



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

No. 78

5<sup>th</sup> August, 2009

Nauru

G.N.No. 292 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Assistant Director of Nursing

SALARY/SCALE : \$7,171pa (6.2)

**PRIMARY PURPOSE OF POSITION:**

The Assistant Director of Nursing is responsible to Director of Nursing for contributing to the strategic direction and operational effectiveness of nursing care services. The role is responsible for the day to day operations, clinical standards and leadership of the nursing services, is accountable to the Director of Nursing in ensuring that policies relating to the provision of clinical care are implemented, that standards outcomes are met and continuous improvement within the ward areas is implemented.

**DUTIES AND RESPONSIBILITIES:**

- Day to day responsibility for clinical nursing standards and implementation of evidence-based practice;
- Report to Director of Nursing any deviations from standards of nursing care and act to correct same
- Demonstrate expert knowledge of contemporary nursing practice and nurse education;
- Develop and maintain contemporary standards of nursing practice;
- Implement human, financial, and material management systems according to policies;
- Demonstrate high level communication skills including negotiation, consultation, effective written skills an ability to use information technology;
- Actively participate as a member of the Senior Management Team and the Health Executive;
- Manage the performance appraisal and development of subordinate staff;
- Work collaboratively with the health Educator to ensure ongoing nurse education is relevant and timely;
- Coordinate monthly nursing education meeting;
- Daily ward round of all wards to ascertain patient acuity and provide targeted clinical nurse education as needed;

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- Collate nurse education data as required;
- Be an active member of the hospital's senior management team, contribute to policy development;
- Attend senior management meeting;
- Assist with ongoing training and attendance at in service programs;
- Assist with specialist Consultant's education program as needed;
- Attend briefing and debriefing of Consultants' visits;
- Any other duties as may be required by the Director of Nursing or Secretary for Health & Medical Services.

#### QUALIFICATIONS & EXPERIENCE

- Minimum of 5 years experience in Ward Nursing or relevant fields;
- Qualification as Registered Nurse in general and midwifery;
- Knowledge and experience in administration work and management;
- Strong written and oral communication skills (English and Nauruan);
- Computer literate;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009 5:00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 293 / 2009

PUBLIC SERVICE ACT 1998  
VACANCY : SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Staff Nurse  
NO. OF POSITION : Two (2)  
SALARY/SCALE : \$6,169pa (5.1)

PRIMARY PURPOSE OF POSITION:

The Staff Nurse reports to the Director of Nursing and the Directorate of Nursing. The Staff Nurse is licensed to practice nursing without supervision and is accountable for own actions in the care of patients and acts to rectify unsafe nursing practice and / or unprofessional conduct. The Staff Nurse is a member of the multidisciplinary health care team and uses contemporary standards and evidence to underpin practice.

DUTIES AND RESPONSIBILITIES:

- Assess, plan, implement and evaluate nursing care to provide optimal health outcomes using a continuum of care approach;
- Upholds clinical care standards as well as to undertake cleaning of ward and proper storage of equipments;
- Demonstrates sound knowledge of contemporary nursing practice;
- Collects relevant data and reports same appropriately and documents all patient care according to Documentation Policy;
- Participates in the Performance Appraisal and Development process;
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required;
- Acknowledges the specific competencies and expertise of members of the health team;
- Utilizes appropriate communication skills and participates as a member of the multidisciplinary team;
- Promotes an environment for professional development and lifelong learning;
- Promotes a focus and framework for improving the quality services to patient care;
- Operates within field of expertise, competencies and experience;
- Operates within the parameters of any relevant legislation;

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- Promotes personal safety and that of others, and reports hazards and defects to work equipment;
- Provide competent nursing care to all patients within the area of the hospital in which rostered;
- Maintain proper control of medications;
- Report to the Supervisor on duty any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors;
- Respond promptly to all requests for nursing assistance;
- Keep accurate written reports on all care of residents in their individual files;
- Maintain confidentiality of all medical and personal details revealed by patients;
- Liaise with other nursing staff, medical officers and families as appropriate in care of residents.

#### QUALIFICATIONS & EXPERIENCE

- Minimum of 3 years experience in Nursing or relevant fields;
- Qualification in Certificate or Diploma Nursing from RON/NGH Nursing School or equivalent;
- Strong written and oral communication skills (English and Nauruan);
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references and provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009 5:00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 294 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Executive Secretary

SALARY : \$5,167pa (3.2)

**PRIMARY PURPOSE OF POSITION:**

The Executive Secretary is responsible for providing executive and customer relations support to the Hospital Administration. The Executive Secretary is responsible to the Director of Administration or the Hospital Administration.

**DUTIES & RESPONSIBILITIES:**

- Drafting letters and executing directions of the Directorate of Administration or the Hospital Administration;
- Corresponds and liaise with line agencies, public service departments, or ministries on any matters of the Hospital Administration;
- Maintain filing and general administration work;
- Maintain and compose appointment schedules of the Hospital Administration;
- Compile tracking and registration of all Hospital Administration records;
- Compile and furnish monthly or quarterly plans on office requirement reorders;
- Operate office equipments and manage equipment replenishments within the limited quota in the financial year;
- Assist in preparation and sustainability of the Hospital Administration or Health department budget;
- Assist in stock-take inventory of the Hospital Administration office plant & equipment, furniture and stationeries;
- Assist in travel arrangements of Health staff;
- Ensure that all matters are brought to the attention of the Director of Administration or the Hospital Administration;
- Treat all matters arising with due process and diligence, and utmost confidentiality;
- Perform any other duties as may be required by the Hospital Administration.

**QUALIFICATIONS & EXPERIENCE:**

- Have experience in records management;
- General knowledge in accounting and clerical duties;
- Computer literate;
- Have leadership qualities;
- Must have a driver's license;
- Excellent customer relation and communication skills both oral and written;
- Sober habits and be of congenial character;
- Punctual, proactive, and efficient.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or Director of Human Resource & Labour no later than Tuesday 11th August 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 295 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Health Information Clerk

SALARY/SCALE : \$4,917pa (3.1)

**PRIMARY PURPOSE OF POSITION:**

The Health Information Clerk reports to the Chief Health Information Officer. The Health Information Clerk provides prompt and high standard collection and recording of data on all admission and discharges under the supervision of the Chief Health Information Officer. This position is expected to rotate to other like positions, e.g. Medical Records Coder or Ward Clerk as assigned.

**DUTIES AND RESPONSIBILITIES:**

- Retrieve, compile, create and update medical records for booked Outpatient attendances ensuring cross referencing and previously archived information is integrated;
- Retrieve medical records in response to routine and urgent requests (including research/audit) from authorized departments/personnel;
- Process and file medical records, e.g. laboratory results, reports on health statistics, etc;
- Attend to requests for information from other health services, doctors and specialists whilst maintaining confidentiality;
- Collect and record daily disease information including workload statistics;
- Process, sort and file loose progress reports, results and tracer cards;
- Provide daily excellent customer service relations to patient and health staff;
- Assist with the training of new clerical staff members;
- Deliver medical record folders to medical officers and nurses working in the outpatients, inpatients and clinic areas;
- Review all medical records & patient information, prior to be re-shelved
- Ensure all discharge documentation has been completed by the medical officers and nursing staff;
- Ensure that all reports are filed securely and the contents of the medical record are placed in order within the folder;
- Undertake cleaning and proper storage of the medical records office and equipments;
- Undertake quality assurance activities
- Other duties as assigned by the Chief Health Information Officer or the division.

**QUALIFICATIONS & EXPERIENCE**

- Knowledge and experience in records management and customer service relations;
- Strong written and oral communication skills (English and Nauruan);
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Computer literate;
- Willingness and capacity to collect data;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualification and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 296 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Handyman

SALARY/SCALE : \$4,666pa (2.2)

**PRIMARY PURPOSE OF POSITION:**

The Handyman reports to Administration Officer or the Hospital Administration. The Handyman is responsible to undertake all minor repairs and maintenance of Hospital Building, including plumbing, electrical and other duties as may be required. The role is responsible for the day to day operations, is accountable to Director of Administration in ensuring that work procedures are implemented, that standards and outcomes are met and that continuous improvement of effective health service is implemented.

**DUTIES AND RESPONSIBILITIES**

- Day to day responsibility to undertake all minor repairs and maintenance of hospital building, including carpentry, electrical, and plumbing needs in a timely manner;
- Report broken equipment and facilities to Administration Officer for prioritizing repair timetable;
- Report equipment and facilities that are in need of repair that are outside the scope of expertise of the handyman;
- Maintain skills by always being available to learn when external consultants are on Nauru e.g. Oxygen plant, EBOS technicians, reverse-osmosis unit technician and so on;
- Responsible to inform the Administrative Officer what jobs have been completed or need to be completed and what is needed to complete the jobs e.g. tools, equipment, materials, etc;
- Responsible to inform with the Administrative Officer if minor repairs needs to be done and will be assigned the job by the Administrative Officer;
- Responsible to inform Administrative Officer if major repairs needs to be done on any hospital equipment and if it is not to the capability of the handyman;
- Provide monthly reports on maintenance works completed and report shortfalls;
- Responsible for taking hospital requirement to other enterprises as authorized by the Administrative Officer and /or Director of Administration;

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- 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;
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment;
- Any other duties as may be directed by the Senior Managers

#### QUALIFICATIONS & EXPERIENCE

- Appropriate trade experience or skills in carpentry, plumbing and electrical;
- Good oral and written communication skills;
- Computer literate;
- Ability to work in a team environment;
- Punctual, proactive and efficient

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Thursday 13<sup>th</sup> August 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 297 / 2009

PUBLIC SERVICE ACT 1998  
VACANCY : SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : District Health Worker (Aiwo)  
SALARY/SCALE : \$4,416pa (2.1)

PRIMARY PURPOSE OF POSITION:

The District Health Worker is integral to the efficient management of district-based primary health care services. The District Health Worker is responsible for providing coordination of primary health care programs, and for providing basic health care and referring sick patients appropriately within their assigned District and under the supervision of the Healthy Island Promotion Coordinator.

DUTIES AND RESPONSIBILITIES:

- Provides first aid for minor injuries ailments; and basic life support;
- Provides basic screening for non-communicable diseases, (including diabetes, hypertension) and infectious diseases;
- Refers identified persons to appropriate primary or secondary health services according to District Primary Healthcare manual;
- Monitors the treatment of people with chronic medical conditions, for example: implements the Direct Observation Treatment Strategy and monitors persons on mental illness treatment;
- Coordinates the community based health programs; for example, immunization programs, trachoma campaign, Demographic Health Survey etc;
- Visits homes to determined patient and family need, and report accordingly;
- Gives medical treatments to patients following Doctor's instructions and under the guidance of the relevant health clinic;
- Collaborates with the relevant public health expert to develop plans to meet individual health needs, and provides health services and promotion activities;
- Keeps accurate house health statistics/community mapping for their district and update as required;
- Assists community members and health personnel to assess, plan for, and provide needed health and related services such as disseminate information with appointment slips, organize transport as required;
- Act in a manner that reduces personal risk by adhering to the infection control policy;
- Teaches maintenance of health and prevention of diseases, maternal and child care for members and other subjects related to individual and community health and welfare;
- Attend Public Health meetings;
- Provide reports on activities and other matters on a monthly basis.

QUALIFICATIONS & EXPERIENCE

- Knowledge and experience in healthcare and community work;
- Strong written and oral communication skills (English and Nauruan);
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary Department's or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 298 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Physiotherapist Aide

SALARY/SCALE : \$4,416pa (2.1)

**PRIMARY PURPOSE OF POSITION:**

The Physiotherapist reports to Senior Physiotherapist. The Physiotherapist Aide provides a prompt, high standard of physiotherapy assistance under the supervision of the physiotherapist, in the treatment of patients requiring physiotherapy services.

**DUTIES AND RESPONSIBILITIES:**

- Maintain existing standards of physiotherapy practice;
- Implements physiotherapy care as delegated by the Physiotherapist;
- To maintain accurate documentation and documents all patient care according to Documentation Policy;
- Assists the Physiotherapist by providing information in the evaluation of progress towards expected outcomes as well as to partake in regular clinical supervision and ward rounds;
- Participates in the Performance Appraisal and Development process;
- Utilizes appropriate communication skills to ensure effective communication with patients and residents, as well as to participate as a member of the multidisciplinary team;
- Promotes an environment for 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;
- Participate in staff meetings and hospital projects as appropriate
- To liaise regularly with senior physiotherapist regarding caseloads, assessments, treatment progression and ongoing care;

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- To seek advice from senior colleague when dealing with complex or unfamiliar cases;
- To undertake regular training and mentoring sessions with senior staff to monitor and develop clinical and professional skills;
- 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
- 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

- Minimum of year 10 level of education;
- Knowledge and experience in healthcare services and patient care;
- Good written and oral communication skills (English and Nauruan);
- Punctual, proactive and willing to undergo health training opportunities;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Thursday 13<sup>th</sup> August, 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 299 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Dietician Aide  
SALARY/SCALE : \$4,416pa (2.1)

**PRIMARY PURPOSE OF POSITION:**

A Dietician Aide works under the supervision of the Dietician in organizing, conducting and supervising programs in nutrition, diet and food service.

**DUTIES AND RESPONSIBILITIES:**

- Discuss the dietary needs of patients under supervision of the Dietician;
- Interview patients to discuss food preferences;
- Assist in the planning of menus for patients under the direct supervision of the Dietician;
- Make sure food is hygienically and correctly prepared and attractively presented;
- Assist the Dietician to maintain diet records;
- Develop a nutrition care plan in consultation with the Dietician;
- Assist in the training of staff involved in the preparation and serving of meals for patients with particular diets;
- Use computers for data entry and retrieval;
- Take the anthropometric measurements of inpatients, outpatients, and school children;
- Assist in health promoting school program;
- Undertake community visits with the dietician;
- Be actively involved in antenatal and postnatal clinic, baby clinic and health promotion activities;
- 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;
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment;
- Perform other duties as may be required by the Dietician

**QUALIFICATIONS & EXPERIENCE**

- Minimum of year 12 level of education;
- Knowledge and experience in healthcare services and patient care;
- Good written and oral communication skills (English and Nauruan);
- Computer literate;
- Punctual, proactive and willing to undergo health training opportunities;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Thursday 13<sup>th</sup> August, 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 300 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**

POSITION : Clerical Assistant

SALARY/SCALE : \$4,166pa (1.2)

**PRIMARY PURPOSE OF POSITION:**

The Clerical Assistant reports to the Director of Administration and Executive Secretary. The Clerical Assistant is to assist the Administrative office in all administrative matters as assigned which includes, the updating and management of staff leave and overtime, registering of outgoing mails, management of administration filing system, distribution of mails and information to department sections and all other administrative matters as assigned.

**DUTIES AND RESPONSIBILITIES:**

- Management of filing system in the administration office;
- Maintain updated management and registration of staff leave and overtime credits;
- Maintain updated registration and distribution of all incoming/outgoing mails;
- Maintain a logical and consistent filing system for the administration office;
- Maintain updated registration and distribution of staff warnings;
- Maintain and management of the administration form box, ensuring that all relevant administration forms are available and in sufficient supply at all times;
- Maintain updated management of staff circulars in the hospitals' Y Drive system;
- Management and review of Y Drive system that includes removal of all non health or department related documents inserted into the system;
- Receiving and screening of all incoming calls to the hospital, including message taking of calls as requested and relaying of messages or calls to intended receiver;
- Maintain confidentiality of any information received in the work place at all times;
- Maintain a clean and tidy work environment;
- Undertake quality assurance activities;

G.N.No. 300 / 2009 (cont'd)

- 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;
- Is required to bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment.
- Perform other duties as may be assigned by the Health Administration Directorate.

#### QUALIFICATIONS & EXPERIENCE

- Minimum of year 10 level of education;
- Minimum of 3 years experience in administration and clerical duties;
- Qualification in Certificate in Secretarial studies;
- Possess basic computer knowledge essentially in MS Word and Excel;
- Good written and oral communication skills (English and Nauruan);
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 301 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY: SECTION 15**

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

**DEPARTMENT OF HOME AFFAIRS**  
(Media Bureau)

POSITION : Assistant Director of Media

SALARY/SCALE : \$6,920pa (6.1)

**PRIMARY PURPOSE OF POSITION:**

The Assistant Director of Media is responsible for planning, developing, implementing and coordinating quality customer service relations as well as providing assistance in the management of the Bureau.

**PRINCIPAL RESPONSIBILITIES:**

The Assistant Director of Media is responsible to the Director of Media. Role and responsibilities of the Assistant Director of Media is to supervise and manage the daily operations of the Bureau in the following-

- Corresponds with line agencies, public service departments, government agencies and external agencies from government to non-government organisations;
- Prepare monthly reports on activities of the department in line to budget priorities and project proposals;
- Monitor and control budget of the Media Bureau in the financial year as well as to provide monthly or quarterly reports on the expenditure and revenue actual;
- Provide report on annual stock-take inventory of office plants & equipments, furniture, and other office requirements;
- Assist the Director in developing training needs analysis of the Bureau;
- Assist to disseminate information public service wide;
- Assist to develop, maintain and assess evaluation tools for all media programs and activities delivered;
- Assist to develop work and program schedules, coordinate, monitor, train and supervise officers;
- Perform any other duties as required by the Media Bureau including parliamentary sittings and television presentations.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum of year 12 education;
- At least (3) three years experience holding a senior position in govt departments, or instrumentalities involving management and administration work.
- Experience in a variety of developing, delivering and evaluating media issues and activities;
- High level presentation, facilitation, communication and capacity building skills;
- Ability to produce reports and other written deliverables to a high standard;
- Computer literate;
- Excellent communication skills both oral and written;
- Sober habits and be of congenial character;
- Punctual, proactive, and efficient.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae with supporting references provided to the Chief Secretary's Department or the Director of Human Resources & Labour no later than Tuesday 11<sup>th</sup> August, 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 78

5<sup>th</sup> August, 2009

Nauru

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G.N.No. 302 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF JUSTICE BORDER & CONTROL**

- POSITIONS : Quarantine Officer (3)
- SALARY : \$4,666 per annum (2.2)
- DUTIES : Responsible to the Principal Quarantine Officer.
- To board any incoming vessels or aircraft;
  - Responsible in the Examination/Inspection of animal/animals product, plant/plants product, general cargoes and other quarantine materials for unwanted pests and diseases;
  - Advise the Principle Quarantine Officer on reports of new incursion on plant & animal pests or diseases;
  - To undertake other duties as may be assigned by the Principal Quarantine Officer.
- QUALIFICATIONS :
- Must be computer literate;
  - Must have an agricultural background;
  - Must be able to attend work at odd hours;
  - Good public relation skills;
  - Good communication skills both in Nauruan and English;
  - Must be able to report and present at regional meetings/workshops.

Applications should be provided in writing stating name, age and qualifications and curriculum vitae with supporting references provided to Chief Secretary's Department or the Director of Human Resources & Labour no later than Monday 10<sup>th</sup> August 2009, 5.00pm.

Dated this 29<sup>th</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 303 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

POSITIONS : Director (3)

SALARY SCALE : \$7,421 pa (7.1)

GENERAL ROLES : To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions and is responsible for the Division and to the Permanent Secretary for Foreign Affairs & Trade for:

- Providing advice to the Permanent Secretary on Nauru's foreign relations and strategies;
- Liaising and coordinating with Donor Partners and International Organizations on their assistance programmes in close consultation with the Aid Management Unit and relevant government departments and agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;
- Preparation of Cabinet Papers;
- Processing attendance of Nauru's representatives to international meetings;
- Maintaining a list and profile of Nauru's representatives to all international meetings to facilitate government's human capacity building programmes;
- Developing, evaluating and implementing policy initiatives;
- Budgetary responsibilities;
- Implementing the Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS); and
- Performing any other duties as may be required by the Division and the Permanent Secretary.

QUALIFICATIONS:

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration and Management;
- Some experience (5 years minimum) in Foreign Affairs and Trade and/or Management in policy advisory and administrative functions;
- Very good understanding and commitment to the national interests as outlined in the NSDS, the Constitution and the Foreign Policy Statement;
- Good understanding of, and good working relations with Nauru's Overseas Missions and other Government Departments;
- Some experience in budget preparations and control;
- Some understanding of Nauru's external environment, including the policies and interests of donor partners;
- Excellent communication (written and oral) skills in the English language; and
- Strong work ethics and good resources management skills.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Wednesday 12<sup>th</sup> August, 2009.

Dated this 31<sup>st</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 304 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

POSITIONS : Assistant Director (4)

SALARY SCALE : \$6,419 pa (5.2)

GENERAL ROLE : To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions and the Assistant Director is responsible to the Director for:-

- Providing advice to the Director on Nauru's foreign relations and strategies;
- Liaising and coordinating with international organizations in close consultations with relevant government departments and agencies;
- Representing Nauru at bilateral, regional and international meetings abroad;
- Conducting research on issues of interest of Nauru;
- Preparing Cabinet Papers;
- Maintaining a good recordkeeping system;
- Assisting the Director in the management of support staff;
- Processing attendance of Nauru's representatives to international meetings;
- Developing, evaluating and implementing policy initiatives;
- Providing reports/briefs as and when required;
- Drawing up the Division's annual budget estimates and work programme;
- Implementing the Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Acting as Director in the absence of the Director;
- Performing any other duties as may be required by the Division or Director.

**QUALIFICATIONS:**

- A formal qualification in a discipline related to Foreign Affairs and Trade and/or Administration or Management;
- Some experience (3 years minimum) in Foreign Affairs and Trade or related fields;
- Good understanding of and commitment to the NSDS, the Constitution and the Foreign Policy Statement;
- Good understanding of and working relations with Nauru's Overseas Missions and other Government Departments;
- Some working knowledge of budget preparations and control;
- Good communication (written and oral) skills in the English language; and
- Strong work ethics and good resources management skills.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Wednesday 12<sup>th</sup> August, 2009.

Dated this 31<sup>st</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

G.N.No. 305 / 2009

**PUBLIC SERVICE ACT 1998**  
**VACANCY : SECTION 15**

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

**DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

POSITIONS : Desk Officer (8)

SALARY SCALE : \$4,416 pa (2.1)

GENERAL ROLE : To be always ready and willing to be rotated within the Department and to travel abroad on government business and for posting to overseas missions and is responsible to the Director for:

- Conducting research on relevant issues;
- Implementation of Foreign Relations and Trade policy Statement and the National Sustainable Development Strategy (NSDS);
- Maintaining records of incoming and outgoing correspondences;
- Receiving, sorting and distributing mail;
- Administrative duties not limited to photocopying, typing and scanning;
- Maintaining and updating file records;
- Providing reports/briefs as and when required;
- Performing any other duties as may be required by the Division or the Assistant Director.

QUALIFICATIONS:

- Preferably a formal qualification in Foreign Affairs & Trade or related field;
- Preferably some experience (2 years minimum) in Foreign Affairs and Trade or related field;
- Good written and oral communication skills in the English language; and
- Strong work ethics and good resource management skills.

Applications should be lodged in writing stating name, age, qualifications and curriculum vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than Wednesday 12<sup>th</sup> August, 2009.

Dated this 31<sup>st</sup> day of July 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 78

5<sup>th</sup> August, 2009

Nauru

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G.N.No. 306 / 2009

**PUBLIC SERVICE ACT 1998**  
**SECTION 53 (1) – RESIGNATIONS**

It is notified for general information that the following officer's resignation has been accepted effective from 24<sup>th</sup> July, 2009.

**DEPARTMENT OF EDUCATION**

<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>SALARY LEVEL</u></b>
Bernard Grundler	Assistant Director of Education	\$7,421pa (7.1)

Dated this 29<sup>th</sup> day of July, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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G.N.No. 306 / 2009 (cont'd)

**PUBLIC SERVICE ACT 1998**  
**SECTION 53 (1) – RESIGNATIONS**

It is notified for general information that the following officer's resignation has been accepted effective from 17<sup>th</sup> July, 2009.

**DEPARTMENT OF NAURU POLICE FORCE & EMERGENCY SERVICES**

<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>SALARY LEVEL</u></b>
Jamie Laeo	Inspector	\$6,920pa (6.1)

Dated this 4<sup>th</sup> day of August, 2009.

**CAMILLA SOLOMON**  
**CHIEF SECRETARY**

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No. 78

5<sup>th</sup> August, 2009

Nauru

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G.N.No. 307 / 2009

**ENGAGEMENT TO MARRY**

NAME OF PARTIES: Morris Gadeouwa of Baiti District and  
Emily Ephraim of Buada District.

Max Kamtaura of Boe District and  
Mary Diema of Uaboe District.

DATE OF ENGAGEMENT: 31<sup>st</sup> July, 2009  
4<sup>th</sup> August, 2009

**HON. FREDERICK W. PITCHER M.P.**  
**MINISTER IN CHARGE**

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