



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

No. 84

1st June 2018

Nauru

G.N. No. 393 / 2018

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for general information that on 25th May 2018, Cabinet, pursuant to Article 68(1) of the Constitution of Nauru approved the appointment of Mr. Rayong Itsimaera as acting Secretary for National Emergency Services effective from 3rd – 10th June 2018, until the return of the substantive Secretary for National Emergency Services.

Dated this 29th day of May, 2018.

**BERNARD GRUNDLER
CHIEF SECRETARY**

G.N. No. 394 / 2018

**EIGIGU HOLDING CORPORATION
APPOINTMENT OF ACTING GROUP CHIEF EXECUTIVE OFFICER**

It is notified for general information that on Thursday 31st May 2018, Cabinet, approved the appointment of Mr. Morley Thoma as the acting Group Executive Officer for Eigigu Holdings Corporation effective from Sunday 3rd June 2018, until the return of Mr. Nasio Jeremiah on Monday 18th June, 2018.

Dated this 31st day of May, 2018.

**SASIKUMAR PARAVANOOR
SECRETARY TO CABINET**

G.N. No. 395 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27
APPOINTMENT ON PROBATION

It is notified for general information that the following appointment shall be on probation for the following officer.

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Lifeguard Services)

NAME	POSITION/SALARY	EFFECTIVE DATE
Tanya Denuga	Lifeguard Administrator Band 6 - \$8, 078 per annum	23 rd May, 2018

Dated this 31st day of May, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 396 / 2018

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment shall be with immediate effect 1st May, 2018.

DEPARTMENT OF EDUCATION

NAME	POSITION	SALARY BAND
Kareen Karl	Teacher Certificate	Band 10 - \$12, 918 per annum

Dated this 25th day of May, 2018.

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 397 / 2018

PUBLIC SERVICE ACT 2016
SECTION 27A (2)

NOTICE OF TRANSFER

The provisional transfer of the following is hereby notified for general notification effective as of 21st May, 2018.

DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT
(Environment Division)

NAME	TRANSFERRED FROM: DEPARTMENT OF JUSTICE & BORDER CONTROL	TRANSFERRED TO: DEPARTMENT OF COMMERCE, INDUSTRY & ENVIRONMENT
Grace Garabwan	Quarantine Officer Band 6 - \$8, 078 per annum	Waste Management Officer Band 7 - \$9, 244 per annum

Dated this 31st day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 398 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 21st May, 2018.

DEPARTMENT OF AUDIT
(Secretariat)

NAME	POSITION	SALARY BAND
Sandra Tannang	Administrative Assistant	Band 5.5 - \$8, 829 per annum

Dated this 25th day of May, 2018.

PETA GADABU
ACTING CHIEF SECRETARY

G.N. No. 399 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 25th May, 2018.

DEPARTMENT OF NATIONAL, EMERGENCY SERVICES
(Lifeguard Services)

NAME	POSITION	SALARY BAND
Wisam Aloda	Lifeguard	Band 5 - \$7, 063 per annum

Dated this 31st day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 400 / 2018

PUBLIC SERVICE ACT 2016
RESIGNATION – SECTION 83

It is notified for general information that the following officer's resignation has been accepted effective from 25th May, 2018.

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Secretariat Division)

NAME	POSITION	SALARY BAND
Shahzad Anwar	Personal Assistant	Band 8.5 - \$13, 232 per annum

Dated this 31st day of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 401 / 2018

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 NATIONAL EMERGENCY SERVICES
(Lifeguard Division)

POSITION : Lifeguard
No. OF POSITION : Five (5)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF POSITION: is to be a beach Lifeguard and provide lifesaving service on Nauru in the location(s) as directed by the Squad Captain and/or the Project Coordinator in accordance with the relevant standard operating procedures.

DUTIES & RESPONSIBILITIES:

- Maintain a level of proficiency in Life Saving Skills as follows;
 - 400m pool swim in 9 minutes or less or over a measure open water course.
 - 200m run x 200m swim x 200m run within 8 minutes to be tested on an open water course.
 - 100m tube rescue of a patient out at sea and return (with flippers optional)
 - 100m board rescue of patient out at sea and return.
 - Perform patient blocks, releases and escapes, secure and support the patient and perform patient tows.
 - Perform patient carries.
 - Perform first aid and CPR.
- Be capable of fulfilling the above physical requirements at any given time.
- Conduct lifesaving operation within the area(s) allocated by the Squad Captain and/or Project Coordinator.
- Conduct lifesaving operations in accordance with the relevant Nauru Standard Operating Procedures (SOPs)
- Attend training sessions as required by the Squad Captain and/or Project Coordinator.
- Be responsible for maintain good public relations and maintenance of the Lifesaving Service 'image' while on duty.
- Assist with community education programs as required.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Have good knowledge of the water conditions, hazards and risks on the coastline of Nauru.
- Hold a minimum of the SLSA (Surf Life Saving Australia) Bronze Medallion Lifesaving qualification.
- A proven ability in determining priorities, making sound judgements and the ability to respond appropriately when under pressure.
- Demonstrates commitment to the role.
- Ability to speak, read and write in English, including ability to complete relevant service forms.
- Ability to work as part of a team.
- Ability to work flexible hours including weekends and Public holidays.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Monday 18th June, 2018.**

Dated this 31st of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 402 / 2018

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 LAND MANAGEMENT
(Land & Survey Division)

POSITION : Caretaker/Cleaner
No. OF POSITION : One (1)
SALARY RANGE : Band 1: \$4, 571 - \$5, 713 per annum

DUTIES & RESPONSIBILITIES:

- Responsible for the general cleanliness of the Land Management building and ground.
- On a day to day basis and ensure that cleanliness of Offices and toilet meets the agreed standard.
- Responsible for cleaning mop, buckets and all other cleaning equipment and storing it properly and securely.
- Must work in accordance to the instruction that has been given by the HOD.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be fluent in both Nauruan and English languages.
- Healthy and sober habits.
- Punctual, reliable and willing to accept responsibility.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 20th June, 2018.**

Dated this 31st of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 403 / 2018

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 LAND MANAGEMENT
(Land & Survey Division)

POSITION : Chainman
No. OF POSITION : One (1)
SALARY RANGE : Band 4: \$5, 937 - \$7, 422 per annum

DUTIES & RESPONSIBILITIES:

- To assist Surveyors out in the field.
- Healthy and sober habits.
- Willing to work during odd hours.
- To be physically fit and energetic.
- Maintain and service all Survey equipment.
- T arrange equipment according to Surveyor's requirement.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum qualification of year 12.
- Must be fluent in both Nauruan and English languages.
- Must have ability of reading measurement.
- Punctual, reliable and willing to accept responsibility.
- Have a little bit of mathematical knowledge.
- Ability to work within a team environment.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 20th June, 2018.**

Dated this 31st of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 404 / 2018

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 LAND MANAGEMENT
(Land & Survey Division)

POSITION : Data Officer
No. OF POSITION : One (1)
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

DUTIES & RESPONSIBILITIES:

- To assist Nauru Lands Committee (if required)
- Determination of Estate.
- Update all Land Records (ownership & shares)
- Provide assistance to Landowners.
- Perform all duties as assigned by the Manager Data Officer.
- Perform other related duties as may be required.
- Willing to work during odd hours.
- Willingness to help and support other team members.
- To be subject to the Manager Data Officer.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must be fluent in both Nauruan and English languages.
- Health and sober habit.
- Punctual, reliable and willing to accept responsibility.
- Have a little knowledge in mathematic.
- Computer Literate (Microsoft Excel)

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 20th June, 2018.**

Dated this 31st of May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 405 / 2018

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 LAND MANAGEMENT
(Land & Survey Division)

POSITION : Budget Officer
No. OF POSITION : One (1)
SALARY RANGE : Band 8: \$10, 586 - \$13, 232 per annum

DUTIES & RESPONSIBILITIES:

- Prepare Budget submission for HOD for compilation of the Annual Budget.
- Analyse finance monthly expenditure reporting and make accommodation for future expenditure.
- Prepare purchasing voucher and submitted for committed expenditure.
- Maintain finance data base on relation to financial activities to assist in the compilation of reporting and accountability,
- Ensure adherence to Republic Financial Legislation and procedures.
- Provide written Budget analysis and recommendation for future expenditure to HOD.
- Manage the purchasing activities for Land Management in accordance with Government of Nauru purchasing Policy.
- Provide Financial Annual report.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Background and relevant experience in Financial Management.
- Understanding of Financial Management and accounting procedures.
- Computer literacy in Financial programs.
- Ability to work in a team environment.
- Must be fluent in both Nauruan and English languages.
- Have a little knowledge in accounting.

Applications should be submitted to Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than **5pm, Wednesday 20th June, 2018.**

Dated this 31st May, 2018.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 406 / 2018

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
(Nursing Division)

POSITION : Nurse Supervisor
SALARY : Band 10: \$12, 918 - \$16, 147 per annum

DUTIES & RESPONSIBILITIES:

- Leads Nursing team and is responsible for clinical care standards of patients and the material management on any given shift.
- Liaise with Nurses that have reported to duty and allocate assignments to each person.
- Responsible for welcoming new admissions and farewelling discharged patients ensuring they have all necessary instructions.
- Responsible to reporting incidents and concerns to the Unit Manager.
- Communicate with each patients and read the report to establish any special requirement for the day.
- Responds appropriately in crisis and emergency situations.
- Ensure Emergency trolleys are checked and well stocked for every shift.
- Maintains a safe and clean environment for patients and staff.
- Ability to work independently.
- Ability to work with Medical Officers and ensuring all treatments, medications are complete.
- Ability to counsel patient and deliver patient education.
- Ability to work under stressful situations and under pressure.
- Ability to handle and work with difficult colleagues.
- Responsible for the control of Dangerous Drugs in the ward and safe storage of staff supplies.
- Responsible to ensuring Unit is well stocked with Medications and Consumables at all times.
- Enforce proper hand over of each patient each shift.
- Ensure all Nursing Care and tasks are complete before completion of each shift.
- Demonstrate ability to identify and problem solve issues, including conflict resolution
- Responds promptly and positively to patients, families, co-workers and others in a respectful, courteous and confidential manner.

QUALIFICATIONS & EXPERIENCES:

- Certificate, Diploma or Bachelor of Nursing Qualifications.
- Postgraduate Nursing Qualification.
- Certificate IV in Leadership and Management (Desirable)
- Registration under Nauru Health Practitioners Registration Board.
- Minimum of 5 Years clinical experience.
- Effective communication skills, including problem solving skills and conflict resolution.
- Ability to work in a team.
- Annual Infection Control.
- Annual Manual Handling.
- Annual BLS/ALS training.
- Annual Medication Calculation and Administration of Medication.
- Annual 20hrs CPD.

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 22nd June, 2018.**

Dated this 1st day of June, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 407 / 2018

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
(Nursing Division)

POSITION : Unit Manager (Dialysis)
SALARY RANGE : Band 10: \$12, 918 - \$16, 147 per annum

DUTIES & RESPONSIBILITIES:

- Leads Nursing team and is responsible for providing quality Nursing care to patients within the specific Nursing division and is responsible for clinical care standards.
- Ability to orientate and mentor new and all Nursing staff to ensure safe quality service delivery.
- Liaise with Nurses that have reported to duty and allocate assignments to each person.
- Rosters Nursing staff in collaboration with Assistant Director of Nursing.
- Responsible for undertaking objective and subjective data collection and taking action for patient's recovery.
- Assist Medical Officers by going on the patient's round making sure all details regarding treatments, medications are written up and advise the Nurses of the same.
- Responds appropriately in crisis and emergency situations.
- Responsible for ordering Medications and consumables upon scheduled ordering days.
- Responsible for welcoming new admissions and farewelling discharged patients ensuring they have all necessary instructions.
- Report staff lateness and absenteeism and the ability to counsel staff and encourage punctuality.
- Acknowledges the team approach to the provision of care services.
- Responsible to reporting incidents and concerns to the Assistant Director of Nursing.
- Responsible for the oversight of all care provided to patients within the ward.
- Responsible for the coordination of patient care including the collection of information necessary to continue care of patients and management of the ward from previous shift staff.
- Responsible for the control of Dangerous Drugs in ward and storage of supplies.
- Responsible for appropriate and comprehensive documentation within the patient's files.
- Responsible for ensuring ward tidiness and cleanliness.
- Responds promptly and positively to patients, families, co-workers and all others in a respectful, courteous and confidential manner.
- Demonstrate willingness and ability to undertake Research activities for better patient outcomes and evidence based practice.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate, Diplomatic or Bachelor of Nursing Qualifications.
- Postgraduate Nursing Qualification.
- Certificate IV in Leadership and Management (Desirable)
- Registration under Nauru Health Practitioners Registration Board.
- Minimum of 5 years' clinical experience.
- Effective communication skills, including problem solving skills and conflict resolution.
- Able to work in a team.
- Annual Infection Control.

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- Annual Manual Handling.
- Annual BLS/ALS Training.
- Annual Medication Calculation and Administration of Medication.
- Annual 30hrs CPD.
- Patient Safety.

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 22nd June, 2018.**

Dated this 1st day of June, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 408 / 2018

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 EDUCATION

POSITION : Curriculum Support Officer
SALARY RANGE : Band 5: \$7, 063 - \$8, 829 per annum

PRIMARY PURPOSE OF THIS ROLE: responsible to the Director of C.A.S.E in in the co-ordination of workshops and meetings, project management and technical duties.

DUTIES & RESPONSIBILITIES:

1. To assist the Manager of C.A.S.E with;
 - Recording and stocktaking school resources and materials.
 - Processing materials such as recording, typing, printing, photocopying, sorting and filing.
 - Delivering workshops and meetings.
 - Managing projects such as the USP augmented Programmes, Language Programmes and Benchmarking.
2. To assist C.A.S.E consultants with;
 - Workshops and meetings.
 - Technical office work.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Motivated to deliver assigned tasks.
- Have Frontline Skills or equivalent.
- Successful experience in ICT use including Spreadsheets and other computer programmes and software.
- High level of literacy.

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- Demonstrated work ethic and ability to work in a team.
- Preferably a high school graduate.

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 22nd June, 2018.**

Dated this 1st day of June, 2018

BERNARD GRUNDLER
CHIEF SECRETARY

G.N. No. 409 / 2018

CORRIGENDUM

In Government Gazette No. 78/2018, G.N.No. 372/2018, page 5 dated 25th May, 2018.

DELETE:

NAME	POSITION	SALARY BAND
Patricia Demingauwe	<u>Graduate Nurse</u>	Band <u>8.2 - \$11, 247</u> per annum
Myreena Ika	<u>Graduate Nurse</u>	Band <u>8.2 - \$11, 247</u> per annum
Magdalena Mwareow	<u>Graduate Nurse</u>	Band <u>8.2 - \$11, 247</u> per annum

INSERT:

NAME	POSITION	SALARY BAND
Patricia Demingauwe	<u>Staff Nurse</u>	Band <u>8.4 - \$12, 571</u> per annum
Myreena Ika	<u>Staff Nurse</u>	Band <u>8.4 - \$12, 571</u> per annum
Magdalena Mwareow	<u>Staff Nurse</u>	Band <u>8.4 - \$12, 571</u> per annum
<u>Misty Dick</u>	<u>Staff Nurse</u>	Band <u>8.4 - \$12, 571</u> per annum

Dated this 28th day of May, 2018.

GAZETTE OFFICER