



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

No. 76

14th April, 2023

Nauru

G.N.No. 437/2023

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE AND BORDER CONTROL

It is notified for general information that on Wednesday 12th April 2023, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Ms. Loretta Teueli, Director of Legislative Drafting, to act as Secretary for Justice and Border Control from 7th April 2023 until the return of the substantive Secretary for Justice and Border Control, Mr. Jay Udit.

DATED this 14th day of April, 2023.

**IPIA GADABU
ACTING CHIEF SECRETARY**

G.N.No. 438/2023

**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 CHIEF SECRETARY
(Secretariat)

POSITION : Gazette Officer
SALARY : Band 4.1 - \$13,503 per annum

PRIMARY PURPOSE OF ROLE:

- The Gazette notice is the official document published under the Nauru Public Service Act 2016.
- That include information on appointment and revocation of heads of department, vacancies, termination, recognition of churches in Nauru and names of persons empowered to solemnize marriages and funeral officiators, etc
- The position requires working from (9am to 5pm) and after normal hours whenever it is required to publish extraordinary notice on Ministers Portfolio and information from the Nauru Electoral Commission.

DUTIES/RESPONSIBILITIES:

- Register in the log book all the general notices received for publication.
- Ensure to check and confirm the information in the gazette notice mirror the Nauru Public Service Act
- Provide customer services

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- Assist the Gazette Officer prepare the gazette notices before publishing on a weekly basis or at any day required
- Maintain and update gazettes records in both E- copy and Hard copy
- Keep an updated record to payment

QUALIFICATIONS & EXPERIENCE:

- School Leavers Certificate
- Recent School reports
- Documents from previous employment
- Computer literate.
- Must have good written and oral comment
- Must be able to read to understand content of the gazettal notice and relative information from the Nauru Public Service Act
- Proficiency in English is an advantage
- Must be able to work as 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, Friday 28th April, 2023.**

DATED this 12th day of April, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 439/2023

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF EDUCATION
(Secretariat)

POSITION : Program Manager UNESCO
SALARY : Band 11.1 - \$22,210 per annum

PRIMARY PURPOSE OF ROLE:

- Liaise, coordinate and facilitate UNESCO programmes, activities and events that promotes development of national sectors under UNESCO'S areas of competencies,

DUTIES/RESPONSIBILITIES:

- Collect statistics for reporting purposes for stakeholders and UNESCO

G.N.No. 439/2023 (Cont'd)

- Organise programmes and schedules for national implementation
- Develop partnerships with community stakeholders so as to enhance the Nauru National Commission for UNESCO'S visibility as well as garner and harness support from partners.
- Assist Sectors in preparation and implementation of programmes, events and activities
- Communicate UNESCO in Nauru/Nauru in UNESCO at the national, regional and global level.

QUALIFICATIONS & EXPERIENCE:

- The required qualification is to have the minimum of a Bachelor of Arts/Education. Or Certificate in Project Management.
- The equivalence of relevant experiences in project management will suffice as an entry point for young apprentices. The position will be demanding
- Roles in law, diplomacy, foreign affairs will be beneficial
- Youthful and energetic, aptitude to learning new things and taking the initiative in processing the projects and programmes, to be able to communicate widely with confidence.

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DATED this 12th day of April, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 440/2023

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
(Treasury)

POSITION : Management Systems Accountant
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

- The primary purpose of this role is to manage the operation of the Government's FMIS and through this support the Government's budget preparation and reporting capabilities. The position is expected to build local capacity in systems administration/maintenance and ensure that all documentation and training material on the system is current and in use. The role becomes the focal point associated with the loading and system-based preparation of the annual budget.

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DUTIES/RESPONSIBILITIES:

- Working with the Chief Financial Systems and the Technology One support arrangements to ensure that the FMIS modules are working correctly the system is stable and reliably delivered to all users.
- Providing oversight of FMIS system administration and through training and supervision of system administrators support to all users.
- Report to the Chief Financial Systems and work closely with the Chief Accountant to improve financial information and compliance with Government Financial Instructions.
- Facilitating the compilation of the annual budget onto the FMIS and production of budget documentation.
- Ensure that the FMIS Manual is, updated, reliably stored and disseminated amongst users.
- Other duties directed by the Chief Financial Systems.

QUALIFICATIONS & EXPERIENCE:

- Graduate qualification in accounting, finance or business administration from a recognized university.
- Minimum 5 years of experience in FMIS usage in public financial management. Working knowledge of technology one financials is an advantage.
- Proven experience with similar assignments in budget preparation and reporting particularly using a FMIS
- Evidence of the production of meaningful information system financial reports that meet Public Finance requirements
- Demonstrated experience as a Team Leader and ability to mentor junior staff.
- Excellent communication skills that include the production of training materials and system documentation
- Demonstrated ability to liaise, discuss and work effectively with Government officers, Senior staff of the Ministry and external technical Advisers.

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DATED this 12th day of April, 2023

IPIA GADABU
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 FOREIGN AFFAIRS & TRADE
(Finance & Administration)

POSITION : Director of Administration
SALARY : Band 12.1 - \$24,075 per annum

PRIMARY PURPOSE OF ROLE:

- This is a permanent position created in the Department of Foreign Affairs and Trade

DUTIES/RESPONSIBILITIES:

- Assist with the implementation of the National Sustainable Development Strategy (NSDS);
- Maintaining a list and profile of Nauru's representatives at regional and international meetings in order to facilitate government's human capacity building programmes'
- Provide advice and assistance with regards to the processes for employees on official travel on behalf of the Government of Nauru;
- Provide training opportunities including scholarships for capacity building of staff;
- Manage the Department's human resource issues and ensures that equipment and supplies are ordered and maintained;
- Supervision of staff's attendance and punctuality
- Maintaining and updating office records on Government information
- Responsible for the preparation and maintenance of appropriate dossiers, meetings, travel arrangements, functions, reports and issues to be discussed both in Nauru and overseas by the Department and other respective ministries;
- Prepare employment contracts and facilitate with the postings of HOM's and other staff appointed for overseas mission's;
- Any other duties assigned by the Secretary for Foreign Affairs and Trade and Deputy Secretaries

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree or equivalent
- A work experience of at least two years
- Fluent in English and Nauruan;
- Clear knowledge of HR and Administration procedures;
- Possess excellent oral and written communication skills;
- Possess excellent interpersonal skills, including ability to liaise tactfully and confidentially with people of all levels, negotiate positive outcomes with internal and external customer;
- Computer literate;
- Good working relations with staff both internally and externally

G.N.No. 441/2023 (Cont'd)

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 28th April, 2023.**

DATED this 12th day of April, 2023

IPIA GADABU
ACTING CHIEF SECRETARY

G.N.No. 442/2023

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH
(Public Health)

POSITION : Nurse Aide
SALARY : Band 4.3 - \$13,619 per annum

PRIMARY PURPOSE OF ROLE:

- The Nurse Aide is responsible for providing direct patient care within their scope of practice at Public Health setting, under the supervision of a Registered Nurse.

DUTIES/RESPONSIBILITIES:

- Operates towards the Mission, Vision & Values of the Ministry of Health
- Implements nursing care within their scope of practice, as delegated by the Registered Nurse.
- Utilises appropriate communication skills and participate as a member of multidisciplinary team.
- Engages in professional development and lifelong learning
- Promotes a focus and framework for improving the quality of patient care
- Operates within Scope of as per competencies.
- Promotes personal safety and that of others, and reports hazards and defects to work equipment to the Registered Nurse in a timely manner.
- Provide hands-on basic nursing care to patients and attending to patients' activities of daily living.
- Perform routine tasks such as environmental cleaning, cleaning/storing of all medical equipment within the sections and restocking of all consumable's items and infection control equipment.
- Take patient's vital signs and reports abnormal range immediately to the registered nurse.
- Respond promptly to emergency calls and assist within scope of practice.
- Assisting in patient transfer
- Ensure conducive and safe environment for patient
- Ensure patient safety and comforts is maintained.
- Document patient care activities delivered within the scope of practice
- Develop nurturing relationships with patient

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- Report unprofessional and inappropriate behaviour in the work place,
- Follow procedures properly in accordance to hospital policies and guidelines
- Attend and participate in nursing staff meetings.
- Responds promptly to patients and family's needs in a respectful, Courteous, and confidential manner
- Maintains confidentiality of patient information, written and verbal.

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.

QUALIFICATIONS & EXPERIENCE:

- Nurse Aide Certificate program
- Certificate in Basic First Aid /CPR
- Education completion of year 12
- Good written and spoken English
- Basic first aid
- CPR
- Basic communication skills

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IPIA GADABU
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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
(Secretariat)

POSITION : Health Planning Officer
SALARY : Band 9.1 - \$19,113 per annum

PRIMARY PURPOSE OF ROLE:

- The Health Planning Officer is responsible for supporting the divisions in developing strategic and operational plans and reporting on the implementation of these plans. This includes, but not limited to, annual operational plans, procurement planning, workforce planning, quarterly and annual reporting, annual review, etc. All planning and reporting to be based upon analysing and interpreting of approved data.

DUTIES/RESPONSIBILITIES:

- Coordinate and support the development of annual operational plans and budgets with each division.
- Support each division that requires specific work plans to augment their annual operational plan, e.g. Finance and Revenue to do a procurement plan, Human Resources for Health to do recruitment and succession plan, Training and Development to do a training plan, etc.
- Work closely with the health database analyst to produce national statistical bulletins to inform reporting, including trend analysis, and to address monitoring and evaluation (M&E) requirements.
- Coordinate quarterly Annual Operational Plan (AOP) progress reports.
- Coordinate the annual health and medical services report in collaboration with the Health Executive Team.
- Compile and maintain relevant documents, reports and recommendations and assist the Health Executive Team to draft policy briefs and position papers.
- Coordinate and carry out ad hoc surveys and studies relevant to sector performance and knowledge generation at the request of the Health Executive Team
- Support divisions in meeting their project and partner reporting requirements.
- Compile and maintain copies of all legislation relevant to the Ministry of Health and Medical Services and assist the Health Executive Committee to ensure legislation and regulations are current and comprehensive
- Function as a contributing team member while meeting deadlines and productivity standards.
- Undertake any additional duties assigned by your supervisor as duties may vary from time to time to meet changing needs

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 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.

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QUALIFICATIONS & EXPERIENCE:

- Suitable degree qualifications from a recognised institute in public health, or Health Administration/Management, or a business or administration qualification with experience in the health sector
- Relevant health experience
- Experience in planning, budgeting and reporting, desirably in the health sector
- Ability to lead and coordinate staff
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities
- Understanding of public sector procedures

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