



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

No. 50

6th March, 2023

Nauru

G.N.No. 268/2023

APPOINTMENT OF ACTING SECRETARY FOR CABINET

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr. Angelo Dimapilis to act as Secretary for Cabinet from 3rd March 2023 until the return of the substantive Secretary for Cabinet, Ms. Ophelia Caleb on 11th March, 2023.

DATED this 3rd day of March, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 269/2023

**APPOINTMENT OF ACTING SECRETARY FOR DEPARTMENT OF ENVIRONMENTAL
MANAGEMENT AND AGRICULTURE**

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mr. Reagan Moses to act as Secretary for Department of Environmental Management and Agriculture from 6th March 2023 until the return of the substantive Secretary on 13th March, 2023.

DATED this 3rd day of March, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 270/2023

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that on Thursday 2nd March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mrs. Christiana Detenamo to act as Secretary for Foreign Affairs and Trade from 3rd March 2023 until the return of the substantive Secretary for Foreign Affairs and Trade, Mr. Dominic Tabuna.

DATED this 3rd day of March, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 271/2023

APPOINTMENT OF ACTING SECRETARY FOR ICT

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Mary Tebouwa to act as Secretary for ICT from 6th March 2023 until the return of the Director of ICT Administration, Mrs. Nadia Ika on 13th March, 2023.

DATED this 3rd day of March, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 272/2023

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (1) (a) of the Constitution of Nauru has approved the appointment of Mrs. Leona Waidabu to act as Secretary for Multicultural Affairs from 2nd March 2023 until the return of the substantive Secretary on 24th March, 2023.

DATED this 3rd day of March, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 273/2023

APPOINTMENT OF ACTING PRINCIPAL SECRETARY TO PRESIDENT

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr. Angelo Dimapilis to act as Principal Secretary to President from 3rd March 2023 until the return of the substantive Principal Secretary to President, Mr. Sasikumar Paravanoor.

DATED this 3rd day of March, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 274/2023

APPOINTMENT OF ACTING SECRETARY FOR WOMEN'S AND SOCIAL DEVELOPMENT AFFAIRS

It is notified for general information that on Wednesday 1st March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved the appointment of Mr. Riddell Akua to act as Secretary for Women's and Social Development Affairs from 3rd March 2023 until the return of the substantive Secretary on 20th March, 2023.

DATED this 3rd day of March, 2023.

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 275/2023

APPOINTMENT OF ACTING CHIEF SECRETARY

It is notified for general information that on Thursday 2nd March 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Peta Gadabu to act as Chief Secretary from 3rd March, 2023 to 11th March, 2023.

DATED this 6th day of March, 2023.

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 276/2023

REVOKE THE APPOINTMENT OF SECRETARY FOR HEALTH

It is notified for general information that on Friday 3rd March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved to revoke the appointment of Mrs. Chanda Garabwan as Secretary for Health.

DATED this 6th day of March, 2023.

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 277/2023

APPOINTMENT OF ACTING SECRETARY FOR HEALTH AND MEDICAL SERVICES

It is notified for general information that on Friday 3rd March 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru has approved to appoint Ms. Greta Harris as Acting Secretary for Health and Medical Services with immediate effect.

DATED this 6th day of March, 2023.

PETA GADABU
ACTING CHIEF SECRETARY

G.N.No. 278/2023

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
EIGIGU SOLUTIONS CORPORATION

It is notified for general information that Cabinet on Thursday, 2nd March 2023 has approved to appoint Mrs. Luciana Deluckner as Acting Chief Executive Officer of Eigigu Solutions Corporation effective immediately until further notice.

Dated this 2nd day of March, 2023.

OPHELIA CALEB
SECRETARY TO CABINET

G.N.No. 279/2023

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER NAURU UTILITIES CORPORATION

It is notified for general information that Cabinet on Friday, 3rd March 2023 has approved to appoint Mr. Mark Hiram as Acting Chief Executive Officer effective from 6th March 2023 until the return of Mr. Abraham Aremwa on the 18th March 2023.

Dated this 3rd day of March, 2023.

MICHAEL ANGELO DIMAPILIS
ACTING SECRETARY TO CABINET

G.N.No. 280/2023

APPOINTMENT OF ACTING DEPUTY CHAIRPERSON
AND DEPUTY REGISTRAR OF THE LIQUOR LICENSING BOARD

It is notified for general information that on Friday, 3rd March 2023 Cabinet has approved to appoint Mrs. Massie Detenamo as Deputy Chairperson and Deputy Registrar of the Liquor Licensing Board effective on the 3rd March, 2023 until the return of the Substantive Chairman, Rory Detageouwa and Registrar, Ms. Ophelia Caleb on the 11th of March 2023.

DATED this 3rd day of March, 2023.

MICHAEL ANGELO DIMAPILIS
ACTING SECRETARY TO CABINET

G.N.No. 281/2023

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Abednego Temaki of Aiwo District, and
Neilma Scotty of Ijuw District.

DATE OF ENGAGEMENT:

18th March, 2023

HON. RENNIER GADABU, M.P
MINISTER IN CHARGE

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
(Health Operations)

POSITION : Director of Health Operations
SALARY RANGE : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

The Director of Health Operations (DHO) primary role is the management of all operational activities of RON Hospital and Naoero Public Health core functions. These operational activities include: maintaining sustainable condition of infrastructure buildings and utilities, Reverse Osmosis, Hyperbaric chamber, Oxygen plant, Incinerator, Biomedical equipment Transport, Security, OHS and Emergency response plan
The DHO works under the overall guidance of the Secretary for Health, in conjunction with the directives from the Deputy Secretary; and then closely with each Health Directors and Units Managers across RON Hospital, Naoero Public Health

The DHO is one of seven Health Directors who are jointly responsible for daily operations of the MHMS of health and who form the core the Health Executive Team. The Directors report to the Secretary for Health

DUTIES & RESPONSIBILITIES:

- Assist with the Secretary for Health and Deputy Secretary to collaborates, initiative and rollout strategies to infuse MHMS vision, mission and value into MHMS business processes
- Oversee the work of key officer – Operational Manager, Infrastructure Manager, Project Manager, Biomedical Technician, Maintenance Supervisor and Transport Supervisor; and ensure effective and efficient operations of their sub-units
- Foster good networking relationship with key service providers to jointly implement strategies and initiatives that improve health operation, in particular the following
 - Nauru Utilities, ICT, Digicel, Nauru Media, Nauru Post, National Emergency Services, Eigigu Holdings, Capelle & Partner, other external vendors and consultants
- Develops and implements the Health operations aspects of the MHMS budget
- Develops and implements the Health operations aspects of Annual Operation Plan
- Generate report on performance of health operations, achievement, challenges and recommendations on the semi-annual basis

HEALTH & SAFETY

- Be responsible to take reasonable care for his or her own acts or omission and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained

G.N.No. 282/2023 (Cont'd)

KNOWLEDGE, SKILLS & EXPERIENCE:

- Preferred Bachelor's degree in Business Administration, Operation management or related field required
- Diploma in Operation management or related field required
- A minimum of three (3) years of progressive directly related health administration or business administration, operation management or related field required
- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills and attention with a proven ability to meet deadlines
- Strong analytical and problem -solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment -related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills
- Reliable and hardworking with great communication skills
- Time management skills, accurate keyboard skills and the ability to prioritize work
- Data management and attention to detail and accuracy with problem

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 March 2023.**

DATED this 17th day of February, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Medical Service)

POSITION : Imprest Pharmacy Technician
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- The Imprest Pharmacy Technician provides prompt and high standard of pharmacy care and advice to patients, carers and families, putting into practice clinical reasoning and clinical skills with guidance and supervision from the Pharmacist in Charge.

DUTIES/RESPONSIBILITIES:

- Promotes an environment for professional development and lifelong learning.
- Promotes a focus and framework for improving the quality of patient care
- Operates within the 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.
- Prepares and dispenses medication accurately.
- Ensure quality assurance processes are in place and practiced at all times
- Undertake regular weekly stocktake of pharmaceutical items in the pharmacy and report to the pharmacist (e.g. stock usage rate, expiry, low stock etc)
- Shelve and/or store pharmaceutical items according to the manufacturer's instructions
- Identify drugs expiry dates and ensure that they are disposed accordingly by the Environment Health Officer
- Fill in requisition forms and deliver items to the appropriate departments.
- Daily stocktake and replenishing of Emergency room/Acute block drugs and medical consumables
- Maintains appropriate and orderly filing system of records
- Any other duties within the scope of this job description as assigned

HEALTH AND SAFETY

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the 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 attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

G.N.No. 283/2023 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Preferred. Certificate Level qualification in management and /or stock management
- Minimum Year 12 or Form 7 School Leaver Certificate with at least 3.0 – 3.7 GPA
- Minimum 3 years' experience in Pharmacy
- Must possess and demonstrate good understanding and fluency in verbal and written English language
- Must have good analytic skills
- Must exhibit sound knowledge of medical terminology
- Possess attention to detail
- Possess ability to work in a team setting and be a team player
- Must possess good computer skill and knowledge in MS applications (Word, Excel, Power point)
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health & Safety
- Good knowledge and application of Safety Training and Moving Techniques
- Good knowledge and application of Infection Control

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 March, 2023.**

DATED this 17th day of February, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 284/2023

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 : Health Database Analyst
SALARY : Band 10.1 - \$20,641 per annum

PRIMARY PURPOSE OF ROLE:

The Database Analyst is to operate profitably and streamline our processes to keep patients and employees satisfied.

DUTIES/RESPONSIBILITIES:

- Organise and manage patients' health information data under the direction of the Chief Information Officer and overarching guidance of the Director of Medical Services.
- Gather and analyse healthcare data from multiple sources (e.g. Clinical operations, patient behaviour) to extract trends and business insights and understand health care operations and systems.
- Create and validate record-keeping process
- Pull and integrate data from disparate sources e.g. cost and claims or clinical data
- Evaluate and pre-process raw information
- Delve into data to discover discrepancies and patterns
- Build models that capture a wide range of health care operation
- Present and explain information in an accessible way e.g. budgetary report
- Suggest ways to both increase healthcare quality and reduce cost e.g. money spent in R&D
- Collaborate with management and internal teams to implement and evaluate improvement

HEALTH AND SAFETY

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

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in information technology, computer science or statistics
- Knowledge in data analyst experience
- Advancing master's degree or certificate
- Suitable minimum of 3 years health experience
- Interpersonal skills
- Good inter-relation skills

G.N.No. 284/2023 (Cont'd)

- Willingness and capacity to collect and interpret data
- Reliable, conscientious and willing to accept responsibility
- Excellent knowledge of computer systems and infrastructure, designing/developing
- Excellent organisational outstanding communication and interpersonal abilities
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data reliable, conscientious and willing to accept responsibility

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 March, 2023.**

DATED this 27th day of February, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 285/2023

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 : Health Planning Officer
SALARY : Band 9.1 - \$19,113 per annum

PRIMARY PURPOSE OF ROLE:

- The Health Planning Officer is responsible for supporting the divisions in developing strategic and operational plans and reporting on the implementation of these plans. This includes, but not limited to, annual operational plans, procurement planning, workforce planning, quarterly and annual reporting, annual review, etc. All planning and reporting to be based upon analysing and interpreting of approved data.

DUTIES/RESPONSIBILITIES:

- Coordinate and support the development of annual operational plans and budgets with each division.
- Support each division that requires specific work plans to augment their annual operational plan, e.g. Finance and Revenue to do a procurement plan, Human Resources for Health to do recruitment and succession plan, Training and Development to do a training plan, etc.
- Work closely with the health database analyst to produce national statistical bulletins to inform reporting, including trend analysis, and to address monitoring and evaluation (M&E) requirements.
- Coordinate quarterly Annual Operational Plan (AOP) progress reports.
- Coordinate the annual health and medical services report in collaboration with the Health Executive Team.
- Compile and maintain relevant documents, reports and recommendations and assist the Health Executive Team to draft policy briefs and position papers.
- Coordinate and carryout and hoc surveys and studies relevant to sector performance and knowledge generation at the request of the Health Executive Team
- Support divisions in meeting their project and partner reporting requirements.
- Compile and maintain copies of all legislation relevant to the Ministry of Health and Medical Services and assist the Health Executive Committee to ensure legislation and regulations are current and comprehensive
- Function as a contributing team member while meeting deadlines and productivity standards.
- Undertake any additional duties assigned by your supervisor as duties may vary from time to time to meet changing needs

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 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.

G.N.No. 285/2023 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Suitable degree qualifications from a recognised institute in public health, or Health Administration/Management, or a business or administration qualification with experience in the health sector
- Relevant health experience
- Experience in planning, budgeting and reporting, desirably in the health sector
- Ability to lead and coordinate staff
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities
- Understanding of public sector procedures

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 March, 2023.**

DATED this 27th day of February, 2023

IPIA GADABU
ACTING CHIEF SECRETARY
