



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

No. 58

6th March, 2020

Nauru

G.N.No. 151/2020

**PUBLIC SERVICE ACT 2016
SECTION 16 (1a)**

CREATION OF PUBLIC SERVICE POSITION

Pursuant to the powers in that behalf vested in me, under Section 16, subsection (1) (a) of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P, President and Minister responsible for the Public Service, do hereby, create the following position with effect from 13th January 2020.

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

Name of Position	No. of Position	Salary (per annum)
Expatriate Welfare Manager	1	Band 10.3 \$15,259 per annum
Expatriate Welfare Officer	1	Band 6.5 \$11,662 per annum

Dated this 10th day of January, 2020.

**HON LIONEL ROUWEN AINGIMEA, M.P
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE**

G.N.No. 152/2020

PUBLIC SERVICE ACT 2016
SECTION 16 (3)

RECLASSIFICATION OF POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 subsection (3) of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P, President and Minister responsible for the Public Service, do hereby, with effect from 26th November 2019 alter the classification of the following position.

DEPARTMENT OF MEDIA
(Nauru Media Bureau)

Current Classification	Altered Classification
Administrative Officer Band 6.5 - \$10,602 per annum	Manager Administration & Finance Band 9 - \$12,735 per annum

Dated this 21st day of February 2020.

LIONEL ROUWEN AINGIMEA
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 153/2020

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, LIONEL ROUWEN AINGIMEA, M.P, President and Minister responsible for the Public Service, do hereby, with effect from 6th January 2020, alter the designation and classification of the following positions:-

DEPARTMENT OF CHIEF SECRETARY
(Secretariat)

Alteration of Designations:

CURRENT DESIGNATION	No. OF POSITION	RECLASSIFIED DESIGNATION
Executive Secretary Band 5.6 - \$9,733 p.a	1	Administrative Officer Band 6.5 - \$11,662 p.a
Clerical Officer Band 5.5 - \$9,270 p.a	1	Administrative Assistant Band 5.6 - \$9,733 p.a

Dated this 10th day of January, 2020.

LIONEL ROUWEN AINGIMEA
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 154/2020

PUBLIC SERVICE ACT 2016
SECTION 16 (1a)

CREATION OF PUBLIC SERVICE POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 subsection 1 clause a, of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P, President and Minister responsible for the Public Service, do hereby, Create the following position with effect from 27th January, 2020.

DEPARTMENT OF JUSTICE AND BORDER CONTROL

CREATION OF POSITION

DESIGNATION OF OFFICE	No. OF POSITION	SALARY SCALE
Deputy Solicitor General	1	Band 14 \$16,285-\$20,350

Dated this 27th day of January, 2020.

H.E LIONEL ROUWEN AINGIMEA, MP
PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 155/2020

PUBLIC SERVICE ACT 2016
SECTION 16 (1a)

CREATION OF PUBLIC SERVICE POSITION

Pursuant to the powers in that behalf vested in me, under Section 16 subsection 1 clause a, of the Public Service Act 2016, I, LIONEL ROUWEN AINGIMEA, M.P, President and Minister responsible for the Public Service, do hereby, Create the following position with effect on 27th January, 2020.

DEPARTMENT OF MULTICULTURAL AFFAIRS

CREATION OF POSITION

DESIGNATION OF OFFICE	No. OF POSITION	SALARY SCALE
Leasing Manager	1	\$21,580 per annum

Dated this 27th day of January, 2020.

H.E LIONEL ROUWEN AINGIMEA, MP
PRESIDENT AND MINISTER RESPONSIBLE FOR PUBLIC SERVICE

G.N.No. 156/2020

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

It is notified for general information that Cabinet on Thursday 27th February, 2020 has approved the appointment of the Oceanic Fisheries Manager Murin Jeremiah, to act as CEO for Nauru Fisheries and Marine Resources Authority from Friday 28th February, 2020 until Friday 6th March, 2020.

Dated this 27th day of February, 2020

MICHAEL ANGELO DIMAPILIS
ACTING SECRETARY TO CABINET

G.N.No. 157/2020

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE & BORDER CONTROL

It is notified for general information that on 2nd March 2020, cabinet, pursuant to Article 68, (3) of the Constitution of Nauru has approved the appointment of Ms. Kerry Kwan, Principal Government Lawyer to act as Secretary for Justice & Border Control effective from 3rd March 2020 until the return of the substantive Secretary for Justice and Border Control Mr Jay Udit.

Dated this 2nd day of March 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 158/2020

PUBLIC SERVICE ACT 2016
SECTION 27A, (2.a)

NOTICE OF PROMOTION

The promotion of the following officer is hereby notified for public notification with effect from 30th October, 2019;

DEPARTMENT OF LAND MANAGEMENT

NAME	PROMOTED FROM:	PROMOTED TO:
Julian Capelle	Senior Surveyor Band 7.3 - \$10, 919 per annum	Manager Field Officer Band 11 - \$14, 365 per annum

Dated this 13th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 159/2020

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 NATIONAL EMERGENCY SERVICES
(Meteorology Services)

NAME	POSITION	SALARY BAND	EFFECTIVE DATE
Dale Deireragea	Meteorology & Hydrology Officer	Band 6 \$9, 246 per annum	14 th January, 2020
Darned Dongobir	Meteorology & Hydrology Officer	Band 6 \$9, 246 per annum	14 th January, 2020
Konrad Ika	Meteorology & Hydrology Officer	Band 6 \$9, 246 per annum	14 th January, 2020
Janah Tebouwa	Meteorology & Hydrology Officer	Band 6 \$9, 246 per annum	14 th January, 2020
Tori Tebouwa	Meteorology & Hydrology Officer	Band 6 \$9, 246 per annum	14 th January, 2020

Dated this 11th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 160/2020

PUBLIC SERVICE ACT 2016
SECTION 27A, (5)

NOTICE OF TRANSFER

The internal transfer of the following officer is hereby notified for general information effective as of 8th January, 2020.

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour)

NAME	TRANSFERRED FROM:	TRANSFERRED TO:
Chet Tatum	Labour Mobility Coordinator Band 8 - \$11, 115 per annum	Employee Relations Officer Band 8 - \$11, 115 per annum

Dated this 13th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 161/2020

PUBLIC SERVICE ACT 2016
SECTION 27A, (5)

NOTICE OF TRANSFER

The internal transfer of the following is hereby notified for general information effective as of 6th October, 2019.

DEPARTMENT OF JUSTICE & BORDER CONTROL
(Secretariat)

NAME	TRANSFERRED FROM: CHIEF SECRETARY DEPARTMENT	TRANSFERRED TO: JUSTICE & BORDER CONTROL
Marilyn Deireragea	Registrar for Birth, Deaths & Marriages (Special rate) - \$27, 226 per annum	Government Lawyer (Special rate) - \$27, 226 per annum

Dated this 14th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 162/2020

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 20th January, 2020.

DEPARTMENT OF HEALTH
(Nursing Division)

NAME	POSITION	SALARY BAND
Lillian Jeremiah	Graduate Nurse	Band 8.2 - \$11, 809 per annum

Dated this 13th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 163/2020

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 27th January, 2020.

DEPARTMENT OF HEALTH
(Nursing Division)

NAME	POSITION	SALARY BAND
Patrina Dabana	Staff Nurse	Band 8.4 - \$13, 199 per annum

Dated this 13th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 164/2020

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 8th November, 2019.

DEPARTMENT OF FINANCE
(Nauru Revenue Customs Office)

NAME	POSITION	SALARY BAND
Perlen Engabate	Customs Officer	Band 6 - \$8, 482 per annum

Dated this 13th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 165/2020

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 31st December, 2019.

DEPARTMENT OF HOME AFFAIRS
(Child Division)

NAME	POSITION	SALARY BAND
Shrue Brechtefeld	Child Protection Officer	Band 6.5 - \$10, 602 per annum

Dated this 11th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 166/2020

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 20th Janaury, 2020.

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Administration)

NAME	POSITION	SALARY BAND
Mackray Batsiua	Driver	Band 5 -\$8, 899 per annum

Dated this 11th day of February, 2020.

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 167/2020

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 PRESIDENCY
(Presidency Section)

POSITION : State House Project Engineer
No OF POSITION : One (1)
SALARY : Special rate - \$35,000 per annum

PRIMARY PURPOSE OF ROLE:

The Project Engineer shall oversee the planning and construction of the Official residence of the Head of State known as the State House in NPC Oe at the former NPC Cliff Lodge. The construction works shall be contracted to a reputable private contractor with a high level of building expertise in tropical environments using modern construction methods. The Project Engineer shall ensure that the project is completed on time and on budget. The Project Engineer shall report to the President's Chief of Staff and provide weekly updates on the progress of the project.

DUTIES/RESPONSIBILITIES:

- Oversee the construction of the State House Project from beginning to end
- Manage the budget and estimate cost of the Project through the Project Management Committee
- Consult with the Contractor the necessary equipment, materials and manpower needed for the Project
- Ensure supplies and equipment are ordered and delivered according to schedule
- Resolve any problems that may arise
- Ensure compliance with safety regulations and building codes
- Evaluate risks
- Collaborate with the Contractor, engineers, architects and key team members of the project team
- Facilitate the approval of permits and licenses from authorities for the construction sites
- Plan construction operations with the Contractor
- Ensure all deadlines are met
- Allocate and manage resources to ensure they are available when they are needed throughout the construction project
- Keep all stakeholder aware of the progress on the Project and prepare progress reports regularly
- Handle any environmental or local community issues that may come up during the Project
- Conduct site checks to monitor progress and quality standards

QUALIFICATIONS & EXPERIENCE:

- Proven work experience in project management
- Familiar with construction and project management software programs
- Excellent client-facing and internal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Excellent knowledge of construction materials and equipment
- Previous work experience in construction management or other similar role
- Excellent knowledge of relevant rules and regulations as well as quality standards and human resources
- Conflict resolution and conflict management experience

G.N.No. 167/2020 (Cont'd)

- Project management Professional (PMP) / PRINCE II certification is a plus
- BSc/BA/Diploma in Architecture, Building Science, Civil Engineering, Construction Management, or another related field – or in the absence of formal qualification, proven experience and years of employment in a related industry

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 168/2020

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
(Dental)

POSITION : Dental Assistant (Level 1)
No OF POSITION : One (1)
SALARY : Band 5 - \$7,063 per annum

PRIMARY PURPOSE OF ROLE:

To ensure the dentists are set up for success prior to interfacing with patients and during patients procedures.

DUTIES/RESPONSIBILITIES:

- Appointment scheduling and confirmation
- Telephone techniques
- Patient reception
- Patient records management
- Assist the dentist in providing dental treatment
- Preparing and maintaining dental instruments, supplies and equipment
- Collecting and recording patient health histories
- Patient management during dental procedures
- Instrument transfer
- Dental procedure isolation techniques
- Preparation of dental materials, cements, amalgam, composite, impression materials, etc
- Dental charting
- Prevention and management of dental medical emergencies
- Inventory control and management
- Delivering patient personal oral care instructions
- Delivering community dental health presentations

G.N.No. 168/2020 (Cont'd)

- Planning, setting up and manning health fair booths
- Managing the dental office infection control plan to meet the Infection Control Guidelines
- Instrument cleaning, sterilization/disinfection and re-circulation
- Dental treatment room disinfection
- Work 40 hours per week and on call or standby (recall) during and after hours on weekdays, weekends and public holidays
- Be responsible to take reasonable care for his/her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

QUALIFICATIONS & EXPERIENCE:

- Minimum qualification Year 12
- Pass in Basic English
- Has worked in health related setting
- Has experience in customer care services or community work
- Possess and demonstrate good understanding and fluency in verbal and written English language
- Good knowledge and application of Basic Life Support and Occupation Health & Safety
- Good knowledge and application of Infection Control and Safety Training and Moving Techniques
- Must exhibit sound knowledge of medical terminology

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 169/2020

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 JUDICIARY
(Secretariat)

POSITION : Clerk of Court (Appeal)
No. OF POSITION : One (1)
SALARY RANGE : Band 8 - \$11, 115 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Registrar of Court of Appeal, Justices of Appeal and the President of the Court

DUTIES & RESPONSIBILITIES:

- Assist the Justices of Appeal/ Registrar with the Sittings of the Nauru Court of Appeal and complete other related duties as assigned by the Justices of Appeal or the Registrar
- Maintain cases files, registers, record judgments and orders of the Court
- Ensure court applications and documents are filed and received in compliance with the relevant acts and rules of the court
- Provide and attend to enquires from the public and he stakeholders through the Registry
- Attend and assist and be present in court at all times during the sitting of the Court Session
- Perform such other duties as assigned by the Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum Qualification of Year 12
- Certificate in Law or Graduate Pleader
- Experience Clerk of Court, Assistant Clerk of Court or as a legal Clerk
- Good public relations and customer service skills
- Ability to communicate effectively in English and the Nauruan language
- Ability to interpret from Nauruan to English and vice versa
- Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines
- Ability to work in team environment
- Ability to contribute positively and innovatively towards Judiciary goals and objectives
- Good written communication skills with an ability to produce documents to a high standard
- Ability to exercise discretion and maintain confidentiality

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, Friday 13th March 2020.**

Dated this 3rd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 170/2020

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 FINANCE
(Revenue Section)

POSITION : Senior Tax Auditor
No OF POSITION : Two (2)
SALARY : Band 8 - \$11,115 per annum

PRIMARY PURPOSE OF ROLE:

To undertake tax audits and other compliance activities to ensure that taxpayers are correctly complying with the Nauru tax laws.

DUTIES/RESPONSIBILITIES:

- Carry out tax audits on individual and company taxpayers
- Prepare written audit reports identifying any errors and omissions and recommending appropriate action
- Prepare amended assessments to reflect the outcome of tax audits
- Make recommendations on the application of the penalty and prosecution provisions of the law and impose additional tax as directed
- Provide assistance to Audit and Enforcement Officers to resolve more complex aspects of their work

QUALIFICATIONS & EXPERIENCE:

- Bachelor or Diploma in Accounting, Business or Financial studies
- Must have at least 3-5 years in tax administration, accounting or compliance activities
- Must have an understanding of taxation legislation and its application in a taxation environment
- Must have good problem solving and analytic skills
- Possess ability to work in a potentially confrontational environment
- Must have excellent communication skills, both written and oral
- Must have basic level skills in MS Office applications including Word, Excel, Power point and other applications

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 171/2020

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 COMMERCE INDUSTRY & ENVIRONMENT
(Environment Section)

POSITION : Higher Clerical Officer
No OF POSITION : One (1)
SALARY : Band 5.1 - \$8,899 per annum

PRIMARY PURPOSE OF ROLE:

The Higher Clerical Officer is responsible for assisting the Director of Environment and Projects in maintaining a proper filing system (asset list, stock take and contact profiling) for the division as well as maintaining all correspondence (both local and overseas) of the Section. The Higher Clerical Officer also organises and manages meetings as directed by the Director of Environment and keeps a schedule for the Director of all invitations received.

DUTIES/RESPONSIBILITIES:

- Daily update and manage filing as well as creating an electronic system to keep track of all correspondence for the Environment section.
- Organise meetings as directed by the Director of Environment.
- Answering phone calls and handling any queries concerning customers that need assistance and attends to other matters relating to the Environment section.
- Prepare quotes, payments requisitions, maintain receipts and other source documents.
- Follow up on payment vouchers and cashing of cheques.
- Maintain government asset list as per Department of Audit request.
- Assist in preparing financial reports on projects both and overseas contacts.
- Drafting of letters as per request from the Director of Environment.
- Any other duties as requested by the Director of Environment.

QUALIFICATIONS & EXPERIENCE:

- A pass in Form 6 or equivalent in any High School.
- Certificate in Secretarial Work such as Certificate in Office Management.
- A demonstrated understanding of departmental payment rules and processes in the Government of Nauru.
- Good public relations and customer service skills.
- Ability to produce documents to a high standard of presentation and output using MS Office (including, Word, Excel, Power point and Publisher) software applications.

G.N.No. 171/2020 (Cont'd)

- Ability to communicate effectively both verbally and in writing with employees.
- Excellent organisational skills, including the ability to plan, prioritise and coordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative.
- At least 2 years work experience in any secretarial work or any relevant field.

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 172/2020

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 TRANSPORT
(Civil Aviation Section)

POSITION : Airport Foreman
No OF POSITION : One (1)
SALARY : Band 5 - \$9,375 per annum

DUTIES/RESPONSIBILITIES:

- Directly responsible to the Director of Civil Aviation
- Lead a team of workers to maintain regular cleaning of the runway, taxiways and tarmac, including mowing of grass, cutting and removal of growth on the runway fence, and collection and removal of foreign objects and debris
- Cleaning outskirts of the airport terminal building as well as the navigational aid sites at topside
- Controlling the main road traffic during flight operations
- Preventing of animals and unauthorized public from entering the runway, taxiway and tarmac, and at the navigational aids sites
- Attending work irregular hours for flight operations
- Record daily tasks undertaken on log sheet
- Maintain uniform, code of conduct and safety gears at all times
- Be available for emergency call out
- Perform other related duties, as may be assigned by superiors

QUALIFICATIONS & EXPERIENCE:

- Minimum education level Year 12
- Minimum of 2 years in relevant supervisory role
- Computer MS proficiency
- Good interpersonal skills

G.N.No. 172/2020 (Cont'd)

- Good communication skills
- Ability to write reports
- Must have a valid medical clearance report
- Must have valid police clearance
- Must have valid driver's license

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 173/2020

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 TRANSPORT
(Civil Aviation Section)

POSITION : Labour/Aerodrome Maintenance
No OF POSITION : Three (3)
SALARY : Band 5 - \$7.063 per annum

DUTIES/RESPONSIBILITIES:

- Report to Airport Maintenance Supervisor.
- Perform preventative maintenance on the runway, tarmac area, car park area within and around the airport terminal building and the VOR NDB/DME.
- Maintain equipment in a safe condition and performs preventative and routine maintenance servicing.
- Daily rounds to check defects in all areas of carpentry, plumbing, electrical, painting, fencing, welding, etc
- Empty wheelie bins and other rubbish containers, and dispose of rubbish from the airport.
- Clean unreachable areas (ceilings, walls, fans, etc)
- Record daily tasks undertaken on log sheet.
- Maintain clean and tidy work area and workshop.
- Maintain uniform code of conduct and safety gear at all times
- Perform other related duties as may be assigned.

QUALIFICATIONS & EXPERIENCE:

- Minimum education level Year 12
- Sufficient command of spoken and written English
- Knowledge and skills in building and general repair work
- Ability to read and understand basic building drawings
- Ability to read and write routine report, forms and other documentation or correspondence
- Must be healthy, fit and preferably of sober habits

G.N.No. 173/2020 (Cont'd)

- Must have valid medical clearance
- Must have valid police clearance
- Must have valid driver's licence

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 174/2020

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 TRANSPORT
(Civil Aviation Section)

POSITION : Aerodrome Officer
No OF POSITION : One (1)
SALARY : Band 6.5 - \$10,097 per annum

DUTIES/RESPONSIBILITIES:

- Reports to the Director of Civil Aviation
- Oversee sections for Maintenance, Aerodrome and Cleaners
- Inspects airport for defects in all areas of carpentry, plumbing, electrical, painting and air conditioning
- Inspects runway markings, gates, fences, windsocks and signs for proper condition
- Inspects and monitors airfield area and fencing areas for weeds and grasses to be trimmed and well maintained
- Escorts construction crew to work sites and ensures that sites are in order
- Provide incident reports, weekly reports and monthly reports
- Performs general office duties
- Ensure daily safety maintenance checks
- Develop and maintain service schedules
- Perform other duties as assigned

QUALIFICATIONS & EXPERIENCE:

- Minimum education level Year 12
- Minimum of 5 years in senior supervisor role overseeing repairs and maintenance
- Computer literate
- Good command of spoken and written English
- Good knowledge of building maintenance
- Ability to read and understand blue prints

G.N.No. 174/2020 (Cont'd)

- Ability to read and write routine reports
- Must have knowledge in First Aid procedures
- Must have a valid driver's license

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 175/2020

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 PARLIAMENT
(Hansard Section)

POSITION : Assistant Hansard Manager
No OF POSITION : One (1)
SALARY : Band 8.2 - \$11,810 per annum

PRIMARY PURPOSE OF ROLE:

The position is responsible for assisting the Hansard Manager in the production of hansard reports. Primary responsibilities involving assisting in the scrutiny of the reports transcribed and edited by the hansard team and the compilation and formulation of the official hansard report.

DUTIES/RESPONSIBILITIES:

- Assist in organising, planning and implementing time management strategy for hansard team on allocation of slots of time for transcribing parliamentary debates.
- Assist and coordinate operation and ensure schedules and objectives are met.
- Assist and motivate staff to ensure quality reports is produced and in accordance to standard language format.
- Assist in ensure the records of Parliamentary debate of the Houses of the Parliament of Nauru meet the unique professional standards required of parliamentary records.
- Assist in paginating finalised Hansard documents prior to publication.
- Assist in obtaining member speech extracts for electronic reformat and onto the hansard report.
- Assist in monitoring the staff progress on transcribing the hansard reports
- Assist in maintaining the For The Record (FTR) Program to ensure it is in working order and that the internet server is reliable to store the information recorded by the Communication Officer
- Provide written reports and updates on hansard reports
- Assist in maintaining records management of both digital and hardcopies of hansard reports
- Perform any other duties as directed by Parliament

G.N.No. 175/2020 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Certificate or Diploma level qualification in management studies or equivalent
- Minimum 3 years' experience in publishing and transcription role, indexing governmental or legal publication
- Has had some experience working in a parliamentary environment
- Excellent knowledge in spoken and written English language and Nauruan grammar
- Ability to translate between Nauruan and English languages
- Excellent typing skills
- Ability work in a team environment
- Ability to understand complex information
- Good organisational skills, including the ability to manage many competing tasks at the same time
- Willingness to accept responsibility

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 13th March, 2020.

Dated this 2nd day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 176/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Medical Services Section)

POSITION : Operations Manager
No OF POSITION : One (1)
SALARY : Band 12 - \$15,218 pa

PRIMARY PURPOSE OF ROLE:

Oversees the general functioning and wellbeing of a healthcare facility's structure and equipments wherever they are located. The position is also responsible for ensuring all operations are carried out in an appropriate, cost-effective way as well as improving operational management systems, procedures, processes and best practices by creating the necessary SoPs.

The position will assist in all day-to-day hospital operations and to maintain daily operational needs of the hospital. Helping to build local capacity and ensure Hospital's processes remain legally compliant. The Operations Manager will have the ability to develop and or formulate strategic and operational objectives, implement and review policies and procedures as well as conduct periodic or scheduled fire and emergency drills for the hospital.

G.N.No. 176/2020 (Cont'd)

The role is expected to contribute to effective management of Nauru's Health Services and the achievement of priority Health outcomes through effective quality operational service delivery. Building operations is defined as the general maintenance and repair of buildings which must have included oversight of renovation projects in buildings and which must have involved application of one or more of the building trades (i.e. carpentry, plumbing, electrical, heating, ventilation, air conditioning) in the course of work.

DUTIES/RESPONSIBILITIES:

- Manage Health Services – oversees the daily functioning of a healthcare centre and contributes to the smooth running of the Hospital and quality service provision as part of the management team
- Strategic Planning – maintain the stability of a healthcare centre, and work with procurement to help strengthen their activities and inventory management system for effectiveness and timeliness
- Implementing policy – to ensure patients' safety, by enforcing rules and policies
- Data Analysis – analyse data and plan future projects which includes monitoring daily operations of healthcare facilities and provide support to health managers by providing available health information for informed management decisions and proper reporting
- Ensuring safety – ensure safe environment for patients through establishing and implementing infection prevention control and ensuring confidentiality and integrity of the healthcare facility
- Maintaining Financial Stability – responsible for daily operations in the healthcare facility, budget/finance and procurement of essential and priority items for essential operations of the Hospital
- Creating reports – create reports that convey the daily logistics and long term impacts of the daily logistics on healthcare facilities
- Preserving Facility integrity – cultivate an efficient and safe environment for healthcare workers and patients
- Purchasing equipment – purchase/procure and maintain adequate amounts of healthcare supplies and replace failing and out-dated equipment
- Collecting data – Collect patient data/information for informed decision making to improve patient care
- Communicating with Personnel – create an efficient work environment by fostering strong communication across team members
- Assessing Problems – oversee health and safety issue in the Hospitals and apply risk management
- Managing policy – Enforce policies and oversee staff compliance to policies
- Managing staff and enforcing policies – coordinate, supervise and delegate tasks to team members (infrastructure, maintenance and handyman) while reporting to the Director of Administration
- Regular inspection of facilities for repair and maintenance purposes
- Planning of work required and estimates of material costs and man hours required
- Liaise with all sections in the Department to ensure support service needs are met
- Responsible for administrative supervision over Maintenance staff
- Perform other duties as assigned and required by Health Management

HEALTH & SAFETY

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

G.N.No. 176/2020 (Cont'd)

QUALIFICATIONS & EXPERIENCE:

- Degree in Business or Operations Management, or a related field
- Graduate in Management Training Scheme
- Must be eligible for registration by the NHPRB
- Ability to predict future logistical needs
- Quick decision-making and problem solving ability
- Ability to work with initiative and independently
- Must have outstanding organisational skills
- Must have had previous experience in operations management or similar role in healthcare service
- Must be able to demonstrate understanding of how hospital services interrelate with community-based services
- Must have previous experience managing budget/finance such as budgeting and forecasting
- Must be familiar with business and financial principles
- Must have excellent leadership and communication skills
- Must be have excellent verbal and written English
- Demonstrate proficient computer skills and ability to operate MS Office applications, such as use of spreadsheet, database, word processing and email
- Good knowledge of construction practices
- Ability to manage and lead a team

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Wednesday 18th March, 2020.

Dated this 5th day of March, 2020

MICHAEL ANGELO DIMAPILIS
ACTING CHIEF SECRETARY

G.N.No. 177/2020

ENGAGEMENT TO MARRY**NAME OF PARTIES:**Gabriel Ika of Meneng District and
Del-Star Botelanga also from Meneng DistrictSevanaia Tavuto from Fiji Island and
Li-Vana Simon of Meneng District**DATE OF ENGAGEMENT:**2nd January, 20207th March, 2020**HON. MARTIN HUNT, M.P**
ACTING MINISTER IN CHARGE

G.N.No. 178/2020

BIRTHS, DEATHS, AND MARRIAGES REGISTRATION ACT 2017

Births, Deaths and Marriages registered in the Month of February, 2020 are as follows: -

NAME	DOB	GENDER	MOTHER	TRIBE	PLACE OF BIRTH
Ellavin Ozzem	1/02/2020	Female	Anika Bill	Eamwit	RON Hospital
Josephina Lynette	1/02/2020	Female	Rosie Ben	Eamwit	RON Hospital
Aramanied Alexis Sunday	2/02/2020	Female	Whitney-Aisis Tokaibure	Eamea	RON Hospital
Kanas Junior	4/02/2020	Male	Salome Bernadette Harris	Iruwō	Anderson Maternity Unit, Fiji
Lucy Edna Miyuki	4/02/2020	Female	Ani Bill	Eamwitmwit	RON Hospital
Cara Gigi	6/02/2020	Female	Liz Akua	Eamwitmwit	RON Hospital
Onrij Kobe Seven	7/02/2020	Male	Iona Kamtaura	Deiboe	RON Hospital
Rhonda SOSENE	7/02/2020	Female	Kenye Adam	Iruwō	Anderson Maternity Unit, Fiji
Jone Cal Ubenit	14/02/2020	Male	Myonna Temaki	Deiboe	RON Hospital
Deinuwea	17/02/2020	Male	Jebel Emo Kam	Iruwō	RON Hospital
Amta Chief Tyson	18/02/2020	Male	Apphia Fritz	Eamwit	RON Hospital
Taomwi Rita	18/02/2020	Female	Emma Materaa	Iruwō	RON Hospital
Darrington	19/02/2020	Male	Tuaa Gadaraoa	Iruwō	RON Hospital
David-Bro Marko S-son	21/02/2020	Male	Sarah Promise Eoaeo	Emangum	RON Hospital
Teiroi Rhea Jazelle	23/02/2020	Female	Josie-Ann Dongobir	Iruwō	RON Hospital
Areten Warwick Johannes	23/02/2020	Male	Mavis Detageowa	Eamwitmwit	RON Hospital

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Fatima Beiatou Silsa	26/02/2020	Female	Luaina Ketner	Iruwō	RON Hospital
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BIRTHS LATE REGISTRATION:

NAME	DOB	GENDER	MOTHER	TRIBE	PLACE OF BIRTH
Starshly, Melove	14/08/2015	Female	Margra Garoa	Eamwitara	RON Hospital
Amelia Kalila Mygirl	12/02/2019	Female	Lucia Delvene Atuen	Eamwit	North west Private Hospital, Everton Park, Queensland
Swedina Lionera Avishai	11/02/2019	Female	Swedina Lionera Avishai	Iruwō	The Wesley Hospital, Auchenflower, Queensland
Ava	24/04/2019	Female	Cathlina Jesse	Iruwō	RON Hospital

NAURUAN DEATHS:

NAME	DOD	GENDER	AGE	TRIBE	PLACE OF DEATH
Josephina Linette Ben	2/02/2020	Female	1 day	Eamwit	RON Hospital
Eididigea Margareth Tsiode	4/02/2020	Female	51 years	Eano	Home
Ketner Ketner	10/02/2020	Male	22 years	Iruwō	RON Hospital
John Kendrick Temaki	10/02/2020	Male	63 years	Emea	Home
Shield Eaoru Harris	17/02/2020	Female	68 years	Eamwitmwit	RON Hospital
Ashiana Tsiode	23/02/2020	Female	-	Eamwit	RON Hospital

OPI DEATHS:

NAME	DOD	GENDER	AGE	NATIONALTY	PLACE OF DEATH
Ignatius Nokimauria	19/02/2020	Male	57 years	Solomon Island	RON Hospital
Bakote Ama	20/02/2020	Male	19 years	Solomon Island	RON Hospital

MARRIAGES

Geronimo Daniel of Aiwo District and **Krissa Detenamo** of Boe District on 21st December, 2019 by Pastor Stan Dabuae at Orro Congregational Church, Aiwo District.

Iko Amram of Meneñ District and **Beau-Elle Gadabu** of Meneñ District on 11th January, 2020 by Pastor Jezza Valentino Agadio at Meneñ Church, Meneñ District.

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Langford Hedmon of Baiti District and **Josephine Dabwido** of Baiti District on 17th January, 2020 by Fr. Keleto Lemo Msc at Catholic Church, Yaren District.

Jordan Kepae of Meneñ District and **Eraro Detudamo** of Aiwo District on 21st January, 2020 by Fr. Keleto Lemo Msc at Arubo Catholic Church, Ewa District.

Martin Quadina of Denigomodu District and **Jenetta Deireragea** of Denigomodu District on 28th January, 2020 by Reverend Roger Mwareow at Detudamo Memorial Congregational, Nibok District.

Deiga Deireragea of Yaren District and **Marlaina Aroi** of Yaren District on 29th January, 2020 by Fr. Keleto Lemo Msc at Catholic Church, Yaren District.

Yusniel Mazola Vidal of Cubane and **Lynette Joram** of Buada District on 1st February, 2020 by Reverend David Deluckner at Ambassador's Fellowship –AG, Uaboe District.

Jesah Aramwiyo Peo of Buada District and **Desalina Sandii-Hope Olsson** of Nibok District on 5th February, 2020 by Registrar Francis Maaki Deireragea at Government Office, Yaren District.

Lugano Kepae of Meneñ District and **Cynthia Gadabu** of Meneñ District on 15th February, 2020 by Reverend Roger Mwareow at Meneñ Congregational, Meneñ District.

FRANCIS MAAKI DEIRERAGEA
REGISTRAR FOR BIRTHS DEATHS and MARRIAGES