



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

No. 206

20th November, 2020

Nauru

G.N.No. 824/2020

BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017
BIRTHS DEATHS MARRIAGES (CHANGE OF NAMES) REGULATIONS 2018

NOTICE is given by the deed poll in accordance to section 22 & 23 of the Births Deaths and Marriages Registration Act 2017

CHANGE OF NAMES OF A PERSON WHO HAS ATTAINED THE AGE OF 18 YEARS

NOTICE is hereby given that a Deed poll dated 10th December 2019 and registered in the Registry of Births, Deaths and Marriages on 10th December 2019
(MALE) (SINGLE), Abandon the name of **Glen Herman** and assumed the name of **Glenn Herman**

NOTICE is hereby given that a Deed poll dated 2nd July 2020 and registered in the Registry of Births, Deaths and Marriages on 2nd July 2020
(FEMALE) (MARRIED), Abandon the name of **Kaysee Star** and assumed the name of **KC Star**

NOTICE is hereby given that a Deed poll dated 15th July 2020 and registered in the Registry of Births, Deaths and Marriages on 15th July 2020
(FEMALE) (MARRIED), Abandon the name of **Sarai Harris** and assumed the name of **Sarah Beulah Harris**

NOTICE is hereby given that a Deed poll dated 29th June 2020 and registered in the Registry of Births, Deaths and Marriages on 29th June 2020
(FEMALE) (SINGLE), Abandon the name of **Aimalus Aius Reiyetsi** and assumed the name of **Christine Aimalus Aius Reiyetsi**

G.N.No. 824/2020 (Cont'd)

NOTICE is hereby given that a Deed poll dated 4th September 2020 and registered in the Registry of Births, Deaths and Marriages on 4th September 2020
(FEMALE) (MARRIED), Abandon the name of **Shani Eno Kakiouea** and assumed the name of **Shani Eno Thoma**

NOTICE is hereby given that a Deed poll dated 13th October 2020 and registered in the Registry of Births, Deaths and Marriages on 13th October 2020
(MALE) (SINGLE), Abandon the name of **Isaac Deireragea** and assumed the name of **Issac Deireragea**

Given under my hand and sealed this 18th day of November, 2020

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS & MARRIAGES

G.N.No. 825/2020

BIRTHS DEATHS AND MARRIAGES REGISTRATION ACT 2017
BIRTHS DEATHS MARRIAGES (CHANGE OF NAMES) REGULATIONS 2018

NOTICE is given by the deed poll in accordance to section 22 & 23 of the Births Deaths and Marriages Registration Act 2017

CHANGE OF NAMES OF A CHILD UNDER THE AGE OF 18 YEARS

NOTICE is hereby given that a Deed poll dated 29th November 2019 and registered in the Registry of Births, Deaths and Marriages on 29th November 2019
(FEMALE) (SINGLE), Abandon the name of **Darina Liandra Blessina Tebouwa** and assumed the name of **Darina Liandra Blessina Teboua**

NOTICE is hereby given that a Deed poll dated 6th August 2020 and registered in the Registry of Births, Deaths and Marriages on 6th August 2020
(FEMALE) (SINGLE), Abandon the name of **Baby-Gazelder Elsa Kiriti Temaki** and assumed the name of **Erza Baby-Gazelder Aero-love Temaki**

NOTICE is hereby given that a Deed poll dated 2nd September 2020 and registered in the Registry of Births, Deaths and Marriages on 2nd September 2020
(MALE) (SINGLE), Abandon the name of **Dazzon Capelle** and assumed the name of **Javan Lukas Capelle**

NOTICE is hereby given that a Deed poll dated 2nd September 2020 and registered in the Registry of Births, Deaths and Marriages on 2nd September 2020
(FEMALE) (SINGLE), Abandon the name of **Teiroi Rhea Jazelle Dongobir** and assumed the name of **Giselle Rhea Teiroi Dongobir**

NOTICE is hereby given that a Deed poll dated 10th September 2020 and registered in the Registry of Births, Deaths and Marriages on 10th September 2020
(MALE) (SINGLE), Abandon the name of **Donricko Spencer Pyson Jimwereiy** and assumed the name of **Donricko Belfort Kison Jimwereiy**

NOTICE is hereby given that a Deed poll dated 14th September 2020 and registered in the Registry of Births, Deaths and Marriages on 14th September 2020
(MALE) (SINGLE), Abandon the name of **Deitiro Bradley Saxon** and assumed the name of **Shamiah Saxon**

NOTICE is hereby given that a Deed poll dated 14th September 2020 and registered in the Registry of Births, Deaths and Marriages on 14th September 2020
(FEMALE) (SINGLE), Abandon the name of **Erao Eidenamo Oceania Saxon** and assumed the name of **Holly Saxon**

Given under my hand and sealed this 18th day of November, 2020

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS & MARRIAGES

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
(Health Planning)

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

PRIMARY PURPOSE OF POSITION:

- Responsible for the admissions and discharge folder available at the time of admission and ensure all are entered into the Admission and Discharged Register
- Ensure all forms required for patient admission are ready in the patients folder and patients information are entered
- Collect all patient folders upon discharge and return to the medical record unit Data input
- Ensure that all discharge folders are collected daily for coding and data input

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
- Maintain and update patient database on computers and notify nursing staff on all diagnosis
- Ensure all forms required for patients admission are ready in the patients folder and patient information are entered
- Collect all patient folders upon discharge and return to the medical record unit with proper filing
- Provide support to health care staff and ensure appropriate maintenance of patient care unit
- Prepare and update patients with ancillary reports and forms from various departments
- Administer medical records for all physicians and medical staff and maintain records of attendance
- Ensure that all discharge folders are collected daily for coding data input
- Maintain discharge summary reports for all patients and maintain records of all patients
- Evaluate patient charts and ensure compliance safety policies and procedures
- Prepare records of patient card and provide regular updates on same on an everyday basis
- Ensure compliance to all safety policies staff and perform required functions
- Prepare forms for daily clinical use

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed High School diploma or its equivalent. Courses in mathematics, computer skills and other business subject are helpful
- Strong Customer service skill, basic computer skills, and strong clerical skills such as managing files and records
- Typically trained on the job and may have taken some training on customer care service and disease coding
- 3 years previous experience working in Record and Filing
- Adequate English skills both written and oral communication
- Excellent communication skills

G.N.No. 826/2020 (Cont'd)

- Adequate computers skills
- Knowledge in health care and client service

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 827/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Nursing)

POSITION : Nursing Standards 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

G.N.No. 827/2020 (Cont'd)

- 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 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
- Evaluates nursing staff for compliance with guidelines, SOPs, protocols and regulations
- 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
- Works 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 observes 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 follows-up 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

G.N.No. 827/2020 (Cont'd)

- 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
- 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 of 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

G.N.No. 827/2020 (Cont'd)

- 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

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 828/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Training & Development)

POSITION	:	Administrative Academic Manager
No. of POSITION	:	One (1)
SALARY RANGE	:	Band 9.1 - \$17,336 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Provides and performs administrative support duties to NHPTI.

DUTIES & RESPONSIBILITIES:

- Provide administrative support to the Nauru Health Professional Training Institute with reception and enquiry services, managing all scheduled meetings and appointments
- Arrange meetings, travel, workshop, conferences and training in accordance with the requirement of NHPTI staff
- Preparing and proofreading of all administrative correspondence, reports and other documents as requested
- Assist NHPTI in providing and dissemination of information for training through the development of resources such as flyers, brochure etc
- Keeps record of all training and coordinate enrolment process for students
- Typing, collating or otherwise assist with test preparation
- Assist NHPTI with finance management, budget and financial report
- Orientation and induction for students

G.N.No. 828/2020 (Cont'd)

- Assist students in answering questions in regards to registration, enrolment process, as well providing students with guideline and code of conduct
- Supports the NHPTI by equipment and supplies, maintaining and inventory of office supplies and handling budget request, follow up and payments of all purchase order
- Helps to organize and conduct unit events as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, programs, purchasing awards and reservations
- Assist students with compilation of scholarship application documents
- Supports the unit by obtaining and processing textbooks, preparing training resources and collecting information for newsletter compilation
- Preparing and process students and NHPTI staff timesheets, processing of staff leave and submission of special allowance form as required
- Schedule booking of classroom and facility
- Maintaining the security of the facility
- Contributing to the work environment that is conducive to develop skills and to engage with persons of different culture if required
- Remains competence and current with professional and personal development
- Provide support and counselling to staff members on a variety of issues related to work and personal health related issues
- Ensures support systems for staff in the context of the Code of Conduct
- Responsible for the well-being of staff members
- Promote an atmosphere to prevent workplace conflict and advise senior management of the development and implementation of the department's mitigating measures
- Liaise and collaborate with other divisions as appropriate

KNOWLEDGE, SKILLS & EXPERIENCES:

- High School Leaving Certificate
- Preferably attained an undergraduate qualification in Office Management
- 3 years or more of office work experience
- Must know how to troubleshoot electronic office equipment
- Some experience in counselling
- Knowledge of the Nauru Public Service Act including Amendments and Regulations
- Be familiar with the Code of Conduct
- Able to develop or use database
- Good with Microsoft office skills
- Good with management skills, problem solving skills
- Ability to maintain a complex filing system
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Ability to act integrity, professionalism, and confidentiality
- Demonstrates report writing skills
- Proficient with Microsoft Office or related software

G.N.No. 828/2020 (Cont'd)

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 829/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Public Health)

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

PRIMARY PURPOSE OF POSITION:

The Data Clerk will be responsible for assisting the Data Officer in collecting statistic data from all clinics/units of public health and generating weekly, monthly, quarterly and as needed statistical reports for program follow up and monitoring purposes.

DUTIES & RESPONSIBILITIES:

- Collection of daily encounter forms
- Compilation of weekly/monthly data from all sections
- Compilation of records for the oversight of the Data Officer
- Compilation of weekly, monthly, quarterly and annual reports
- Distribute the data collection tools to the health facilities
- Carry out any other activities deemed appropriately by the supervisor

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12
- Relevant background in health or other similar disciplines
- Effective communication skills, including problem solving skills and conflict resolution
- Able to work as a team player
- Result oriented
- Good understanding of English language
- Good written and spoken English
- Good computer skills in MS applications (Word, Excel, PowerPoint)

G.N.No. 829/2020 (Cont'd)

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 830/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(Health Systems)

POSITION : Quality Assurance Manager
No. of POSITION : One (1)
SALARY RANGE : Band 10.1 - \$18,722 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Quality Assurance Manager is responsible for ensuring sustainable quality of Health services by developing and enforcing systems, validating processes and providing documentation.

DUTIES & RESPONSIBILITIES:

- Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews
- Determining system improvements and implementing change
- Develops quality assurance plans by conducting hazard analyses, identifying critical control points and preventive measures and verification procedures
- Validates quality processes by establishing health systems specifications and writing and updating quality assurance procedures
- Oversee internal processes and procedures to ensure quality
- Regular analyse quality data and suggest actions based on collected data
- Adheres to department's policies and standards
- Other duties as assigned

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed Year 12
- Experience with Quality Assurance Management
- Through knowledge of methodologies of quality assurance and standards
- Excellent numerical skills and understanding of data analysis/statistical methods

G.N.No. 830/2020 (Cont'd)

- Process improvement
- Strategic Planning
- Excellent verbal and written communication skills
- An analytical mindset
- Database management
- Proficient with Microsoft Office or related software
- Excellent numerical skills and understanding of data analysis/statistical methods
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 831/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF EDUCATION
(Secretariat)

POSITION : Assistant Counsellor
SALARY RANGE : Band 9.1 - \$17,336 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Assistant Counsellor is expected to assist the Chief Counsellor in applying professional training within the Education Department to support students, teachers and headquarter success. Comprehensive counselling programs of development, preventative, remedial, and responsive services, address academic development, career development and personal/social development of students, teachers and headquarter staff.

DUTIES & RESPONSIBILITIES:

To assist the Chief Counsellor:

- Discuss the comprehensive school counselling program with relevant officers
- Develop and maintain a written plan for effective delivery of the school counselling program
- Communicate the primary purpose of the school counselling program to education stakeholders
- Maintain current and appropriate resources for education stakeholders
- Provide leadership and collaborates with other educators

G.N.No. 831/2020 (Cont'd)

- Implement developmentally appropriate and prevention-oriented group activities to meet students' and school's staff needs
- Assist school staff, individually or in groups, with developing academic, career and personal/social skills, goals and plans
- Assist teachers, individually or groups with teacher- student(s) relationships and communication to meet schools' outcomes
- Assist school staff, individually or in groups with developing academic, career and personal/social skills to meet department's outcomes and goal
- Accurately and appropriately interpret and utilize student's data and school's data
- Collaborate with senior officers and educators to assist school's staff member's personal issues hindering their performance in work place
- Collaborate with parents/guardians and educators to assist students with educational and career planning
- Provide individual and group counselling service for identified common issues for students and for school's staff members
- Implement effective referral and follow-up process
- Provide appropriate information to school's staff on school counselling programs
- Assist senior officers in interpreting and understanding counselling data analysed
- Adhere to laws, policies, procedures and ethical stand of counselling profession
- Conduct a yearly program audit to review extent program implementation
- Collect and analyse data to guide program direction and emphasis
- Measure results of school's counselling programs and share results as appropriate
- Monitor students' academic performance and school's staff performance to devise appropriate interventions if need be
- Identify relevant resources for counselling programs
- Adhere to the Public Service Act 2016, Education Act 2011 and relevant policies
- To support the department by performing other duties as assigned by the Director or Head of Department

KNOWLEDGE, SKILLS & EXPERIENCES:

- 10 years experiences in Counselling work
- Diploma or higher degree in Counselling field
- 2 years' experience if qualified
- Ability to work well with others
- Ability to assume responsibilities and exercise good judgement in making decisions within the scope of work
- Be punctual
- Diligent and of positive attitude
- Ability to prioritize tasks
- Ability to complete work on due date
- Patience

G.N.No. 831/2020 (Cont'd)

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 832/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF HEALTH & MEDICAL SERVICES
(ADMINISTRATION)

POSITION : Clerical Officer
No. of POSITION : Two (2)
SALARY RANGE : Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To provide:

- Clerical/Administrative support in allocated area
- Seconded from the Administration department as a link between Administration Office and allocated area

DUTIES & RESPONSIBILITIES:

- Maintaining files and records so they remain updated and easily accessible
- Support Administration section by assisting with receiving, sorting and distributing incoming mail and prepare outgoing mail
- Answering the phone, screening to take messages or redirecting calls to appropriate colleagues
- Maintain basic, consistent and orderly electronic and paper correspondences filing system of staff personal file for all health staff
- Ensure copies of all HR issues (such as FMIS/Salary and staffing issues) are copied/endorsed by main Admin Office (RONH) and filed away in staff folder
- Record, maintain and update staff leave register as assigned.
- Ensure all staff leave papers are signed by in-line OICs/Director before forwarding on for further endorsement or taking it to HR for Processing.
- Timely collection and submission of timesheet for FMIS payroll correction, as required on fortnightly basis for staff pay

G.N.No. 832/2020 (Cont'd)

- Making phone, answering and directing phone calls as well as taking and distributing messages
- Organizing and scheduling appointments, coordinating meetings and making travel arrangements and booking venues for conferences and events
- Ability to review files and records to answer inquiries and incoming request for information
- Receiving, sorting and distributing incoming mail, maintaining good filing systems and compiling records of office activities
- Photocopying, scanning and typing documents and correspondence and sending emails where appropriate
- Checking and entering data, updating and maintaining database and coordinate work flow
- Controlling basic accounting functions such as checking invoices and managing petty cash if available
- Take minutes of meetings and dictations as well as assist in office management and organization procedures
- Management and monitoring of office supply stocks (paper clips, stationery etc.) and ordering supplies/ equipment as needed from the main Admin office of Health secretariat
- Maintain a good tardiness report for pair review, a proper tidy and orderly work station and work are, ensuring OHS and Infection Control compliance at all times
- Maintain a professional image and attitude in regards to relationship with co-works
- Maintain vehicle cleanliness and must be able to accurately complete activity logs for proper vehicle reports when used
- Must be able to understand and operate 2 ways radios and cell phones if assigned
- Go on delivery errands to the Government Offices, picking up and delivering messages
- Assist with office and meeting room re-arrangement for various meeting/events
- Occasional handyman jobs in the office, such as hanging pictures and small office repairs
- Supporting all line-managers and colleagues and be very focused with assignments
- 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
- Working as part of a team in delivering services and carrying out routine work and taking care of visitor registration and maintaining a register of incoming visitors.
- Providing the highest quality standards customer services as you drive the RoN vehicle with staff or delivering items to all assigned duty areas such as photocopying, filing, reception desk duties, and making phone calls
- Maintain confidentiality of any information received in the work place at all times
- Facilitate airport pick-ups for Hospital visitors and transportation during official visits
- Approaching work in a careful and methodical manner, displaying accuracy at all times even when conducting routine/repetitive work.
- Perform other duties identified, directed and as assigned by the line OICs and the Director of Health Administration (DHA)

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 School Leaver Certificate or Equivalent
- Certificate in Secretariat Studies or equivalent
- Basic English Studies
- Valid Drivers' License

G.N.No. 832/2020 (Cont'd)

- 3 years of work experience in Secretariat/clerical field
- Knowledge of relevant software applications used in the office, proficient in use of email and internet and good numeracy skills, accurate keyboard skills
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures and of basic accounting bookkeeping tasks and procedures
- Good understanding of written and spoken English language
- Good computer skills in MS applications (Word, Excel, PowerPoint)
- Ability to work diligently to help maintain smooth office operations
- Reliable and hard working with great communication skills
- Be familiar with and able to utilize office equipment, devices and appliances such as PBX phone, Computer, Photocopier, Printers etc. and processes
- Proven experience as office clerk or other position
- Familiarity with office procedures and basic accounting principles
- A fast typist with knowledge in stenography and taking dictations
- Excellent organizational and multi-tasking abilities
- Time management skills, accurate keyboard skills and the ability to prioritize
- Data management and attention to details and accuracy with problem-solving and adaptability skills
- Good customer service orientation and team work experience in a healthcare environment
- Knowledge of office management systems and procedures
- Knowledge of administrative procedures with basic
- Good knowledge and application of basic life support, Occupational Health & Safety, Infection Control and of Safety Training and moving Techniques

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, Tuesday 1st December, 2020.**

Dated this 18th day of November, 2020

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 CLIMATE CHANGE & NATIONAL RESILIENCE
(Secretariat)

POSITION : Administration Officer
No. of POSITION : One (1)
SALARY RANGE : Band 4.3 - \$12,554 gross salary per annum

PRIMARY PURPOSE OF POSITION:

Is responsible to assist the Manager of Administration in providing and coordinating activities of Department formulation, monitoring and presentation of budget for controlling funds to implement Department operations and objectives.

DUTIES & RESPONSIBILITIES:

- Prepare comparative analysis of operating programs by analysing costs in relation to services performed during fiscal years
- Submit reports to Manager of Administration and Secretary with recommendations for budget revisions
- Organize and schedule meetings and appointments
- Maintain log records of Department expenditures/payment vouchers
- Organize and maintain office supplies inventory by checking stocks, need, and place and expenditure orders, verify receipts etc
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Ensure operation of equipment by competing preventative measures, calling for repairs, maintenance, inventories etc. to safeguard Department staff
- Coordinate office procedures/ procurements and ensure payments are processed in a timely manner
- Maintain employee travel/leave records
- Organize travel and allowance logistics for Secretary

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed Year 12
- 3 years (or more) experience on Administrative and/or financial matters
- Good communication and customer skills
- Good organisational and problem solving skills
- IT proficiency in standard computer and software (word processing, excel, presentations, Skype, database and internet web based tools)
- Ability to analyse and interpret financial data and prepare financial report, statement and/or projections

G.N.No. 833/2020 (Cont'd)

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 4th December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 834/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF CLIMATE CHANGE & NATIONAL RESILIENCE
(Secretariat)

POSITION : Energy Officer
No. of POSITION : One (1)
SALARY RANGE : Band 6.1 - \$13,762 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Energy Officer, under the guidance and supervision of the Director of Energy, is to assist the Director with day-to-day management and oversight of work requirements pertaining to Nauru's Energy sector

DUTIES & RESPONSIBILITIES:

Assist Director with:

- Coordinating the formulation and monitoring the implementation progress of national level policies, strategy and action plans related to energy sector, including climate change mitigation
- Planning, coordinating and implementing activities set out for the targets of the Nauru Energy Road Map (NERM)
- Prepare reports for monitoring and progress evaluation of the NERM Targets and DCCR Annual reports
- Coordination and logistics handling for the Energy division, including planning of visiting consultants and stakeholder consultations, procurements, etc
- Energy sector documentation and repository management
- Back-to-back office reports (after duty travel)
- Engage & maintain relationships and professional networks with local and international stakeholders
- Implementing awareness campaigns on the targets of the NERM
- Conducting Energy audits:
 - Collect and analyse field data related to energy usage
 - Prepare audit reports containing energy analysis results or recommendations for energy cost savings

G.N.No. 834/2020 (Cont'd)

- Identify and prioritize energy and conservation measures
- Assist with providing capacity building, training and establish train the trainers programs on Energy efficiency and Renewable energy
- Prepare Secretary, Minister, Cabinet and official statement presentations and submissions
- Perform such other task as assigned by the Director of Energy

KNOWLEDGE, SKILLS & EXPERIENCES:

- Completed Year 12
- Certified training in Energy/Policy making or related field
- Sound knowledge and experience in the field of Energy
- Some experience and the ability to work effectively with community and stakeholders
- Fluency in both written and spoken English
- Excellent time management and organisational skills
- Good verbal communications skills – to facilitate public awareness campaigns
- Very good inter-personal skills – understands local custom and protocols
- Proficient in the use of computer software especially in MS Word and MS Excel

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 4th December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

G.N.No. 835/2020

PUBLIC SERVICE ACT 2016
VACANCY: SECTION 22

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

DEPARTMENT OF CLIMATE CHANGE & NATIONAL RESILIENCE
(Secretariat)

POSITION : Water Monitoring Officer
No. of POSITION : One (1)
SALARY RANGE : Band 6.1 - \$13,762 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Water Officer will be responsible for the Implementation and enforcement of the Nauru Water and Hygiene Policy and its Regulatory Frameworks. The Water Officer will also assist in any current and future incoming projects related to Water & Hygiene.

G.N.No. 835/2020 (Cont'd)

DUTIES & RESPONSIBILITIES:

- The Water Officer (WO) will assist the Water Manager (WM) in implementing activities in the National Water Sanitation and Hygiene Policy(NWSHP)
- Work in close collaboration with the Water Technical Committee and its members to implement the NWSHP
- Coordinate and monitor the analysis and reporting of rainfall, production, use and losses of the Reverse Osmis, rainwater harvesting and groundwater use
- Update the monthly monitoring of water in the database
- Develop equitable system for controlling demand, conserving water and minimizing waste and losses
- Develop scheme to increase public participation in planning, management, conservation and protection of water resources
- Assist the WM to identify policy and plan improvements and training needs
- Provide secretarial support to the WTC
- WO will also perform duties assigned by the Division Head Climate Change Director and the WM from time to time

KNOWLEDGE, SKILLS & EXPERIENCES:

- A qualification in Environmental science is preferred
- Experience in environment work is preferred
- Some experience in working in or managing projects
- 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 able to present in meetings
- Ability to effectively manage 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 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 4th December, 2020.**

Dated this 18th day of November, 2020

SASIKUMAR PARAVANOOR
ACTING CHIEF SECRETARY

BIRTHS, DEATHS & MARRIAGES ACT 2017

ERRATUM

In the notice published in Gazette No. 203/2020 of 12th November 2020, page 13 the word “**Tulenoa**” is substituted with “**Herman**”. The notice corrects that error.

The gazettal date remains 12th November, 2020.

It is certified given under my hand dated this 16th November, 2020.

FRANCIS MAAKI DEIRERAGEA
REGISTRAR FOR BIRTHS, DEATHS AND MARRIAGES

CORRIGENDUM

It is notified for the general information that the Government Gazette No. 203/2020 G.N.No. 816/2020 Page 2 and Page 3 dated 10th November, 2020

DELETE:

NOTICE is hereby given that a Deed poll dated 22nd February 2017 and registered in the Registry of Births, Deaths and Marriages on 22nd February 2017 (FEMALE) (MARRIED), Abandon the name of Frezzia Albanies Tatum and assumed the name of Tina Frezzia Albanies **TATUM**

INSERT:

NOTICE is hereby given that a Deed poll dated 22nd February 2017 and registered in the Registry of Births, Deaths and Marriages on 22nd February 2017 (FEMALE) (MARRIED), Abandon the name of Frezzia Albanies Tatum and assumed the name of Tina Frezzia Albanies **DEGIA**

G.N.No. 837/2020 (Cont'd)

DELETE:

NOTICE is hereby given that a Deed poll dated 3rd April 2017 and registered in the Registry of Births, Deaths and Marriages on 3rd April 2017 (MALE) (MARRIED), Abandon the name of Alfred de Luckner Angimea and assumed the name of Timothy Alfred De Luckner **AINGMEA**

INSERT:

NOTICE is hereby given that a Deed poll dated 3rd April 2017 and registered in the Registry of Births, Deaths and Marriages on 3rd April 2017 (MALE) (MARRIED), Abandon the name of Alfred de Luckner Angimea and assumed the name of Timothy Alfred De Luckner **AINGIMEA**

DELETE:

NOTICE is hereby given that a Deed poll dated 6th April 2017 and registered in the Registry of Births, Deaths and Marriages on 6th April 2017 (MALE) (MARRIED), Abandon the name of Poncianna Jockane and assumed the name of Poincianna Jockane

INSERT:

NOTICE is hereby given that a Deed poll dated 6th April 2017 and registered in the Registry of Births, Deaths and Marriages on 6th April 2017 (**FEMALE**) (MARRIED), Abandon the name of Poncianna Jockane and assumed the name of Poincianna Jockane

Given under my hand and sealed on the 13th November 2020

FRANCIS MAAKI DEIRERAGEA
REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES

G.N.No. 838/2020

CORRIGENDUM

To Gazette No. 203/2020, G.N.No.820/2020, page 5, paragraph 3;

DELETE: Bwnata Dagan, and

INSERT: Bwenata Dagan, in its stead.

ACTING ADMINISTRATION & GAZETTE MANAGER

G.N.No. 839/2020

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Calypso Edward of Yaren District, and
Schiaffino Roxanna Bagaga of Nibok District.

Elias Detageouwa of Nibok District, and
Teresa Adeang of Denigomodu District.

Itaaka Akubor of Yaren District, and
Temoaiti Tekuaa of Denigomodu District.

Ro-Jaye Waibeiya of Ijuw District, and
Josy Harris of Boe District.

Conway Detabene of Buada District, and
Bethany Degia of Yaren District.

DATE OF ENGAGEMENT:

17th July, 2020

14th November, 2020

20th November, 2020

4th December, 2020

28th January, 2020.

HON. LIONEL ROUWEN AINGIMEA, M.P.
MINISTER IN CHARGE
