



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

No. 19

19th February, 2021

Nauru

G.N.No. 54/2021

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)

POSITION : Chemicals Officer
SALARY RANGE : Band 5.1 - \$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Chemicals Officer will be responsible in assisting and supporting the planning and coordination of the development of the National Waste Management Policy Framework, which incorporates management of all types of chemical wastes i.e. hazardous, e-waste etc., in the Waste Management Unit. Also to provide assistance and support to ensure the implementation of projects in chemical waste management to meet the obligations likewise reporting under the Basel, Rotterdam, and Stockholm (BRS) Conventions.

DUTIES & RESPONSIBILITIES:

- Work with the Environment Division's Waste Management, Waste Manager and Solid Waste Officer to develop projects and policies
- Assist Manager in the implementation of incoming Waste and Environment related projects
- Assist and provide support in engaging with regional and international partners
- Assist in ensuring the Waste Sector meet its targets under the National Sustainable Development Strategy
- Assist in ensuring participation and collaboration with the Nauru Waste Management Advisory Taskforce (NWMAT) in planning and implementation of activities in the Waste sector
- Assist in establishing a centralized database and library on waste management
- Assist in establishing or utilizing appropriate institutional frameworks to support work
- Assist in promoting waste management issues to stakeholders, government departments, SOE's, communities, etc
- Timely preparation and submission of reports as required
- Assist in ensuring it meets its obligation and reporting under the BRS (Basel, Rotterdam, Stockholm) conventions, attend and participate in the conventions
- Assist in the provision of technical and administrative support to project implementation where necessary
- Assist in the provision of secretarial support and quarterly meetings for NWMAT

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KNOWLEDGE, SKILLS & EXPERIENCES:

- A qualification in Environmental science is preferred
- Experience in environment work is preferred
- Some experience in working solid waste management
- Ability to plan, prioritize, and co-ordinate workload in order to meet deadlines
- Ability to communicate highly effectively both in English and Nauruan language
- Ability to be present in meetings
- Ability to effectively manage and implement projects
- Well versed in Microsoft office applications
- Ability to conduct interviews and produce reports
- Ability to work within a team environment and under own supervision using initiative

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 55/2021

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)

POSITION : Health Information Clerk
No. of POSITION : One (1)
SALARY RANGE : Band 4.1- \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Health Information Clerk collects patient information, issuing medical files, filing medical records, and processing patient admission and discharge paper.

DUTIES & RESPONSIBILITIES:

- Organize and manage patients' health information data under the direction of the Chief Information Officer and overarching guidance of the Director of Medical Services.
- Gather patient demographical and personal information.
- Issue medical files to person and agencies according to law and regulations.
- Help with departmental audit and investigation.
- Distribute medical chart to the appropriate departments of the hospital.
- Maintain quality and accurate records by following hospital procedure.
- Ensure patient charts, paperwork and reports are completed in an accurate and timely manner.

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- Make sure all records are protected and kept confidential.
- File all patients' medical records and information.
- Supply the nursing department with the appropriate documents and forms.
- Complete clerical duties including answering phones, responding to emails, and processing patient admission and discharge records.

Health & Safety

- Be responsible to take care for his or her own acts 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 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.
- May not operate electro physical agents without senior supervision.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Higher School Certificate.
- Suitable Minimum of 2 years health experience
- Interpersonal Skills
- Good Inter-Relation skill
- Willingness and capacity to collect and interpret data
- Reliable, conscientious and willing to accept responsibility
- Excellent knowledge of computer system.
- Excellent and outstanding organizational communication and interpersonal abilities.
- Good writing, reading and computer skills.
- Willingness and capacity to collect and interpret data. Reliable, conscientious and willing to accept responsibility.

Applications should be submitted to the Acting 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Health Operations)

POSITION : Infrastructure Manager
No. of POSITION : One (1)
SALARY RANGE : Band 8.1 - \$16,052 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- The Infrastructure Manager is to provide continued management and maintenance of the health department plant and equipments that include generators, reverse osmosis unit, oxygen plant, hyperbaric unit, mortuary and the incinerator
- This position is also responsible for the maintenance of all health departments' building infrastructure of both hospitals (Public Health and RON Hospital) and other medical/non-medical equipments ensuring that these are maintained in working order
- The position also has overall responsibility for the maintenance staff in coordinating and delegating tasks, while reporting to the Director of Health Administration
- The Infrastructure manager must be available on PRN from the emergency room and wards and whenever there is a need at any of the centres

DUTIES & RESPONSIBILITIES:

- Planning and coordinating all installations and refurbishments
- Managing the upkeep of equipment and supplies to meet health and safety standards
- Inspecting buildings' structures to determine the need for repairs or renovations
- Compile and provide a weekly updated inventory list, maintenance and repair list for all plant and equipment (medical and non-medical)
- Responsible for the plumbing, electrical and other maintenance work for the Hospital(s) and Public Health
- Compile and provide weekly updates of inventory list and maintenance and repair list for all department vehicles and building infrastructures
- Liaise with local business and government technicians, mechanics and contractors to ensure that building infrastructures are maintained in working order
- Responsible for overseeing and ensuring the continued maintenance of the general utilities system (water, electricity and sewerage) in both hospitals are maintained
- Responsible for the RFQ for ordering of non-medical equipments (air condition, washing machines, freezer etc.) and spare parts for vehicles, plant and equipments
- Compile and update list of job card requests and status of requests, including processing orders for job card requirements as prioritized
- Provide a report of activities under the position's responsibilities to the Director of Administration on a monthly basis
- Assist and ensure ongoing training and development of subordinates on the job
- Plan and coordinate all installations (telecommunication, heat, electricity, etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs

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- Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
- Control activities like parking space allocation, waste disposal, building security etc
- Allocate office space according to need, service contracts, keep financial and non-financial records
- Perform analysis and forecasting, requirements and good analytical/critical thinking
- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of basic accounting and finance principles
- Excellent organizational and leadership skills and excellent verbal and written communication skills
- Effectively manage performance appraisal and development of subordinate staff
- Any other duties as requested by the Senior Management Team
- Undertake quality assurance activities on all health equipment
- Maintain confidentiality of any information received in the work place at all times
- This role also performs other duties directed by the Director of Health Administration

KNOWLEDGE, SKILLS & EXPERIENCES:

- Diploma/Degree in infrastructure management or in related program
- Certificate in inventory management, logistics and consignment distribution
- 3 years minimum experience in the Hospital Building field
- Proficiency with operating systems and network security protocols
- Ability to see the big picture
- Problem solving skills
- Analytical skills
- Organizational skills
- Written and verbal communication skills
- Presentation skills
- Risk management skills
- Must possess basic computer knowledge essentially
- Good command on written and oral English
- MS Word and Excel

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Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING 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 & MEDICAL SERVICES
(Nursing Policy & Standards)

POSITION : Nursing Standards Guidelines & SOPs Manager
No. of POSITION : One (1)
SALARY RANGE : Band 10.1 - \$18,722 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Nursing Standards Manager (Guidelines and SOPs) is responsible for keeping abreast of Standards Operating Procedures (SOP's), MHMS Clinical Guidelines, Nursing Practice Guidelines and Protocols, and applicable Republic of Nauru Health Acts and Regulations.

The role provides monitoring inputs throughout nursing cadre staff education and training on compliance with Nursing SOPs and Guidelines; and makes recommendations regarding progress. Furthermore, it supports and advise staff in care settings (RoN Hospital, Public Health, and non MHMS related Protocols at Points of Care) or delivery of public health programs.

The role serves as a resource to the Division of Nursing Policy and Standards to operationalize nursing policies and procedures that will ensure staffs have appropriate guidelines that meet various health regulations and best patient care practices; and also, optimize safety and quality of health services that showcase Nauru as the Pacific Health Hub Model of Excellence.

DUTIES & RESPONSIBILITIES:

- Identify and address gaps in clinical guidelines, SOPs and protocols (with focus on nursing aspects) in relation to nursing policies and nursing standards; taking into consideration the Nauru National Health Strategic Plan, the Annual Operation Plan, and regional standards and best practices to drive effective and efficient delivery of quality health services on the Island
- Develop short and long-term goals for adoption and compliance with the established nursing SOPs, guidelines and protocols and adherence to national nursing standards across all health facilities and points of care in Nauru (inclusive MHMS Operation facilities and non-government such as IHMS points of care)
- Review existing nursing SOPS, guidelines and protocols for gaps; propose new SOPs and guidelines to improve patient care standards with focus on nursing aspects
- Develop, roll-out and educate nurses on applicable SOPs, guidelines and protocols
- Propose measures, and implement approved applicable Policy Enforcement dictates
- Ensure nursing SOPs, guidelines and protocols are accurate and up-to-date
- Provide advice on measures that will increase the adoption of nursing SOPs, guidelines and protocols throughout a patient journey such as at point of care during admission, nursing, and patient care process in the Hospital; and delivery of nursing involved services during public health programming
- Evaluate nursing staff for compliance with guidelines, SOPs, protocols and regulations

G.N.No. 57/2021 (Cont'd)

- Under the supervision of the Assistant Director for Nursing Policy and Standards; keep the Health Department and nurses updated on important nursing guidelines and standards issues through appropriate communications, emails, and Senior Management Team Meeting and/or Nursing Training events
- Work closely and support Nurse Unit Managers in RoN Hospital and the Naoero Public Health Centre to ensure compliance with SOPs, guidelines and protocols at points of care
- Support Nurse Unit Managers in RoN Hospital and the Naoero Public Health Centre to monitor education and training of new nursing or clinical procedures and observe staff actions on selected nursing procedures to ensure they are being followed correctly and that nursing or applicable clinical staff is demonstrating competence
- Assist clinical Units Managers to follow-ups with any staff who are non-compliant with SOPs, protocols or Guidelines; and documents noncompliance and corrective actions taken through the use of incidence forms or other appropriate documentation
- Provide quality inputs to MHMS for initiating, coordinating, and enforcing compliance with policies and ensuring nursing procedures are followed correctly
- Participate in the education, training , supervision and mentoring clinical staff, particularly nurses to promote professional growth of nursing cadre staff or mastering a set of skills by clinicians
- Provide monitoring input including timely, accurate and complete data for indicators on nurses, clinicians, and units/premises compliance with SOPs, guidelines and protocols
- Collaborate with Health Systems and Performance Evaluation Unit in the office of the Deputy Secretary for Health to develop, maintain, and operationalize quality metrics
- Participate and provide quality inputs during deliberations of Nursing Practice and Standards Committee whose responsibilities include defining and reviewing Nursing Care Plans and the development of standards nursing guidelines; and implementation of measures to improve patient care in Nauru
- Inform SOPs for admissions, discharges and transfer processes that are appropriate for varying patients' level of acuity, and the clinical facility capacity and staff
- Respond to nursing policies and standards (particularly SOPs, guidelines and protocols) related issues in timely manner
- Provide input for the translation of nursing policies and standards into quality care
- Provide policy advices on programmes to monitor, evaluate and raise clinical standards and practices, including performance appraisals educational programmes, ward rounds, clinical meeting mortality and morbidity reviews, standard treatment guidelines, standard procedures and treatment pathways
- Provide support of policy and guideline orientation to all Technical Advisors, visiting Consultants and Volunteers contracted to provide services to the Department
- Assist with formulation of the annual Health Department budget
- Assist with the implementation of workforce development in the relevant sections of the Department, particularly ensuring the provision of a high quality of clinical care through succession planning, performance management and professional development
- Work with Health Directors on the Workplace development and training programmes including the Health Trainees programmes, AusDFAT health training scholarship programme, Pacific Open Learning Network and Public Health Distance Learning
- Undertake monitoring, evaluation and quality assurance activities
- Provide reports on activities and other matters on a regular or monthly basis as required by the Director of Nursing Policy and Standards, and Secretary (or Deputy) for Health
- Provide advice to MHMS on legislation, policy development, health reforms and department restructuring

G.N.No. 57/2021 (Cont'd)

- Serve as the Acting Director of Nursing Policy and Standards in the absence of the substantive Office Holder
- Perform other duties identified and directed by the Secretary for Health, the Deputy Secretary for Health or the Director of Nursing Policy and Standards as they arise

KNOWLEDGE, SKILLS & EXPERIENCES:

- Essentials
 - Bachelor's Degree or Diploma in Nursing from an accredited school or college or nursing required
 - Eligible for registration by the HPRB in Nauru
 - A minimum of 3 years' experience in a similar role
 - Knowledge of legal policies and regulation in healthcare
 - Certified nursing and CPR qualifications
 - Aptitude for problem-solving
 - Excellent leadership and interpersonal skills
 - Excellent written and verbal communication skills
- Desirable
 - Post graduate or Master's Degree in Nursing, Public Health, or Health Services or Business Administration
 - Training in Health Policy
 - Training in Healthcare Quality
 - Training in health and/or nursing policy
 - Development and rollout.
- Demonstrated experience in the development, implementation and evaluation of policy and programs and nursing care planning
- Demonstrated experience in experience in a nursing leadership role, patient care, and health management not less than 3 years
- Demonstrated contemporary knowledge of professional issues and trends in the nursing profession, with a particular focus regional standards and best practices
- Demonstrated excellent interpersonal, verbal and written communication skills
- Demonstrated outstanding organizational skills, and in-depth knowledge of healthcare industry policies
- Demonstrated sound knowledge and experiences in
 - Utilization of Hospital Morbidity and Mortality Statistics
 - Developing and implementing Annual Operations Plans
 - Health Statistics and Reporting
 - Policy Training and Education
 - Computer skills with use of spreadsheets, database, word processing and email

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SASIKUMAR PARAVANOOR
ACTING 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 & MEDICAL SERVICES
(RON Hospital)

POSITION : Receptionist/ Call Operator
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Working under the direct supervision of the Human Resources Manager, the incumbent will assist the administration in identifying and resolving issues and situations related to the well-being of staff members.

DUTIES & RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock

KNOWLEDGE, SKILLS & EXPERIENCES:

- Certificate in Frontline Service or Secretarial studies
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Excellent interpersonal and conflict resolution skills
- Solid written and verbal communication skills
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office or related software
- Excellent organizational skills

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Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING 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 & MEDICAL SERVICES
(Administration)

POSITION : Senior Clerical Officer
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Senior Clerical Officer position is responsible for the compilation and preparation of the health department variation and updating of the weekly summary of staff attendance and lateness. The position is also responsible for updating of staff warning profiles, updating the reliever list and the management and distribution of stationery orders and blood donor rations.

DUTIES & RESPONSIBILITIES:

- Compile and prepare the health department HR/salary differences on a fortnightly basis
- Updating of the weekly summary of staff attendance and lateness to assist the Director of Administration in the processing of staff warnings
- Updating of staff warning profiles and reliever list
- Management and distribution of stationery orders and supplies
- Management and distribution of blood donor rations and supplies including running errands to replenish supplies
- Assist the Human Resource Manager in implementing human resource and financial management systems as assigned
- Support all line-managers and colleagues with assigned tasks
- Complete assigned general clerical work e.g. filing, photocopying, answering/making telephone calls, taking messages, dealing with emails, opening, sorting and distributing incoming mail, reception desk duties, act as back up for the Receptionist and as a messenger etc. under the supervision of a designated manager
- Maintain neat and orderly filing system and maintain a clean and tidy work environment
- Undertake quality assurance activities always
- Assist the Administrative officers, Personal Assistants, Executive Secretaries and Administrative Assistant as assigned
- Perform other duties identified, directed and as assigned by the Office Manager
- Monthly Report submission for Performance Management E.g. Attendance, Punctuality

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 School Leaver Certificate
- Certificate in Secretarial Studies or equivalent
- Valid Driver's License
- 3 years of work experience in secretarial/clerical field
- Good understanding of English language
- Good written and spoken English
- Good computer skills in MS applications (Word, Excel, PowerPoint)
- Good knowledge and application of Basic Life Support
- Good knowledge and application of Occupational Health & Safety

G.N.No. 59/2021 (Cont'd)

- Good knowledge and application of Infection Control
- Good knowledge and application of Safety Training and Moving Techniques

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 60/2021

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 INFORMATION COMMUNICATIONS & TECHNOLOGY
(ICT)

POSITION : Handyman
No. of POSITION : One (1)
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Inspect all office daily to identify problems with doors, windows, lightings and other requests from the staff
- Respond to staff requests for maintenance services, including replacing air conditioner filters, installing new locks and assembling and disassembling shelves, desks, etc
- Repair plumbing, electrical and safety systems/units as required
- Ensure the parking lot and signs are free from litter and debris
- Test performance of in-unit appliances, such as refrigerators, microwaves, stoves, ovens and coffee makers
- Provide staff with advice and guidance on maintaining their own workspace
- Respond to requests from manager and ICT administration office and ICT staff
- Should be able to attend ICT related duties outside ICT centre regarding handyman role **ONLY**
- Other request directed by the Manager of ICT/Director of ICT/Head of Department

DUTIES & RESPONSIBILITIES:

- Should be resourceful, good with your hands, and readily available to perform services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must have knowledge of using handy and electrical tools
- Must work well with little supervision individually and in a team environment
- Must be knowledgeable of the health and safety precautions of electrical
- Must have a valid driver's licence and a clean driving record
- Experience in handling and tools carpentry

G.N.No. 60/2021 (Cont'd)

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 61/2021

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 INFORMATION COMMUNICATIONS & TECHNOLOGY
(ICT)

POSITION : ICT Trainee
No. of POSITION : One (1)
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Thorough on the job, supervised practical issues resolution, gain the knowledge required to provide operational support and management assistance for ICT services
- Install, configure and maintain PC's networking equipment, network operating systems and ICT peripherals
- Assist with monitoring and configuring networks to optimize performance and minimize faults
- Assist with recovery action in the event of a system failure
- Assist with the implementation and co-ordination of housekeeping procedures, including system back-ups, setting up user accounts, monitoring file access
- Undertake, as required, structured formal courses, both self-paced and workshop/classroom based
- Under supervision, assist with the installation, maintenance and support of a managed, secure operating, environment for all ICT activities
- Assist with monitoring all ICT activities, such as email and Internet usage and network resource utilization to ensure ICT facilities and services are used for work-related purposes only in an efficient manner and report as required to supervisors
- With supervision, provided user support in relation to software and hardware issues
- Provide reports on work undertaken and issues identified as being in need of resolution
- Assist with ensuring that ICT activities for all Government departments are coordinated, complimentary and wherever possible, standardized, in accordance with the Government ICT (e-Government) strategy
- Assist with the implementation of the e-Government Strategic Plan

DUTIES & RESPONSIBILITIES:

- Installing and configuring hardware components to ensure usability
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met

G.N.No. 61/2021 (Cont'd)

- Repairing or replacing damaged hardware
- Upgrading the entire system to enable compatible software on all computers

KNOWLEDGE, SKILLS & EXPERIENCES:

- Cert I.V in I.T
- More than 4 years' experience in ICT trainees role or any job experience equivalent
- Look after the network
- Familiar with installing softwares and hardwares
- Repairing computers and laptops
- Identify any issues arose by departments

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Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 62/2021

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 INFORMATION & COMMUNICATIONS TECHNOLOGY
(ICT)

POSITION : Cleaner Supervisor
No. of POSITION : One (1)
SALARY RANGE : Band 2.1 - \$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- Ensure that the cleaning within the department is to be carried out effectively and promptly
- Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures
- Ensure that the bins within the department are always empty as a daily and important role
- Wheelie bins are to be emptied on routine basis including washing them off with detergents
- As a scheduled routine basis, the department should be dust free and may report any office or particular space that is not following the cleaning rule that is set for staff to apply
- Scheduling and assigning specific duties that are directed by the Director of Admin. for cleaners and also ensuring that they are carried out expertly
- Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also requested for replacement
- Controlling and monitoring the usage of cleaning materials so as to avoid or minimize waste and/or misuse – must return to stores every end of the day
- Providing any form of requirement assistance to cleaners while they carry out their duties
- Ensure that toilet hand wash and toilet paper are refilled at all times

G.N.No. 62/2021 (Cont'd)

- Dishwashing liquid should be refilled at all times
- As directed

DUTIES & RESPONSIBILITIES:

- Must have good interpersonal attributes – someone that gets along easily with people (easily approachable)
- Must display a high level of integrity due to the fact that he/she may be in a position to take care of people's personal belongings
- Excellent decision-making ability is a must-have
- Must be proactive in the line of duty
- Must have the ability and willingness to work as part of a team, and most importantly, lead a team
- Should have a clear understanding of customer service guidelines/principles
- Must have relevant experience in cleaning and supervision of cleaning procedures

KNOWLEDGE, SKILLS & EXPERIENCES:

- Minimum completion of year 12
- 3 years minimum experience in cleaning job
- Experienced leadership role
- Leadership
- Communication
- Understanding safety and hygiene

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Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 63/2021

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 INTERNAL AFFAIRS
(Directorate of Culture & Language)

POSITION : Government Translator
No. of POSITION : One (1)
SALARY RANGE : Band 4.1 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Language translator:

- Translate the World news
- Government Statements Issued by Cabinet and Parliament
- Prepare local news – daily or weekly through Media

G.N.No. 63/2021 (Cont'd)

- Conduct needs assessment intake with Language Learner/s
- Liaise with the Education Department and schools to promote the Mother Language as part of the School Curriculum and Schools Life Programme
- Assist in the development of a training and certification mechanism for translators and interpreters
- Initiate divisional vernacular programmes/activities for special occasions
- Preserve traditional, old Mother Language, through songs and chants
- Collect data and compile resources for Language Archive/researchers on Nauru
- Perform outreach programme on (No Nauruan Language, No Nauruan Identity) And other activities as may be assigned
- Propose solution to service issues that arise or escalate, when appropriate and report any service issues to the Manager of Language

DUTIES & RESPONSIBILITIES:

- Sustain and maintain high level work ethics and proper language protocol
- Organise and execute all Language translation for governmental and Cabinet statements, local and World news through media with proper implementation of language and its components, promoting preservation of old traditional language
- Sustain a clear framework that favours and savours the preservation development of the language into the future – to promote the Mother Language e.g. collect data and compile resources for language researchers, maintain a functional system for all government statements translations issued by Cabinet and Parliament, for future language reference and archiving
- Ensure consistent translations of local and World news are available for the indigenous people in their indigenous language for the promotional preservation of the vernacular
- Translate other documents for other entities, e.g. Health notices, public posters,
- Edit translated documents, articles, publications submitted for editing

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must complete High School, or equivalent (with a transcript/notification of relevant subjects completed)
- Must have a High School Leaving Certificate
- Must be competent and able to work on own, and not to continuously rely on assistance
- Must have 80-90% attendance for the appointed probation period
- At least, have a minimum of three years, with a good competency in the vernacular
- Or must have a maximum of five years work experience
- With a Fair competency in Nauruan Language – reading, writing and spelling (Bibel n Naoero spelling is acceptable.)
- Must apply in writing
- Must have knowledge on basic work ethics
- Must have time management skills
- Have good public service and communication skills
- Must be literarily competent in both English and Nauruan
- Have Completed Year 12 or equivalent
- Must be vibrant and enthusiastic, if not passionately energetic
- Must be of sober habits, polite and considerate
- Good competency in both Nauruan and English language skills for translation
- Be computer literate, dissemination of information via email is advantageous

G.N.No. 63/2021 (Cont'd)

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 64/2021

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 JUSTICE & BORDER CONTROL
(Prisons & Correctional Services)

POSITION : Correctional Officer
No. of POSITION : One (1)
SALARY RANGE : Band 5.1 - \$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Effective Supervision of people sentenced to imprisonment/remanded in custody by the court.

DUTIES & RESPONSIBILITIES:

- Carry out the daily routine of the Correctional Centre ensuring prisoner discipline and security is maintained
- Comply with all rules and regulation, Code of Conduct, when carrying out duties
- Complete reporting requirements when required, including prisoner behaviour and incidents, in rehabilitation and education activities such as prison programs and educational courses
- Undertake searches and perform escort duties as required
- Contribute to effective team work of Correctional Services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 Graduate
- Experience in Working With People
- Good Communication Skills Both Spoken and written
- Computer Literate
- Ability to work as part of a team
- Self-motivated and punctual

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING 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 JUSTICE & BORDER CONTROL
(Prisons & Correctional Services)

POSITION : Correctional Woman Officer
No. of POSITION : One (1)
SALARY RANGE : Band 5.1 - \$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Effective Supervision of people sentenced to imprisonment/remanded in custody by the court.

DUTIES & RESPONSIBILITIES:

- Carry out the daily routine of the Correctional Centre ensuring prisoner discipline and security is maintained
- Comply with all rules and regulation, Code of Conduct, when carrying out duties
- Complete reporting requirements when required, including prisoner behaviour and incidents, in rehabilitation and education activities such as prison programs and educational courses
- Undertake searches and perform escort duties as required
- Contribute to effective team work of Correctional Services

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 Graduate
- Experience in Working With People
- Good Communication Skills Both Spoken and written
- Computer Literate
- Ability to work as part of a team
- Self-motivated and punctual

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING 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 NATIONAL EMERGENCY SERVICES
(Life Guard Services)

POSITION : Life Guard
SALARY RANGE : Band 4.1 - \$12,983 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Purpose of this role is to be a beach Lifeguard and provide Lifesaving services on Nauru in the location(s) as directed by the Squad Captain and/or the Project Coordinator in accordance with the relevant standard operating procedures.

DUTIES & RESPONSIBILITIES:

A lifeguard's responsibilities are;

Maintain a level of proficiency in life Savings as follows:

- 400m pool swim in 9minutes or less or over a measure open water
- 200m run x 200m swim x 200m run within
- 100m tube rescue and/or board rescue of a patient out at sea and return
- Perform patient blocks, releases and escapes, secure and support the patient and perform patient tows
- Conduct lifesaving operation within the area(s) allocated by the squad captain and/or project coordinator
- Attend training sessions as required by the Squad captain and/or Project Coordinator
- Be responsible to maintain good public relations and maintenance of the Lifesaving service 'image' while on duty
- Assist with community education programs as required
- Complete all required documents and forms on a daily basis that is required for this position
- Conduct lifesaving operations in accordance with the relevant Nauru Standard Operating Procedures. (SOP's)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must complete Secondary School year 12
- Qualified to perform patient carries, first aid and CPR
- Able to swim
- First Aid and CPR

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING 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 POLICE & EMERGENCY SERVICES
(Administration)

POSITION : Senior Personal Assistant
No. of POSITION : One (1)
SALARY RANGE : Band 8.1 - \$16,052 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- To provide proactive, efficient, professional and confidential secretarial and administrative support to the Police Commissioner, and other senior staff
- To provide secretarial and administrative support to the Commissioner of Police
- To undertake specific administrative duties as directed by the Commissioner of Police
- To promote equality and inclusion within the team through example and action, to show respect for diversity in dealing with customers, and promoting a positive experience
- The appointed person will normally be required to work standard hours but may be required to work at other times necessitated by the exigencies of the service

DUTIES & RESPONSIBILITIES:

- To act as a courteous, professional and knowledge point of contact for the Commissioner of Police
- To provide a comprehensive and confidential word processing and audio typing service to the Police Commissioner using various IT packages (including Word, Excel and Power Point)
- To provide administrative support to the Police Commissioner, these includes the maintenance of computerised records, making arrangements for meetings, conferences, interviews and other functions as directed including the preparation of necessary papers and presentation aids as appropriate
- To ensure that actions following the Police Commissioner attendance at meetings are appropriately delegated and dealt with on their behalf
- To manage the diaries of the Police Commissioner, including planning and organising meeting and associated travel and accommodation requirements as required
- To deal with incoming calls, email, correspondence and general enquiries on behalf of the Police Commissioner and action as appropriate
- To assist in project research as required by the Commissioner of Police
- To prepare Commissioners Orders as directed by the Commissioner of Police and Distributed accordingly
- To Liaise and work with the Staff Officer to the Commissioner of Police for all Commissioner of Police movements
- May also help with personal task such as shopping or scheduling social engagements

KNOWLEDGE, SKILLS & EXPERIENCES:

- Position requires at least a Diploma in Public Relations or equivalent
- Has a least a Certificate in Customer Care
- Have worked as Clerical or Personal Assistant for at least 4 years
- Has Basic Understanding of Nauru Laws
- You must be well spoken and organized. The Ability to multitask is essential

G.N.No. 67/2021 (Cont'd)

- The Personal assistant must have excellent computer skills. A calm, professional demeanor
- The candidate must have the ability to work irregular hours
- As different tasks arise, a personal assistant must have a strong work ethic
- Administrative Skills
- Communications Skills
- Financial Skills
- Technology Skills

Applications should be submitted to the 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 26th February, 2021.**

Dated this 16th day of February, 2021

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY