



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

No.89

31st May 2019

Nauru

G.N.No 343/2019

PUBLIC SERVICE ACT 2016

SECTION 16
CREATION, ABOLITION AND CLASSIFICATION

Pursuant to the powers in that behalf vested in me, under Section 16 1 (a) and 4 (a, b & c) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby, effective 19th March, 2019 alter the classification and creation of the following positions;

DEPARTMENT OF JUDICIARY

(Secretariat)

Alteration of Designation

Current Designation	No. of Position	Altered Designation
Administrative Officer Band 6.5 - \$10,097 per annum	1	Budget Officer Band 8.7 - \$14,555 per annum
Family Liaison Officer	1	Clerk of Court (Family Matters) Band 8.5 \$13,232 per annum

Creation of Positions

Designation	Salary Scale (per annum)	No. of Position
Court Reporter	Band 9.5 - \$15,161 per annum	1

Dated this 9th day of April, 2019

HON. BARON DIVAVESI WAQA, M.P.
PRESIDENT
and
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 344/2019

PUBLIC SERVICE ACT 2016

SECTION 16
CREATION NEW POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 1 (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P., President and Minister responsible for the Public Service, do hereby, create the following position effective as of 19th March, 2019;

DEPARTMENT OF MULTICULTURAL AFFAIRS

Creation of New Position

Current Designation	No. of Position	Salary Scale (per annum)
Ancillary Officer	1	\$16,900 per annum (Special rate)

Dated this 9th day of April, 2019

HON. BARON DIVAVESI WAQA, M.P.
PRESIDENT
and
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N No. 345/2019

PUBLIC SERVICE ACT 2016
SECTION 16

CREATION OF PUBLIC SERVICE POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 1 (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby, create the following position with effect from 18th April 2019:

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

CREATION OF POSITION

DESIGNATION OF OFFICE	NO. OF POSITION	SALARY SCALE
Directors	4	Band 13.5 (A\$19,203 P.A)
Assistant Directors	2	Band 12.3 (A\$16,305 P.A)
Foreign Service Officers	2	Band 6.7 (A\$11.107 P.A)

Dated this 18th day of April 2019

HON. BARON DIVAVESI WAQA, M.P
PRESIDENT
and
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 346/2019

PUBLIC SERVICE ACT 2016
SECTION 16

RECLASSIFICATION OF POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 of the Public Service Act 2016, I, Hon. David Ranibok Adeang, M.P., Acting President and Minister responsible for the Public Service, do hereby with effect from 10th December, 2018, alter the designation and the classification of the following positions:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Medical Services)

Alteration of Classification

Current Designation	No. of Position	Altered Designation
Trainee Medical Intern \$18,360 per annum (Special Rate)	3	Trainee Medical Intern \$20,000 per annum (Special Rate)

Dated this 26th day of April, 2019

HON. DAVID RANIBOK ADEANG, M.P.
ACTING PRESIDENT
and
MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE

G.N No. 347/2019

PUBLIC SERVICE ACT 2016
SECTION 16

RECLASSIFICATION OF POSITIONS

Pursuant to the powers in that behalf vested in me, under Section 16 of the Public Service Act 2016, I, Hon. David Ranibok Adeang, M.P., Acting President and Minister responsible for the Public Service, do hereby with effect from 26th February 2019, alter the designation and the classification of the following positions:

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Nursing Division)

Alteration of Classification

Current Designation	No. of Position	Altered Designation
Director of Nursing Band 13.2 - \$16,323 per annum	1	Director of Nursing Band 13.9 - \$24,196 per annum
Assistant Director of Nursing Band 12.2 - \$15,399 per annum	2	Assistant Director of Nursing Band 12.7 - \$20,925 per annum

Dated this 26th day of April, 2019

HON. DAVID RANIBOK ADEANG, M.P.
ACTING PRESIDENT
and
MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE

G.N.No. 348/2019

PUBLIC SERVICE ACT 2016

SECTION 16(1a)

CREATION OF NEW POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 1 (a) of the Public Service Act 2016, I, Baron Divavesi Waqa, M.P, President and Minister responsible for the Public Service, do hereby, create the following position effective immediately;

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Nursing Division)

Creation of Position

Designation	Salary Scale (per annum)	No. of Position
Staff Nurse (Expat)	\$16,000 per annum	1

Dated this 28th day of March 2019

HON. BARON DIVAVESI WAQA M.P

PRESIDENT

and

MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 349/2019

PUBLIC SERVICE ACT 2016

SECTION 16

RECLASSIFICATION OF POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 of the Public Service Act 2016, I, Hon. David Ranibok Adeang, M.P., Acting President and Minister responsible for the Public Service, do hereby with effect from 10th December, 2018, alter the designation and the classification of the following positions:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Medical Services)

Alteration of Classification

Current Designation	No. of Position	Altered Designation
Trainee Medical Intern \$18,360 per annum (Special Rate)	3	Trainee Medical Intern \$20,000 per annum (Special Rate)

Dated this 26th day of April, 2019

HON. DAVID RANIBOK ADEANG, M.P.

ACTING PRESIDENT

and

ACTING MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE

G.N.No. 350/2019

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR NAURU FISHERIES AND MARINE RESOURCES AUTHORITY

It is notified for general information that Cabinet on Friday 24th May 2019, approved the appointment of Mr. Camalus Reiyetsi, Senior Oceanic Fisheries Officer, to act as Chief Executive Officer for Nauru Fisheries and Marine Resources Authority, during the absence of CEO Mr. Charleston Deiye from Friday 24 May, 2019 to Tuesday 4th June 2019.

Dated this 27th day of May, 2019

SASIKUMAR PARVANOOR
SECRETARY CABINET

G.N.No. 351/2019

APPOINTMENT OF ACTING CHAIRMAN FOR NAURU REHABILITATION CORPORATION

It is notified for general information that Cabinet on Thursday 23rd May 2019 approved the appointment of Mr. Brene Karl to act as Chairman for Nauru Rehabilitation Corporation from Friday 24th May to Sunday 2nd June 2019.

Dated this 27th day of May, 2019

SASIKUMAR PARVANOOR
SECRETARY CABINET

G.N.No. 352/2019

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR NAURU PORT AUTHORITY

Pursuant to section 2.3 of the Schedule of the Port Authority Act 2015, Cabinet approved Chairman Mr. Isaac Aremwa to carry out the duties of the Nauru Port Authority C.E.O in an acting capacity for all port operations except for financial matters which the incumbent C.E.O Mr. Bayden Johnson will retain responsibility during his overseas business travel from Friday 24th May 2019 to Saturday 15th June 2019.

Dated this 27th day of May 2019

SASIKUMAR PARVANOOR
SECRETARY CABINET

G.N.No. 353/2019

APPOINTMENT OF ACTING SECRETARY FOR FINANCE

It is notified for general information that on 23rd May, 2019 Cabinet, pursuant to Article 68 of the Constitution of Nauru approved the appointment of Mr Andy Cain, Director of Procurement & Report to act as Secretary for Finance effective from 24th May – 4th June, 2019, until the return of the Secretary for Finance, Ms. Novena Itsimaera.

Dated this 27th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 354/2019

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS & TRADE

It is notified for general information that on 23rd May, 2019 Cabinet, pursuant to Article 68 of the Constitution of Nauru approved the appointment of Mr Sasikumar Paravanoor to act as Secretary for Foreign Affairs & Trade from 24th May – 2nd June, 2019, until the return of the substantive Secretary for Foreign Affairs, Mr Michael Aroi.

Dated this 27th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 355/2019

APPOINTMENT OF ACTING SECRETARY FOR TELECOMMUNICATIONS, MEDIA & ICT

It is notified for general information that on 23rd May, 2019 Cabinet, pursuant to Article 68 of the Constitution of Nauru approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Telecommunications, Media and ICT effective from 26th May – 31st May, 2019 until the return of the substantive Secretary for Telecommunications, Media and ICT, Mr Joel Waqa.

Dated this 27th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 356/2019

APPOINTMENT OF ACTING CHIEF OF STAFF & TRADE

It is notified for general information that on 23rd May, 2019, Cabinet, pursuant to Article 68, (1) of the Constitution of Nauru, approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Chief of Staff effective from 24th May – 2nd June, 2019 until the return of the substantive Chief of Staff, Mr Peter Jacob.

Dated this 27th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 357/2019

APPOINTMENT OF ACTING SECRETARY FOR COMMERCE, INDUSTRY AND ENVIRONMENT

It is notified for general information that on 23rd May, 2019 Cabinet, pursuant to Article 68 (1) of the Constitution of Nauru, approved the appointment of Mr. Sasikumar Paravanoor, Secretary to Cabinet to act as Secretary for Commerce, Industry and Environment effective from 24th May – 1st June, 2019, until the return of the substantive Secretary for Commerce, Industry and Environment, Mrs Berilyn Jeremiah.

Dated this 27th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 358/2019

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that on 24th May, 2019 Cabinet, pursuant to Article 68 of the Constitution of Nauru, approved the appointment of Mr. Jay Udit, Solicitor General to act as Secretary for Justice & Border Control effective from 29th May – 9th June, 2019 until the return of the substantive Secretary for Justice & Border Control, Mr Graham Leung.

Dated this 27th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 359/2019

APPOINTMENT OF ACTING SECRETARY FOR NATIONAL EMERGENCY SERVICES

It is notified for the general information that on the 27th May, 2019 Cabinet, pursuant to Article 68 of the Constitution of the Nauru, approved the appointment of Mr. Barassi Botelanga, to act as Secretary for National Emergency Services effective from 28th June, 2019 until the return of the substantive Secretary, Mr. Roy Harris.

Dated this 28th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 360/2019

APPOINTMENT OF ACTING SECRETARY FOR MULTICULTURAL AFFAIRS

It is notified for general information that on 28th May, 2019 Cabinet, pursuant to Article 68 of the Constitution of Nauru, approved the appointment of Ms. Bervena Adeang to act as Secretary for Multicultural Affairs effective from 28th – 30th May, 2019 until the return of substantive Secretary for Multicultural Affairs.

Dated this 29th day of May 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 361/2019

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 20th March 2019;

DEPARTMENT OF NATIONAL EMERGENCY SERVICES
(Fire & Rescue Services)

NAME	POSITION	SALARY BAND
Ali Golmohohammadian	Fireman	Band 5 \$7,063 per annum

Dated this 5th day of April, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 362/2019

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 25th April 2019;

DEPARTMENT OF HOME AFFAIRS
(Directorate of Youth Affairs)

NAME	POSITION	SALARY BAND
Yoko Capelle	Youth Officer	Band 6.5 - \$10,097 per annum

Dated this 22th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 363/2019

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 6th May, 2019.

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

NAME	POSITION	SALARY BAND
Marita Agigo	Health Promotion Educator	Band 10- \$12,918 per annum

Dated this 22nd day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 364/2019

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officer's resignation has been accepted effective from 10th April, 2019.

DEPARTMENT OF EDUCATION
(Schools)

NAME	POSITION	SALARY BAND
Elmina Quadina	Teacher Diploma	Band 11 - \$13,673 per annum

Dated this 28th day of May, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 365/2019

PUBLIC NOTICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for the general information that the following officer resignation has been accepted effective from 4th June, 2018

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Legal Drafting Section)

NAME	POSITION	SALARY BAND
Kristian Aingimea	Pleader	Band 12 - \$15,000 per annum

Dated this 19th day of April, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 366/2019

PUBLIC SERVICE ACT 2016
SECTION 83

NOTICE OF RESIGNATION

It is notified for general information that the following officers' resignation has been accepted effective from 29th March, 2019;

DEPARTMENT OF JUSTICE & BORDER CONTROL

(office of Solicitor General)

NAME	POSITION	SALARY BAND
Maverick Eoe	Pleader	Band 12.2 - \$15,399 per annum

Dated this 19th day of April, 2019.

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 367/2019

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's' appointment shall be effective as of 22nd February 2019;

DEPARTMENT OF EDUCATION

(Nauru TVET)

Name	Position	Salary Scale
Joan Detenamo	TVET Trainer	Band 11 - \$13,673 per annum
Begg Adire	TVET Trainer	Band 11 - \$13,673 per annum

Dated this 9th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 368/2019

PUBLIC SERVICE ACT 2016
SECTION 27(2)

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's appointment shall be on probation; effective as of 10th April 2019;

DEPARTMENT OF EDUCATION
(Nauru TVET)

NAME	POSITION	SALARY BAND
Jackisa Mau	Administrative Officer	Band 6 - \$8,078 per annum

Dated this 13th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 369/2019

PUBLIC SERVICE ACT 2016
SECTION 27A (2)

NOTICE OF PROMOTION

The provisional promotion of the following officers' is hereby notified for general notification with effective of 21st March 2019;

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Quarantine Division)

NAME	FROM	TO
Rennier Gadabu	Principal Quarantine Officer Band 11 - \$13,673 per annum	Director of Quarantine \$20,000 per annum (Special rate)

Dated this 11th day of April, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 370/2019

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officers' appointment shall be on probation;

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

Name	Position	Salary Band	Effective Date
Joyce Star	Contract Officer	Band 8.2 \$11,247 per annum	15 th April 2019
Dash Dowabobo	Development Officer	Band 8 \$10,586 per annum	10 th April 2019
Milli Jeremiah	Higher Clerical Officer (Recruitment)	Band 5.5 \$8,829 per annum	10 th April 2019
Joan Dick	Clerical Officer (Training)	Band 5 \$7,063 per annum	10 th April 2019

Dated this 13th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 371/2019

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment shall be effective as of 8th April, 2019;

DEPARTMENT OF TRANSPORT
(Land Transport)

Name	Position	Salary Scale
Timothy Ribauw	Bus Driver	Band 3.6 - \$7,128 per annum

Dated this 11th day of April, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 372/2019

PUBLIC SERVICE ACT 2016
SECTION 24

NOTICE OF APPOINTMENT

It is notified for general information that the following officer's appointment shall be effective as of 6th May, 2019;

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT
(Secretariat)

Name	Position	Salary Scale
Mike Dagiario	Director of Infrastructure Development	Band 13 \$15,363 per annum

Dated this 13th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N No. 373/2019

PUBLIC SERVICE ACT 2016
SECTION 27(2)

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer appointment shall be on probation; effective as of 10th April 2019;

DEPARTMENT OF EDUCATION
(Nauru TVET)

NAME	POSITION	SALARY BAND
Jackisa Mau	Administrative Officer	Band 6 - \$8,078 per annum

Dated this 13th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 374/2019

PUBLIC SERVICE ACT 2016

DEEMED RESIGNATION-SECTION 44 (2)

It is notified for the general information as per section 44 (2) of the Public Service Act 2016, the following officer has deemed to have resigned from her employment.

DEPARTMENT OF EDUCATION

(Schools)

NAME	POSITION	SALARY BAND	EFFECTIVE DATE
Jansina Agir	Receptionist	Band 4 - \$6,250 per annum	10 th May ,2019

Dated this 28th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 375/2019

PUBLIC SERVICE ACT 2016

SECTION 24

NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officers' appointment shall be on probation;

DEPARTMENT OF NAURU LANDS COMMITTEE

NAME	POSITION	SALARY BAND	EFFECTIVE DATE
Merelyn Jeremiah	Senior Computer Operator	Band 6 \$8,078 per annum	13 th May, 2019
Faith Teimitsi	Receptionist	Band 4.4 \$7,422 per annum	13 th May, 2019

Dated this 28th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 376/2019

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
(Nauru TVET)

POSITION : TVET Trainer Assistant
No OF POSITION : Two (2)
SALARY SCALE : Band 10 - \$12, 918 per annum

PRIMARY PURPOSE OF THIS ROLE:

To assist TVET Trainers in key responsibilities and duties. TVET Trainers understudy /trainee.
Will be responsible to the Director of TVET for the performance of his/her duties.

PRINCIPAL RESPONSIBILITIES:

- Deliver lecturer on your respective trade topics approved by the TVET Directorate.
- Setup and supervise workshops and enforce Occupational Health Safety.
- Evaluate and grade students' assessments and; class work, assignment, projects, workshop work, exam and any other assessments.
- Plan, evaluate and revise training packages/programs, course content, course materials and methods of instruction.
- Advise students of their assessments.
- Maintain students' attendance records, grades and other required records.
- Initiate, facilitate class discussions.
- Select materials and supplies such as textbooks, electronic programs and workshop equipment.
- Collaborate with colleagues to address students' positive response to the course.
- Work alongside TVET Manager and TVET Director.
- Must be punctual at work.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion or qualification
- Preferably have years of experience a Trade/Vocation
- Preferably a retired experience tradesperson
- Literacy and Numeracy competent
- Competent in a Trade/Vocation

- Work well with colleagues
- Willingness to give assistance to colleagues
- Punctual at work
- Commitment and dedication
- Able to meet deadlines
- Able to work odds hours when necessary/ required

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 24th May, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 377/2019

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
(Nauru TVET)

POSITION : TVET Trainer
No OF POSITION : Eight (8)
SUBJECTS : (2x) IT, (2x) Electrician, (2x) Aircon refrigeration (1x) Fashion
(1x) Engineering
SALARY SCALE : Band 11 - \$13, 673 per annum

PRIMARY PURPOSE OF THIS ROLE:

Evaluate and grade student's assessment: class work, assignment, projects, workshop work, exam and any other assessment. Plan, evaluate and revise training packages/programs, course content, course materials and methods of instruction.

PRINCIPAL RESPONSIBILITIES:

- Deliver lecturer on your respective trade topics approved by the TVET Directorate.
- Setup and supervise workshops and enforce Occupational Health Safety.
- Advise students of their assessments.
- Maintain students' attendance records, grades and other required records.
- Initiate, facilitate class discussions.
- Select materials and supplies such as textbooks, electronic programs and workshop equipment.
- Collaborate with colleagues to address students' positive response to the course.
- Work alongside TVET Manager and TVET Director.
- Must be punctual at work.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion or qualification
- Preferably have years of experience a Trade/Vocation
- Preferably a retired experience tradesperson
- Literacy and Numeracy competent
- Competent in a Trade/Vocation
- Work well with colleagues
- Willingness to give assistance to colleagues
- Punctual at work
- Commitment and dedication
- Able to meet deadlines
- Able to work odds hours when necessary/ required

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 24th May, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
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 EDUCATION
(Nauru TVET)

POSITION : Safety & Building Administrator
No OF POSITION : One (1)
SALARY SCALE : Band 11 - \$13, 673 per annum

PRIMARY PURPOSE OF THIS ROLE:

To Manager Building standards for occupational health and safety in the workplace with the day to day functions of a Building Manager. Will be responsible to the Director of TVET for the performance of his/her duties.

PRINCIPAL RESPONSIBILITIES:

- Inspect the TVET buildings and facilities to comply with international safety standards.
- TVET building maintenance plan.
- Liaise with Director TVET on reporting and issues relating to maintenance and repair works on TVET campus grounds and wherever appropriately required.
- Review, monitor and report Project works undertaken by contractors.
- Organize and effective recording and reporting system on Project progress for Administration purpose.
- Safety Induction sessions to new students and staff.
- OHS in the workplace: safety of buildings, hazards, policies and operations of tools and machines, evacuation procedures, repair and maintenance, safety signs, PPE gears, reporting.
- Perform any other duties that maybe assigned by the Director TVET

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion certification or qualification in engineering or draftsman and or construction.
- Preferably with White Card Licence.
- Preferably have years of experience in draftsman work or construction work.
- Preferably a retired experience tradesperson.
- Able to analyse data collected.
- Able to read construction plans/ blueprints of buildings.
- Have experience in using excel program.
- Work well with colleagues.
- Punctual at work.
- Commitment and dedication
- Able to meet deadlines
- Able to work odd hours when necessary/required

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 24th May, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
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
(Public Health)

POSITION : Primary Health Care Nurse Supervisor
No OF POSITION : Two (2)
SALARY SCALE : Band 9 - 12, 129 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Nurse Supervisor is a Registered Nurse who is accountable at an advanced practice level for the development, implementation, management, monitoring and evaluation, and reporting, of clinical nursing care services in clinics, homes and in the community; and provides client centred counselling, education and information concerning their illnesses.

PRINCIPAL RESPONSIBILITIES:

- Leads the nursing team within their specific primary health care unit and is responsible for clinical and public healthcare standards
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Documents all patient care according to Documentation Policy
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required
- Utilises appropriate communication skills and participates as a member of the multi-disciplinary team
- Acknowledges the specific competencies and expertise of members of the health 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

KNOWLEDGE, SKILLS & EXPERIENCES:

- Experience in community care
- Experience in community based programs
- Communicates clearly and effectively with all members of the multi-disciplinary team
- Highly developed communication, interpersonal, and conflict management skills
- Maintains confidentiality of information

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 7th June, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 380/2019

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
(Secretariat)

POSITION : Asset Manager
No OF POSITION : One (1)
SALARY SCALE : Band 12 - \$14, 494 per annum

PRIMARY PURPOSE OF THIS ROLE:

The role holder has a primary responsibility for engaging with Directors and School Principals in terms of procurement ensuring schools supplies are ordered and arrive in a timely manner for pedagogical purposes.

PRINCIPAL RESPONSIBILITIES:

- Prepare and maintain an Excel list of all schools
- Use the list to record all items provided to students
- Maintain a record all loan or hire agreements with Parents/Guardians
- Prepare and maintain an Excel list of all supplied to schools
- Use the list to prepare assets register list for all schools or departmental sites
- Maintain a record of "Receipt of Goods Delivery" for all goods supplied to schools or schools sites
- Visits schools as required to prepare a stocktake of goods previously supplied using the assets register list
- Prepare a list of students who have not returned texts when required
- Maintain a record of contracts signed by the officers, teachers or parents regarding the hire or loan of Department assets, including money
- Provide leadership in the system of procurement for now and the future. Collegially develop a quality procurement system and policy
- Ensure the procurement system and policy is working properly. Coordinate and ensure that relevant stakeholders follow the procurement system and policy
- Engaged with directors, principals and relevant stakeholders in terms of procurement strategically engage with directors and relevant stakeholders being informed of procurement system and policy
Keeping a supervising relevant stakeholders in term of procurement making sure it's working

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion certification or qualifications in engineering or draftsman and or construction
- Have 5 years experiences in draftsman work or construction work
- Competent in mathematical data work
- Able to write up a report (Nauruan or English)
- Have experience in using excel program
- Work well with peers
- Willingness to give assistance to peers
- Punctual at work
- Commitment and dedication is required
- Able to meet deadlines

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 7th June, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 381/2019

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
(Nauru TVET)

POSITION : Cleaner Gardener
No OF POSITION : Two (2)
SALARY SCALE : Band 1 - \$6, 013 per annum

PRIMARY PURPOSE OF THIS ROLE:

To Assist the administration in the daily operations of the TVET Campus. Will be responsible to the Director of TVET for the performance of his/her duties.

PRINCIPAL RESPONSIBILITIES:

- Cleaning of TVET interior infrastructures.
- Cleaning the grounds of TVET campus area.
- Assist in the preparations of TVET functions and events.
- Operate and care of cleaning equipment.
- Environmentally sustainable in work practice.
- Perform projects of beautification such as small kitchen garden, landscaping, planting of flora and fauanas.
- Assist on request only in workshop area.
- Perform any other duties that may be assigned by the Director TVET.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Drivers licence: any class vehicle and both manual or automatic
- Preferably gardening experience
- Problem solving skills
- Team work
- Works well with colleagues
- Strong and fit
- Willingness to give assistance to colleagues
- Punctual at work
- Honest and lawful
- Cleaning skills
- Resourceful in daily routines
- Commitment and dedication
- Able to carry out task given
- Able to work odd hours when necessary/required

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 24th May, 2019.**

Dated this 7th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 382/2019

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
(Secretariat)

POSITION : Finance Administrator
No OF POSITION : One (1)
SALARY SCALE : Band 11 - \$13, 673 per annum

PRIMARY PURPOSE OF THIS ROLE:

Responsible to the Director of TVET for the satisfactory performance of duties. The position involves evaluation of the financial management of the TVET Directorate.

PRINCIPAL RESPONSIBILITIES:

- Expert layout design in recording and reporting financial data.
- Screening of procurement items for further approval.
- Producing the annual financial report for the RON and various Donor funded projects to specific deadlines.
- Prepare payment vouchers for submission to Finance Department in a timely manner and ensure all PVs satisfy accountability requirements.
- Records and tracks all invoice, periodic payment, and approved payment and they are paid in a timely manner.
- Developing financial management mechanism that minimise financial risk.
- Keeping abreast of changes in the financial regulations.
- Provide training to other staff in regards to Financial/budget responsibilities.
- To perform such other duties compatible with the position as determined by the Director TVET.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum: Certificate II in information Technology.
- Computer skills.
- Excel office, organisational skills, management skills.
- Efficient in typing.
- Efficient in organizing.
- Competent in Nauru and English language.
- Computer literate.
- Competent in verbal and written communication.
- Execute in tasks with efficiency and diligence.
- Exercise economy in dealing with time, effort and resources.
- Be punctual at work.
- Respectful and amicable demeanor.

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 24th May, 2019.**

Dated this 20th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 383/2019

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
(Secretariat)

POSITION : Asset Manager
No OF POSITION : One (1)
SALARY SCALE : Band 12 - \$14, 494 per annum

PRIMARY PURPOSE OF THIS ROLE:

The role holder has a primary responsibility for engaging with Directors and School Principals in terms of procurement ensuring schools supplies are ordered and arrive in a timely manner for pedagogical purposes.

PRINCIPAL RESPONSIBILITIES:

- Prepare and maintain an Excel list of all schools
- Use the list to record all items provided to students
- Maintain a record all loan or hire agreements with Parents/Guardians
- Prepare and maintain an Excel list of all supplied to schools
- Use the list to prepare assets register list for all schools or departmental sites
- Maintain a record of "Receipt of Goods Delivery" for all goods supplied to schools or schools sites
- Visits schools as required to prepare a stocktake of goods previously supplied using the assets register list
- Prepare a list of students who have not returned texts when required
- Maintain a record of contracts signed by the officers, teachers or parents regarding the hire or loan of Department assets, including money
- Provide leadership in the system of procurement for now and the future. Collegially develop a quality procurement system and policy
- Ensure the procurement system and policy is working properly. Coordinate and ensure that relevant stakeholders follow the procurement system and policy
- Engaged with directors, principals and relevant stakeholders in terms of procurement strategically engage with directors and relevant stakeholders being informed of procurement system and policy
Keeping a supervising relevant stakeholders in term of procurement making sure it's working

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 completion certification or qualifications in engineering or draftsman and or construction
- Have 5 years experiences in draftsman work or construction work
- Competent in mathematical data work
- Able to write up a report (Nauruan or English)
- Have experience in using excel program
- Work well with peers
- Willingness to give assistance to peers
- Punctual at work
- Commitment and dedication is required
- Able to meet deadlines

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 7th June, 2019.**

Dated this 20th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 384/2019

PUBLIC SERVICE ACT
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
(Nursing)

POSITION : Assistant Director of Nursing
No OF POSITION : One (1)
SALARY SCALE : Band 12.2 - \$15, 399 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Assistant Director of Nursing is responsible for contributing to the strategic direction and day to day operational effectiveness of nurse in the primary health care setting.

PRINCIPAL RESPONSIBILITIES:

- Reports to the Director of Nursing on any deviation/matters in relating to nursing staff standard of care
- Day to day responsible for clinical nursing standards are implement through evidence based practice
- Contribute in planning of Nursing Services Activities to undertake for the week, month and year
- Collaborate with Nursing staff in implementing Activities in Annual Operational Plans and Health Strategic Plan
- Demonstrate expert knowledge of contemporary nursing practice
- Develop and maintain contemporary standards of nursing practice
- Demonstrate professional leadership and be a role model for nursing staff
- Implement human, financial and material management systems according to policies
- Demonstrate high level communication skills including negotiation, consultation, effective written skills and ability to use information technology

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate, diploma or bachelor of nursing qualification
- Administration or management and leadership courses
- Postgraduate qualification (desirable)
- Registered under the Nauru Health Practitioners Registration Board
- Nursing experience of minimum 5 years
- Above average understanding of English language
- Above average computer literacy an MS applications (word excel, powerpoint)
- Good knowledge/technical skills relating to IT and/or mechanics
- Basic life support/advance life support
- Occupational health & safety
- Infection control
- Safety training and moving techniques

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 7th June, 2019.**

Dated this 20th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 385/2019

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
(Nursing)

POSITION : Registered Nurse (Dialysis)
No OF POSITION : Two (2)
SALARY SCALE : Band 8.4 - \$12, 571 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Registered 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

PRINCIPAL RESPONSIBILITIES:

- Able to work shift work including evenings. To be available on standby on nights and weekends for emergency cases
- Asses, plan, implement and evaluate nursing care to provide optimal health outcomes using a continuum of care speech
- Upholds clinical care standards
- Reports to the Director of Nursing and Director of Public Health
- Assist the Director of Nursing with the Development, implementation of nursing services, objectives, policies and procedures in accordance with regulations
- Assist in Nursing Administrative duties as necessary
- Liaise with the Administrative Officer with regards to administration matters and with relation to other staff categories
- Liaise with Human Resource in Recruitment purposes of nursing staff
- Responsible for ensuring adequate Nursing staff are maintained to deliver optimal and safe patient care
- Be an active member of the hospital and contribute to policy development
- Check daily activities and daily report for any discrepancy

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate, Diploma or Bachelor of Nursing Qualification
- Administration or Management and Leadership course
- Postgraduate qualification (desirable)
- Postgraduate certificate in basic primary health care nursing (essential)
- Registered under the Nauru Health Practitioners Registration Board
- Nursing experience of minimum 10 years
- Project management (desirable)
- Above average understanding of English language
- Above average written and spoken English
- Above average computer literacy in MS applications (Word, Excel, Power point)
- Good knowledge/technical skills relating to IT and/or mechanics
- Basic Life Support/Advance life support

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary or the Secretary for Corporate Services no later than **5:00pm, Friday 7th June, 2019.**

Dated this 20th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 386/2019

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

(Nursing)

POSITION : Nurse Aide (Level 2)
No OF POSITION : Two (2)
SALARY SCALE : Band 5.2 - \$8, 741 per annum

PRIMARY PURPOSE OF THIS ROLE:

The Nurse Aide is responsible for providing care under the supervision of a Registered Nurse.

PRINCIPAL RESPONSIBILITIES:

- Contributes to Nursing assessment and of patients, assisting RN by providing information in the evaluation of progress towards expected outcomes
- Observes, record and report observation, intake and output, and charts in patients conditions
- Documents within scope of practice
- Maintain a safe and clean environment for patients and staff
- Demonstrate knowledge of and the ability to render care based on age appropriateness
- Responds promptly and positively to patients, families, co-workers and all others in a respectful, courteous, and confidential manner
- Ensure patients rooms are adequately stocked and prepared for patients
- Escort patients to other department as needed
- Supports effective functionary of unit routine. answers call bells, prepares charts, etc
- Performs additional duties as specified by Unit manager or nurse in charge of shift
- Response appropriately in crisis and emergency situation
- Communicates clearly and effectively with all members of the multi-disciplinary team
- Maintain confidentiality of patient information

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate, Diploma or Bachelor of Nursing Qualification
- Completion of Graduate year program
- Minimum of 1 year post-graduated clinical experience
- Nurse Aid Certificate or currently undergoing Nurse Aide Certificate program
- Registration under Nauru Health Practitioners Registration Board
- Good written and spoke English
- Experience in nursing care setting
- Ability to work in 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 7th June, 2019.**

Dated this 20th day of May, 2019

BERNARD GRUNDLER
CHIEF SECRETARY

G.N.No. 387/2019

APPOINTMENT OF PERSONS EMPOWERED TO SOLEMNIZE MARRIAGES AND OTHER RELIGIOUS FOR AND ON BEHALF OF THE NAURU ASSEMBLY OF GOD.

It is notified for general information that Cabinet at its meeting held on Thursday 23 May 2019, approved the appointment of Reverend Scott Cain, to solemnize marriages and other religious ceremonies for and on behalf of the Assembly of God.

Dated this 27th day of May 2019.

MARILYN T. DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES

G.N.No. 388/2019

APPOINTMENT OF PERSONS EMPOWERED TO SOLEMNIZE MARRIAGES AND OTHER RELIGIOUS CEREMONIES FOR AND ON BEHALF OF THE NAURU ASSEMBLY OF GOD

It is notified for general information that Cabinet at its meeting held on Thursday 23rd May 2019, approved the appointment of Reverend David Dagiario, to solemnize marriages and other religious ceremonies for and on behalf of the Assembly of God.

Dated this 27th day of May 2019.

MARILYN T. DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES