



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

No. 235

3<sup>rd</sup> November, 2023

Nauru

G.N.No. 1238/2023

**CORRIGENDUM**

To Government Gazette No. 232/2023 G.N.No. 1215/2023 and Government Gazette No. 232 G.N.No. 1208/2023 pages 1 and 8 issued 1<sup>st</sup> November 2023

**DELETE:**

**REVOCATION AND APPOINTMENT OF DIRECTOR OF THE  
CENPAC CORPORATION AUSTRALIA**

It is notified for general information that Cabinet on Wednesday 1<sup>st</sup> November 2023 has approved the following:

- 1) To revoke the appointment of Mr. Dixon Rengiden Tracey Adam as Resident Director (Australia) of the Cenpac Corporation Board with immediate effect; and
- 2) To appoint Ms. Tryphosa Keke as the new Resident Director (Australia) of the Cenpac Corporation Board with immediate effect.

**INSERT:**

**REVOCATION AND APPOINTMENT OF DIRECTOR OF THE  
CENPAC CORPORATION AUSTRALIA**

It is notified for general information that Cabinet on Wednesday 1<sup>st</sup> November 2023 has approved the following:

- 1) To revoke the appointment of **Mr. Dixon Rengiden Tracy Adam** as Resident Director (Australia) of the Cenpac Corporation Board with immediate effect; and
- 2) To appoint Ms. Tryphosa Keke as the new Resident Director (Australia) of the Cenpac Corporation Board with immediate effect.

G.N.No. 1238/2023 (Cont'd)

**DELETE:**

**RECONSTITUTION OF THE CHAIRMAN AND MEMBERS OF THE BOARD OF NAURU SPORTS DEVELOPMENT INC.**

It is notified for general information that Cabinet on Wednesday 1<sup>st</sup> November 2023 has approved the following:

1. To revoke the appointment of the following Board Members of the Nauru Sports Development Inc. with immediate effect:
  - i. Mr. Gad Demauna - Director
  - ii. Ms. Marmina Keke - Secretary to the Board
  
2. To appoint the following as Members of the Board of Nauru Sports Development Inc. with immediate effect.
  - i. Director - Mr. Jezza Uepa
  - ii. Secretary to the Board - Mrs. Letha Herman

**INSERT:**

**RECONSTITUTION OF THE CHAIRMAN AND MEMBERS OF THE BOARD OF NAURU SPORTS DEVELOPMENT INC.**

It is notified for general information that Cabinet on Wednesday 1<sup>st</sup> November 2023 has approved the following:

1. To revoke the appointment of the following Board Members of the Nauru Sports Development Inc. with immediate effect:
  - i. **Mr. Gad Demaunga** - Director
  - ii. Ms. Marmina Keke - Secretary to the Board
  
2. To appoint the following as Members of the Board of Nauru Sports Development Inc. with immediate effect.
  - i. Director - Mr. Jezza Uepa
  - ii. Secretary to the Board - Mrs. Letha Herman

DATED this 1<sup>st</sup> day of November, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1239/2023

**REVOCATION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER  
NAOERO POSTAL SERVICES CORPORATION**

It is notified for general information that on Thursday, 2<sup>nd</sup> November 2023, pursuant to Section 64, Clause (1) of the Public Enterprise Act 2019 and Section 92 (1) & (2) of the Interpretation Act 2011, Cabinet has approved to revoke the appointment of Mr. Andy Cain as Acting Chief Executive Officer of the Naoero Postal Services Corporation with immediate effect.

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB  
SECRETARY TO CABINET**

G.N.No. 1240/2023

**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER  
NAOERO POSTAL SERVICES CORPORATION**

It is notified for general information that on Thursday, 2<sup>nd</sup> November 2023, pursuant to Section 64, Clause (1) of the Public Enterprise Act 2019, Cabinet has approved to appoint Mr. Onassis Dame as Acting Chief Executive Officer of the Naoero Postal Services Corporation with immediate effect until further notice.

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB  
SECRETARY TO CABINET**

G.N.No. 1241/2023

**APPOINTMENT OF CHAIRMAN, BOARD MEMBERS AND REGISTRAR  
LIQUOR LICENSING BOARD**

It is notified for general information that Cabinet on Thursday, 2<sup>nd</sup> November 2023 has approved the following:

1. To appoint the following persons as members of the Liquor Licensing Board for a term of two years with immediate effect:
  - i. Mr. Rory Detageouwa - Chairman
  - ii. Mrs. Massie Detenamo - Member
  - iii. Mr. Titus Aubiat - Member
  - iv. Ms. Ophelia Caleb - Registrar

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB  
SECRETARY TO CABINET**

G.N.No. 1242/2023

**RECONSTITUTION OF THE EIGIGU SOLUTIONS CORPORATION BOARD**

It is notified for general information that Cabinet on Thursday, 2<sup>nd</sup> November 2023 has approved the following:

1. The revocation of the following members of the Board of Eigigu Solutions Corporation with immediate effect:

- a. Mr. Brocky Olsson - Chairman
- b. Mr. Junior Dowiyogo - Director

2. The appointment of the following persons as Chairman and Director of the Eigigu Solutions Corporation Board with immediate effect:

- a. Mr. Kakiber Adeang - Chairman
- b. Ms. Lina Emiu - Director

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1243/2023

**RECONSTITUTION OF RONPHOS WORKING GROUP**

It is notified for general information that Cabinet on Thursday, 2<sup>nd</sup> November 2023 has approved the following:

1. To approve the Chairman and members as follows:

**Chairman:** Minister responsible for Ronphos, Hon. Shadlog Bernicke, M.P.

**Members:**

- 1. Hon. Speaker Marcus Stephen
- 2. Hon. Deputy Minister Maverick Eoe
- 3. Ramsus Dekarube
- 4. Enosha Bernicke
- 5. Kali Dee Bernicke
- 6. Shalom Aliklik
- 7. Pooja Radhakrishnan
- 8. Kim Aroi
- 9. Robert Timothy

2. The term of appointment of the working group will be for two years.

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1244/2023

**RECONSTITUTION OF NAURU PHOSPHATE ROYALTY TRUST NPRT WORKING GROUP**

It is notified for general information that Cabinet on Thursday, 2<sup>nd</sup> November 2023 has approved the following:

1. To approve the Chairman and members as follows:

**Chairman:** Minister responsible for NPRT, Hon. Shadlog Bernicke, M.P.

**Members:**

1. Hon. Speaker Marcus Stephen
2. Hon. Deputy Minister Maverick Eoe
3. Haitu Bernicke
4. Prishtina Dekarube
5. Samvick Namaduk
6. Aim Capelle
7. Sarai Meledouza
8. Peter Hiram
9. Pooja Radhakrishnan
10. Bragga Namaduk
11. Kim Aroi

Dated this 2<sup>nd</sup> day of November, 2023.

**OPHELIA CALEB**  
**SECRETARY TO CABINET**

G.N.No. 1245/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2a)**

**NOTICE OF APPOINTMENT ON PROBATION**

It is notified for general information the following officers' appointment on probation is effective as follows:

**DEPARTMENT OF TRANSPORT**  
(Land Transport)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Darius Kamoriki	Bus Driver Band 2.1 - \$11,577 per annum	13/10/2023
Marae Ataia	Bus Driver Band 2.1 - \$11,577 per annum	13/10/2023
Whitbourne Cecil	Bus Driver Band 2.1 - \$11,577 per annum	13/10/2023
Langford Hedmon	Bus Driver Band 2.1 - \$11,577 per annum	13/10/2023
Elkana Depoudu	Bus Conductor Band 2.1 - \$11,577 per annum	13/10/2023
Carageous Dabana	Bus Conductor Band 2.1 - \$11,577 per annum	13/10/2023
Melusa Jimwereiy	Bus Conductor Band 2.1 - \$11,577 per annum	13/10/2023

DATED this 31<sup>st</sup> day of October, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 1246/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Public Health)*

**POSITION** : Diabetes Care Officer  
**SALARY** : Band 7.1 - \$16,389 per annum

**PRIMARY PURPOSE OF ROLE:**

The purpose of this role is as a Registered Nurse responsible for foot care examination, assessments, and consultations with patients with diabetes to ensure these patients received safe individualised and effective diabetic foot care and reports to the Nurse walking collaboratively across public health programs including NCD Clinics.

**DUTIES/RESPONSIBILITIES:**

The Diabetics Foot Care Officer is responsible for the delivery of foot care to people with diabetes.

**PUBLIC HEALTH DIVISION PRIMARY DUTIES** responsibilities to:

- Provide education on proper foot care and advice on preventive measures
- Carry out safe procedures in treating corns, calluses in growing toenails, bunions, heel, spurs, ankle and foot infections, foot complaints and amputations associated with diabetes.
- Manage diabetics foot ulcers
- Conduct educational programs on foot care
- Assist the Podiatrist in the management of foot care services/clinic
- Assist in audit of foot care
- Compile and submit regular reports
- Conduct training on foot care
- Ensure high IPC standards are maintained in a safe clean environment.

**ORGANISATIONAL STRENGTHENING INCLUDING QUALITY STANDARDS AND CQI**

- Contribute to the development of a strong and progressive NCD Foot Care health promotion communication team that work productively to achieve MHMS Public Health goal and objectives
- Is a member of an effective team,
- Participate as a member of the multidisciplinary team across the Public Health Division
- Identify, and report risk management strategies in line with the organizational culture; recognize trends, opportunities and risks that affect public health programs
- Implement Continuous Quality Improvement (CQI) for the MHMS Public Health Division for Health Promotion, Disease Prevention and Communication programs and campaigns.

**HEALTH WORKFORCE AND CAPACITY DEVELOPMENT**

- Participants in education programs and keeps a record on attendance and hours of CPD

**HEALTH INFORMATION & REPORTING**

- Collect data, contributes to the analyses, monitoring of trends and reporting significant issues, variances and propose actions
  - a) Using the correct health information
  - b) Maintaining sensitive data in a confidential manner
  - c) Contribute to reports on a regular or monthly basis.
- Assist with annual and other reports and documents for PHD

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## **GENERAL DUTIES**

- Contribute to a high-quality work environment by ensuring multidisciplinary teamwork, effective working relationships, and information sharing.
- Ensure knowledge of human resource management including, workplace health and safety, gender equality and social inclusion, anti-discrimination, code of conduct, and relevant GON awards and regulations
- Assist with articulating the vision and strategic direction within the MHMS Health Strategic Plan and healthcare system.

## **QUALIFICATIONS & EXPERIENCE:**

- Registration and Licensure in country of training and practice is essential.
- Knowledge of all Government Acts relating to health and the
- Knowledge of HR, financial and administrative management practices
- Knowledge of quality assurance and quality improvement practices and procedures
- Knowledge of scientific foundation of the field of public health
- Knowledge of strategic management and organizational change practices
- Knowledge of the Health Strategic Plan
- A minimum 3 years of work experience in health in NCD / Diabetic foot care
- Demonstrate experienced in Primary Health Prevention / NCD / Diabetic foot care programs
- Applied ethical principles in accessing, collecting, analysing, using, maintaining, reporting and disseminating data information and demonstrate use of information technology
- Applied non-judgemental, confident and caring manner
- Demonstrated knowledge and understanding of primary health care sector is essential.
- Demonstrated active listening, time management, and problem solving, with minimal supervision, and which policy guidelines.
- Demonstrate computer literacy
- Demonstrated interpersonal communication skills
- Demonstrated ability to interact with people from a wide range of backgrounds, together with good problem solving and project/time management skills
- Demonstrated motivation
- Demonstrated administrative skills
- Demonstrated interpersonal skills, written, & verbal communication skill  
Non-judgement, confidential and caring manner
- Competent and experienced in computing applications including word processing, spreadsheet, database, presentation software, and similar.
- Equipment to be use:
  - Personal computers including laptops and software including Microsoft applications.
  - Office equipment including telephone, photocopier, printer and other business equipment; and
  - audio-visual, electronic, and other equipment for meetings, events and teleconferences.
- Undertake training and professional development to ensure currency of knowledge and professional obligations.
- Possess a valid driver's license.
- Maintain confidential client material, records, appointment tracking, and caseloads and maintain confidentiality of information
- Not undertake any task for which they have not been authorised and for which they are not adequately trained.
- Use safety equipment or clothing in a proper manner and for the purpose intended
- Work in accordance with any health and safety procedures, instructions or training that has been given i.e.
  - Occupational Health & Safety
  - Infection Prevention & Control
  - Safety Training and moving Technique

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20 hrs of continuous professional development

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 17<sup>th</sup> November, 2023.**

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1247/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Human Resource for Health)*

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

**PRIMARY PURPOSE OF ROLE:**

To provide:

- Clerical/Administrative support in allocated areas
- Seconded from the Administration Department as a link between administration office and allocated areas

**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 filling systems of staff personal file for all Health staff
- Record, maintain and update Staff Leave Register as assigned
- Ensure all staff leaves papers are all signed by in-line OICs/Director before forwarding on for further endorsement or taking it to Central HR for processing
- Timely collection and submission of timesheet for FMIS payroll correction as required on fortnightly basis for staff pay
- Making phone calls, answering and directing phone calls as well as taking and distributing messages
- Photocopying, scanning and typing documents and correspondences and sending emails where directed
- Controlling basic accounting functions such as checking invoices and managing petty cash if necessary
- Take minutes of meetings as well as assist in office management and organisation procedures
- Management, monitoring and ordering of office supply stocks (stationery etc)
- Ensure and maintain OHS and infection Control compliance at all times
- Maintain a professional image and attitude in regards to relationships with co-workers

G.N.No. 1247/2023 (Cont'd)

- Go on delivery errands to the Government offices, picking up and delivering messages
- Assist with office arrangement for various meeting and events
- Providing highest quality standards in customer services
- Maintain confidentiality of any information received in the work place at all times
- Perform other duties identified, directed and as assigned by the line OICs and Director of Human Resources

#### **HEALTH & SAFETY**

- Be responsible to take care for his or her own acts or omissions and the effects 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:**

- Year 12 School Leaver Certificate or Equivalent
- Certificate in Secretarial Studies or equivalent
- Basic English Studies
- Valid Driver's Licence

#### **Desirable:**

- Training in Health Policy
- Training in Healthcare Quality
- Knowledge of relevant software applications used in office
- Proficient in use of email and internet
- Good numeracy skills
- Knowledge of administrative procedures
- Good understanding of written and spoken English languages
- Ability to work diligently to help maintain smooth office operations
- Reliable and hardworking with great communication skills
- Excellent organisation and multi-tasking abilities

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 17<sup>th</sup> November, 2023.**

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**