



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

No. 19

13th February, 2013

Nauru

G.N. No. 106 / 2013

APPOINTMENT OF DIRECTOR OF THE BOARD OF EIGIGU HOLDINGS CORPORATION

It is notified for general information that Cabinet at its meeting held on Thursday 07th February, 2013 has approved the appointment of Mrs. Lavina Akken as the new Director of the Board of the Eigigu Holdings Corporation with immediate effect.

Dated this 07th day of February, 2013.

SASIKUMAR PARAVANOOR
SECRETARY TO CABINET

G.N. No. 107 / 2013

PUBLIC SERVICE ACT 1998
SECTION 12
NOTICE OF APPOINTMENT

The following appointment is hereby notified for general information:-

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Veronica Iga	Caretaker/Cleaner	\$4,522pa (L1.1)

Dated this 07th day of February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 108 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted with effect from 14th February, 2013;

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Noah Neneiya	Ambulance Driver	\$5,101pa (L2.1)

Dated this 29th day of January, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

No. 19

13th February, 2013

Nauru

G.N. No. 109 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Gaimen Denuga	Assistant Buildings Officer	\$5,389pa (L2.2)

Dated this 05th day of February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 110 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Roselia Hartman	Teacher (Kayser College)	\$6,837pa (L4.3)

Dated this 05th day of February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 111 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted effective from 21st February, 2013.

DEPARTMENT OF HEALTH & MEDICAL SERVICES

<u>NAME</u>	<u>DESIGNATION</u>	<u>SALARY LEVEL</u>
Giedo Garabwan	Infrastructure Manager	\$7,993pa (L6.1)

Dated this 07th day of February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 112 / 2013

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

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

DEPARTMENT OF CHIEF SECRETARY

<u>NAME</u>	<u>POSITION</u>	<u>SALARY LEVEL</u>
Fimosa Temaki	Personal Assistant	\$7,704pa (L5.3)

Dated this 12th day of February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 113 / 2013

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES

POSITION : Pharmacy Dispenser – Imprest

SALARY : \$5,679pa (L3.1) - \$218.42

PUSPOSE OF THE POSITION:

The Pharmacy Dispenser – Imprest is responsible for ensuring all aspect of stock management within the pharmacy are controlled in a timely and efficient manner. The incumbent will also support the pharmacists in the day-to-day operations of the pharmacy, including imprest management ensuring optimum patient outcomes.

DUTIES AND RESPONSIBILITIES:

1. Supports leadership and management of the Pharmacy Section and RON Hospital by assisting in daily and core operations of Pharmaceutical Services
2. Promote adherence to Public Service Act and other existing government policies and regulations amongst staff
3. Confers and seeks guidance in areas where capacity maybe lacking
4. Operates within the field of expertise, competencies and experience
5. Support and promotes developing a key focus for improving the quality of patient care
6. Promotes personal safety and that of others, and reports hazards and defects to work equipment.
7. Maintain cleanliness of bulk storage area.

G.N. No. 113 / 2013 (cont'd)

Specific Task

1. Health Service Provision:

- Maintain drugs distributions to designated service delivery points through the imprest drug system.
- Manage departmental imprest documents, both electronics and hard copies and to execute required changes and updates following consultation with the pharmacists.
- Process and distribute drug requisitions received from respective service delivery points according to their schedule distribution days.
- Maintaining regular updating of supply software on all distributions made from the Pharmacy Bulk.
- Undertake cyclic/rolling stock take of pharmaceutical items in the Pharmacy bulk and report to the pharmacist
- Organises shelving of pharmaceutical consignment received through sea and air freight based on FIFO and FEFO principles.
- Identify expired drugs and follow procedures for disposing expired drugs.
- Maintain the cleanliness and the arrangement of the medicines in the pharmacy Bulk.
- Monitor the storage condition of refrigerated items and report any problems with refrigerators.
- Report any identified or potential risks in terms of improper medication management in the wards and other Departments.
- Participate in out-of-hours on-call rosters.

2. Financial Management:

- Assist in the enforcement and monitoring of the revenue collection process of the department through the medicines sales.

3. Leadership:

- Proactively seek feedback from service delivery points on pharmacy distribution service
- Follow-up on pharmacy distribution service issues with customers.
- Attend meetings as required
- Attend all mandatory training sessions as deemed necessary for the position.
- Maintain regular and clear communications and updates including compilation of reports with supervisors and senior pharmacist

4. Operational Management & Oversight:

- Maintains and monitor appropriate documentation of stock management tools (eg. Stock cards).
- Conduct inventories of equipment and stock regularly
- Maintain and submit regular reports on stock-takes conduct to senior
- Must be safety equipment or clothing in a proper manner and for the purpose intended
- May not undertake any task for which they have not authorize and for which they are not adequately trained.

G.N. No. 113 / 2013 (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.
- Year 12 or equivalent
- Some experience working in the Pharmacy
- Exceptional customer service and communication

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 Tuesday 19th February, 2013.

BERNARD GRUNDLER
ACTING CHIEF SECRETARY

G.N. No. 114 / 2013

ENGAGEMENT TO MARRY

NAME OF PARTIES : Ovini Uera of Boe District and
Marina Thoma of Buada District

Timothy Harris of Boe District and
Losaline Moana Tsiode of Anetan District.

DATE OF ENGAGEMENT : 01st January, 2013.
05th February, 2013.

HON. SPRENT ARUMOGO DABWIDO, MP
MINISTER IN CHARGE
