



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

No. 45

18th April, 2012

Nauru

G.N.No. 191/ 2012

**PROPOSALS OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL FOR
OFFICIAL TRAVEL**

It is notified for general information that Cabinet at its meeting held on Thursday, 12th April, 2012 approve the;

- a) Official travel for Lisa Lo Piccolo, Acting Secretary for Justice and Border Control between 11 April, 2012 and 22 April, 2012 and;
- b) Appointment of Wilisoni Kurisaqila to act as Secretary for Justice and Border Control between 11 April, 2012 and 20 April, 2012.

Dated this 13th day of April, 2012.

**BERNARD GRUNDLER
ACTING SECRETARY TO CABINET**

G.N.No. 192/ 2012

APPOINTMENT OF ACTING SECRETARY FOR FOREIGN AFFAIRS AND TRADE

It is notified for general information that Cabinet at its meeting held on Thursday, 12th April, 2012 and pursuant to Article 68, Clause 3 of the Constitution of Nauru approve the appointment of Mr. Peter Jacob, Director of Trade to act as Secretary for Foreign Affairs and Trade from 11th April, 2012 until the return of Mr. Aroi.

Dated this 13th day of April, 2012.

**BERNARD GRUNDLER
ACTING SECRETARY TO CABINET**

G.N.No. 193/ 2012

PUBLIC SERVICE ACT 1998
SECTION 14 (1)
NOTICE OF APPOINTMENT ON PROBATION

It is notified for general information that the following officer's probationary appointment is hereby confirmed with immediate effect;

DEPARTMENT OF JUDICIARY

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John Daigon Julius	Deputy Registrar	\$8, 056pa- (L7.2)

DATED this 16th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 194/ 2012

PUBLIC SERVICE ACT 1998
NOTICE OF TRANSFER

The provisional transfer of the following officer is hereby notified for public notification effective from 11th April, 2012;

<u>NAME</u>	<u>TRANSFERRED FROM</u> <u>CIE DEPARTMENT</u>	<u>TRANSFERRED TO</u> <u>EDUCATION DEPARTMENT</u>
Ralph Hiram	Project officer \$6, 740pa (L5.2)	Chief Liaison Officer \$5, 689pa (L4.1)

DATED this 12th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 195/ 2012

PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF HOME AFFAIRS
(Lands and Survey)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Mason Mwareow	Draftsman	28 th February, 2012.

DATED this 17th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 196/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

POSITION TITLE Staff Nurse

SALARY/LEVEL \$6,477 per annum (L5.1)

PURPOSE OF THE POSITION:

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

KEY RESPONSIBILITIES:

- Assess, plan, implement and evaluate nursing care to provide optimal health outcomes using a continuum of care approach
- Upholds clinical care standards
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Participates in the Performance Appraisal and Development process
- 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
- Utilizes appropriate communication skills and participates as a member of the multidisciplinary 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
- Promotes personal safety and that of others, and reports hazards and defects to work equipment.

G.N.No. 196/ 2012(Cont'd)

DUTIES AND RESPONSIBILITIES:

- Able to work shift work including evenings, nights & weekends
- Ability to cooperate with Co-workers and to work as a team member.
- Present at all times as a professional nurse
- Provide competent nursing care to all patients within the area of the hospital in which rostered
- Maintain proper control of medications
- Report to the Supervisor on duty any problem or concerns about patients, equipment or any other issue effecting the safety of the hospital property, staff, patients or visitors
- Remain within the ward at all times and ensure the ward / patients is not left unattended
- Respond promptly to all requests for nursing assistance
- Keep accurate written reports on all care of residents in their individual files.
- Maintain confidentiality of all medical and personal details divulged by patients.
- Liaise with other nursing staff, medical officers and families as appropriate in care of residents.
- Undertake cleaning and proper storage of the ward and equip

QUALIFICATION & EXPERIENCE:

Diploma in Nursing or Certificate in Nursing from;

- RON/NGH Nursing School, or equivalent
- Good writing, reading and computer skills

Application 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 department or the Acting Director of Human Resources & Labour no later than **Friday 27th April, 2012.**

Dated this 11th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 197/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

POSITION TITLE Nurse Supervisor

SALARY/LEVEL \$6,740 per annum (L5.2)

PURPOSE OF THE POSITION:

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. The Nurse Supervisor reports directly to the Ward Manager.

KEY RESPONSIBILITIES:

- Leads the nursing team and is responsible for the clinical care of patients and the material management on any given shift
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Participates in the Performance Appraisal and Development process
- Documents all patient care information 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 multidisciplinary team
- Acknowledges the specific competencies and expertise of members of the health team
- Promotes a focus and framework for improving the quality of patient care
- Operates within field of expertise, competences and experience
- Operates with the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Collects and records patient care data and ensures that Ward Clerk forwards accurate data to HIM section.

DUTIES AND RESPONSIBILITIES

- Responsible for the nursing team and for the clinical care of patients and material management on any given shift
- Conducts chart audits as necessary to ensure accurate legal documentation
- Participates in nursing meetings and contributes to ongoing nursing clinical care improvements
- Participates in ongoing Nursing Procedure development and ensures that evidence-based practice is incorporated into nursing
- Works collaboratively with other members of the health team to provide excellent multidisciplinary patient care and to improve patient care
- Works collaboratively with the Infection Control Nurse Supervisor to ensure that surveillance strategies to monitor the incidence of infection are reported in a timely manner
- Participates in research to improve work practices and improve patient outcomes
- Responsible for reporting incidents and concerns to the Director of Nursing through the Ward Manager
- Performs additional duties as specified by Director of Nursing or Assistant Director of Nursing

G.N.No. 197/ 2012(Cont'd)

HEALTH AND SAFETY

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

QUALIFICATION & EXPERIENCE:

Diploma in Nursing or Certificate in Nursing from;

- RONH / NGH Nursing School, or equivalent
- Good writing, reading and computer skills
- Demonstrated leadership ability
- Demonstrated ongoing professional development
- Willingness and capacity to collect and interpret data
- Reliable, conscientious and willing to accept responsibility.

Application 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 department or the Acting Director of Human Resources & Labour no later than **Friday 27th April, 2012**

Dated this 11th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 198/ 2012

PUBLIC SERVICE ACT 1998
SECTION 15: VACANCY

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

DEPARTMENT OF CHIEF SECRETARY
(Human Resource & Labour)

POSITION : DEVELOPMENT OFFICER

SALARY/SCALE : \$7,004per annum (5.3) - \$269.37

PRIMARY PURPOSE OF THE POSITION:

The Development Officer will assist in the development, coordination and management of the Nauru Public Service training & professional development activities, working under the supervision and management of the Training & Development Manager.

PRINCIPAL RESPONSIBILITIES:

The Development Officer is responsible to the Training & Development Manager. Role and responsibilities of the Development Officer is to assist the Training & Development Manager in providing the following HR services for the NPS;

- Advise departmental heads and employees on training policies and practices
- Plan training courses and prepare materials and deliver and present training sessions
- Monitor and evaluate in-house training courses
- Represent the HR&L in attending to activities such as job expo's, school to work programs and high school career fairs.
- Plan and sometimes delivering training, including inductions for new staff;
- Assist Training & Development Manager conduct training needs analysis and skills audit for the NPS in conjunction with departmental heads.
- Develop and maintain data base and update employee training and professional development records.
- Produce monthly training report
- Develop and implement staff development programs
- Assist Manager Training & development prepare training & professional development costs budget.
- Coordinating the placement of vacation students on work experience with the various government agencies.
- Coordinate and disseminate training and professional development information to the NPS departments
- Liaise with the AusAID and other donor agencies scholarship office on scholarships available for NPS and coordinate and disseminate this information to the relevant heads of department within NPS.
- Liaise with various higher learning institutions such as USP on further education and studies for the Nauru Public Service.
- Other duties as may be directed.

G.N.No. 198/ 2012(Cont'd)

QUALIFICATION AND EXPERIENCE:

- Minimum qualification of year 12 with at least 3 years of relevant experience training and development/human resources.
- Demonstrated ability to design, develop, deliver or facilitate professional development programs, with particular emphasis on staff and organizational development initiatives using Adult Learning principles
- Demonstrated ability to logically communicate in English both in writing and orally a point of view to others and to positively influence others to pursue a particular course of action.
- Planning and organizational skills
- Time-management skills
- Excellent presentation and facilitation skills
- Persuasive presentation skills
- Ability to negotiate and liaise with managers, employers, educational institutions and donor agencies.

Applications should be lodge in writing or electronically word processed stating name, age, qualifications and curriculum vitae with relevant attachments provided to the Chief Secretary's office or the Director of Human Resource & Labour no later than **Wednesday 25th April, 2012, 5.00pm.**

Dated this 11th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 199/ 2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

POSITION : **Desk Officer**

SALARY SCALE : **\$4,637 pa (2.1)**

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

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

G.N.No. 199/ 2012(Cont'd)

QUALIFICATIONS: The incumbent should possess:

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

Application should be lodged in writing stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than **Friday 20th April, 2012.**

Dated this 12th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 200/2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

POSITION : **KITCHEN AIDE**
SALARY : **\$4,374pa (1.2) - \$168.24**

DUTIES AND RESPONSIBILITIES:

1. Responsible to the kitchen supervisor
2. Assist in loading and delivering of food to the hospital at the appropriate times
3. Make local pick ups and deliveries as required. This includes buying trips to vendors and food suppliers for deliveries and supplies
4. Responsible for cleaning the hospital transport on a daily basis
5. Must ensure that the oil and water levels of vehicle is checked daily and kept to the normal items
6. Responsible to report of vehicle breakdowns and mechanical problems for further action
7. Maintain documentation of vehicle running sheet and vehicle checklist
8. Undertake 8 hour x 2 shifts per day
14. And other duties as directed by supervisors/senior managers and dietician

HEALTH AND SAFETY

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

G.N.No. 200/2012(Cont'd)

QUALIFICATION & EXPERIENCE:

- Good written and oral communication skills (English and Nauruan);
- Healthy and of sober habits;
- Ability to undergo health training on health safety, basic life support, and infection control;
- Punctual, reliable, conscientious and willing to accept responsibility;
- Displays professionalism, tact, courtesy, discretion and respect confidentiality;
- Must be able to work both independently and cooperatively in a team environment;
- Must have a valid Driver's License.

Applications should be lodged in writing stating name, age, qualification and Curriculum Vitae to the Director of Human Resources & Labour or the Chief Secretary's Office no later than **Thursday 26th April, 2012**.

Dated this 12th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 201/2012

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT FOR HEALTH & MEDICAL SERVICES

Position : Nurse Aide (Level 1)
Salary level : \$4,899pa (2.2) - \$188.43
Purpose of the position : The Nurse Aide is responsible for providing care under the supervision of a Registered Nurse.

Key Responsibilities :

- Contributes to the nursing assessment and care of patients
- Implements nursing care as delegated by the Registered Nurse
- Assists the Registered Nurse by providing information in the evaluation of progress towards expected outcomes
- Participates in the Performance Appraisal and Development process
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required
- Utilises appropriate communication skills and participate as a member of the multidisciplinary team.
- Acknowledges the specific competences 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
- Promotes personal safety and that of others, and reports hazards and defects to work equipment
- Participate in staff meetings and hospital projects as appropriate

G.N.No. 201/2012(Cont'd)

Duties and Responsibilities:

Direct Patient Care

- Provides general hygiene personal care and activities of daily living for the patient under the direction and supervision of a Staff Nurse
- Observes, records, and reports observations, intake and output, and charges in the patient's condition
- Documents within scope of practice
- Maintains a safe and clean environment for patients and staff
- Demonstrates 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

Indirect Care

- Ensures patient rooms are adequately stocked and prepared for patients
- Escorts patients to other departments as needed
- Acts as courier as required
- Supports effective functioning of unit routine ie: answers call bells, prepares charts, etc
- Performs additional duties as specified by Ward Manager or nurse in charge of shift
- Responds appropriately in crisis and emergency situations

Health and Safety:

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

Qualification:

- Completed Year 11 schooling
- Cross-cultural sensitivity, ability to maintain confidentiality and good interpersonal skills
- Previous experience in Nursing Aide or other health issues would be an advantage
- Good Nauruan and English communication skills

Application 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's department or the Acting Director of Human Resources & Labour no later than 5pm, 25 April, 2012.

Dated this 12th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N.No. 202/2012

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF CIVIL AVIATION

POSITION : Electrician Assistant
SALARY/SCALE : L2.1 \$4,637pa – (\$178.34 per fortnight)

DUTIES:

- To assist Aerodrome officer in maintaining and servicing of equipments
- To assist Aerodrome officer in assessing electrical and mechanical equipment and systems
- Assist in preparing reports
- Will be required to act as aerodrome officer from time to time
- Perform other duties as required

COMPETENCIES:

- Proven ability to take ownership of responsibilities
- Exercise mature judgement
- To make feasible recommendations and sound decisions
- Ability to write reports concisely and clearly
- Ability to work with colleagues to achieve project goals
- Maintain harmonious working relationship
- Must be able to work with Microsoft Excel and Word
- Must be willing to travel for continuous learning
- Must be of sober habits

QUALIFICATION & EXPERIENCE:

- Certificate in electrical engineering or equivalent
- 5 years operations and maintenance experience as a electrician
- Knowledge of ICAO and other International electrical standards
- A good command of oral and written English
- Experience in installation, maintenance and operation of electrical facilities such as secondary generators, electrical power distribution, airport lighting and communications
- To possess a valid driver's licence
- To have absence of any criminal record

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and provided to the Acting Chief Secretary or the Acting Director of Human Resources & Labour no later than **5.00pm, Thursday 26th April, 2012.**

Dated this 17th day of April, 2012.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

No. 45

18th April, 2012

Nauru

G.N.No. 203/2012

PERSONALTY ESTATE OF THE LATE VELVINA BILL

The Nauru Lands Committee has determined the estate of the above named deceased and agreed that the estate should be divided in the following manner:-

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
Velvina Bill	All monies due, Rentals, Pending Salaries, Ronwan Interest (if any)	Rorianna Evangeline Cook	ALL

Please effect above distribution accordingly.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTE

G.N.No. 204/2012

PERSONALTY ESTATE OF THE LATE ESPEN FRITZ

The Nauru Lands Committee has determined the estate of the above named deceased and agreed that the estate should be divided in the following manner:-

DECEASED	SOURCE OF INCOME	BENEFICIARIES	SHARE
Espen Fritz	All monies due, Rentals, Pending Salaries, Ronwan Interest (if any)	Jonathan Mathias Fritz (Shawna Aisha Fritz)	1/2 1/2
	Jonathan Mathias Fritz(T/TEE)		

Please effect above distribution accordingly.

TYRAN CAPELLE
CHAIRPERSON- NAURU LANDS COMMITTE