organised
- Possess qualities of attention to details
- Must possess initiative for personal and professional development

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 or the Secretary for Corporate Services no later than **5:00pm Friday 2<sup>nd</sup> September, 2016.**

DATED this 23<sup>rd</sup> day of August, 2016

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

G.N. No. 734 / 2016

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

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

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

**JOB TITLE** : DEVELOPMENT OFFICER  
**No. of POSITION** : 1 (one)  
**SECTION** : Training & Development Unit  
**SALARY RANGE** : BAND 8a: \$10,586pa - \$13,232pa

**RESPONSIBILITIES:** The Development Officer is responsible to the Training & Development Manager. Role and responsibilities of the Development Officer is to assist the Training & Development Manager in providing the following HR services for the NPS;

- Advise departmental heads and employees on training policies and practices
- Plan training courses and prepare materials and deliver and present training sessions
- Monitor and evaluate in-house training courses
- Represent the HR&L in attending to activities such as job expos, school to work programs and high school career fairs.
- Plan and sometimes delivering training, including inductions for new staff;
- Assist Training & Development Manager conduct training needs analysis and skills audit for the NPS in conjunction with departmental heads.

G.N. No. 734 / 2016 (CONT'D)

- Develop and maintain data base and update employee training and professional development records.
- Produce monthly training report
- Develop and implement staff development programs
- Assist Manager Training & development prepare training & professional development costs budget.
- Coordinating the placement vacation students work experience with the various government agencies.
- Coordinate and disseminate training and professional development information to the NPS departments
- Liaise with the AusAID and other donor agencies scholarship office on scholarships available for NPS and coordinate and disseminate this information to the relevant heads of department within NPS.
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service.
- Other duties as may be directed.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Minimum qualification of year 12 with at least 3 years of relevant experience training and development/human resources.
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organizational development initiatives using Adult Learning principles
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action.
- Planning and organizational skills
- Time-management skills
- Excellent presentation and facilitation skills
- Persuasive presentation skills
- Ability to negotiate and liaise with managers, employers, educational institutions and donor agencies.

Applications should be lodged in writing or electronically word processed stating name, age, qualifications and curriculum vitae provided to the Chief Secretary or the Secretary for Corporate Services no later 5:00pm Friday 2<sup>nd</sup> September, 2016.

DATED this 23<sup>rd</sup> day of August, 2016

**SASIKUMAR PARAVANOOR**  
**ACTING CHIEF SECRETARY**

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