

Daily Notices circulated by the Government Information Office

Thursday, 23 July 2020

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On Behalf of the Department of Health and Medical Services

Job vacancies, various, closing 7Aug2020:

- **Position1: Handyman (x1). Administration.**
- **Position 2: Dispenser (x1). Pharmacy.**
- **Position 3: Clerical Officer (x2). Administration.**
- **Position 4: Assistant Dental Technician (x1). Dental.**
- **Position 5: Assistant Revenue Officer (x1). Secretariat.**
- **Position 6: Procurement Officer (x1). Medical Services.**
- **Position 7: Primary Healthcare Nurse Supervisor (x1). Public Health.**
- **Position 8: Health Planning Officer (x1). Secretariat.**

Applications should be submitted to 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, 7 August 2020.

Peta Gadabu
Secretary for Corporate Services
Human Resource & Labour
Chief Secretary Department
Email: petagadabu@gmail.com

Clarissa Scotty
Manager Recruitment & Employment Contracts
Human Resource & Labour
Chief Secretary Department
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Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following positions:

Position1: Handyman (x1). Administration. Closes 7Aug2020.

Salary Range: Band 2.1-\$10,501 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Handyman is responsible to undertake all minor repairs and maintenance of Hospital Building, including plumbing, electrical, and other duties as may be required. The role is responsible for the day to day operations, is accountable to Director of Administration in ensuring that work procedures

are implemented, that standards and outcome are met and that continuous improvement of effective health service is implemented.

DUTIES & RESPONSIBILITIES:

- Responsible to inform the Administrative Officer what jobs have been completed or need to be completed and what is needed to complete the jobs e.g tools, equipment, materials, etc.
- Responsible to inform with the Administrative Officer if minor repairs need to be done and will be assigned the job by the Administrative Officer
- Responsible to inform Administrative Officer if major repairs needs to be done on any hospital equipment and if it is not to the capability of the handyman
- Responsible for taking hospital requirement to other enterprises as authorised by the Administrative Officer and/or Director of Administration
- Any other duties as may be directed by the Senior Managers.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Form 4
- Understand/speak English
- 2 year in the field
- Be healthy and sober habits
- Work with the team
- Safe training and moving techniques
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities

Position 2: Dispenser (x1). Pharmacy. Closes 7Aug2020.

Salary Range: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To prepare and assist the Pharmacist to dispense patient's prescription correctly and to provide first-rate customer service to patients.

DUTIES & RESPONSIBILITIES:

- Must be extremely accurate and provide first-rate customer service to patients
- Be able to confidently support a Pharmacist in a hospital setting.
- Responsible for knowing the composition and interactions of commonly prescribed drugs as well as their effect on a patient's body.
- Must be able to interpret prescriptions, count medications, and work with the patients to meet their medication needs.
- Must demonstrate good organisational skills and be detail oriented
- Receive prescriptions or refill requests and verify that information is complete and accurate
- Answer telephones, responding to questions or requests
- Fill bottles with prescribed medications and type affix labels.
- Carry out dispensing of medicines under the Pharmacist supervision
- Assist patients and healthcare provider by answering simple questions, local items or referring them to the Pharmacist for medication information
- Clean and help and maintain equipment and work areas
- Maintain proper storage and security conditions for drugs
- File prescriptions that have been filled

- Delivers medications and pharmaceutical supplies to patients, nursing stations or surgery
- Contributes to team effort by accomplishing related results as needed.
- Must always be due diligent in conducting work (i.e dispensing of medication)
- Orders label and counts stock of medications and supplies and enter inventory data into computer and stock card
- Attend al mandatory training and maintain competencies in basic life support, infection control and safe moving techniques.
- Participates in the performance appraisal review process.
- Undertake quality assurance activities.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum qualification – year 11 School Leaver Certificate
- 2 year experience in stocktaking field or equivalent
- Must be highly diligent to attention to detail and accuracy
- Good communication and interpersonal skills
- Must be highly organised and possess time management skills.
- Must be able a team player and able to work in a team environment
- Must be able to work on call, long hour and/ or 6 days a week
- Must be able to work with limited supervision

Position 3: Clerical Officer (x2). Administration. Closes 7Aug2020.

Salary Range: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The clerical Officer position is to assist in all administrative matters which includes; updating of staff leave and overtime, management of filing system, distribute of mails and information to the department of sections and undertake other administrative matters as assigned.

DUTIES & RESPONSIBILITIES:

- Responsible to the Administrative Officer for receiving and distribution of incoming and outgoing mails.
- Responsible for the receiving, screening and relaying of incoming calls.
- Responsible for coordinating, scheduling and preparation of Health Education Unit meetings and minutes assigned.
- Maintain basic, consistent and orderly filing system of electronic and paper correspondences.
- Maintain and consistent filing of staff personal file (for Health/Staff trainees)
- Ensures copies of all HR issued are copied and endorsed by main administration office (RONH)
- Record, maintain and update staff leave register
- Ensure all staff applications are signed by in-line OIC's and the Director of Administration Health before forwarding on for further endorsement.
- Management and ordering of stock supplies of office supplies and equipment.
- Processing of timesheets, MYOB and special allowance claims.
- Maintain a clean & tidy work environment.
- Any other duties as may be directed by the Senior Managers.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 School Level Certificates

- 1 or 2 years of office work or equivalent customer service
- Good communication, organization and problem solving skills
- Good writing & reading skills
- Basic Word and Excel knowledge
- Reliable, conscientious and willing to accept responsibilities
- Sound knowledge of the PSA1998
- Driver's licence

Position 4: Assistant Dental Technician (x1). Dental. Closes 7Aug2020.

Salary Range: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The primary purpose of this position is to provide sound knowledge and skills to carry out responsibilities prescribed by the Senior Laboratory technician or the dental officers, with or without formal training.

DUTIES & RESPONSIBILITIES:

- Pours plastic and stone models of dental prosthetics.
- Repairs and/or relines existing full and/or partial dentures.
- Arranges and clasps teeth for partials.
- Bands wire for clasps and makes soldered rests for the partial dentures.
- Constructs new dental appliances by selecting and setting up acrylic or porcelain teeth using wax, articulator, and various waxing instruments according to dentist's prescription.
- Fabricates base plates and wax bite rims.
- Records bite relations on dental articulators.
- Grinds, smooths, and polishes dental prosthetics using finishing burs and grinding equipment.
- Operates and maintains a variety of dental laboratory tools and equipment such as trimmer, grinder, lathes, and cleaning devices.
- Keeps and maintains records relative to the work.
- Performs related work as assigned by the dental officers or the Senior Dental Technician
- Able to work in team work environment.
- Ability to provide care to the seniors in your community.
- A chance to give back and make a difference.
- Provide technical support for the clinical staff of the department and to integrate as a team member
- Customer focus
- Customer service
- Use of Dental Technology
- Verbal Communication
- Attention to Details

Hours Of Duty

- 40 hours of duty per week
- On call/standby during & after hours, weekends and public holidays

HEALTH AND SAFETY

- Be responsible to take reasonable care for his/her own acts/ commissions 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, instruction 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.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Diploma in Dental Technology
- Minimum year 12 or Form 7 School Leaver Certificate with at least 3.0-3.7 GPA
- Minimum 2 year experience in Technical field or equivalent.
- Experienced of working in a Health related setting.
- Must possess and demonstrate good understanding and fluency in verbal and written English language.
- Must have sound Knowledge of the Health care system, Public Service Act 2016, Public Service Policies and Department of Health Policies and other Health Legislations
- Possess excellent computer skills/ literacy in MS applications, Internet/email
- Good knowledge and application of Basic Life Support and Occupational Health & Safety.
- Good knowledge and Moving Techniques.
- Must exhibit sound knowledge of medical Terminology.

Position 5: Assistant Revenue Officer (x1). Secretariat. Closes 7Aug2020.

Salary Range: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To assist the Revenue Officer in revenue collection and managing documentations relating to patients; Expatriates, RPC clients and Community Refugees and not limited to other administrative matters as deemed necessary.

DUTIES & RESPONSIBILITIES:

- Receive & assist new patients for registration
- Open new patients folders
- Filing records in an orderly manner
- Photocopying doctors response as needed
- Collect inpatient files from the ward
- Assist in compilation of invoices
- Follow-up and collect revenue (week-end intake) at ER on Mondays (if any)
- Delivery of invoices to clients
- Assist in daily revenue collection
- Handover daily revenue collections to Revenue Officer
- Work on Saturday's 10am to 1pm for revenue collection
- Bank Revenue
- Maintain a clean & tidy work environment
- Other duties as assigned
- Office Computer/Printer
- Shortage of office consumables

KNOWLEDGE, SKILLS & EXPERIENCES:

- Year 12 School Level Certificate
- 1 or 2 years of office work or equivalent
- Customer service
- Good communication, organisation and problem solving skills
- Good writing & reading skills
- Basic Word & Excel knowledge
- Reliable, conscientious and willing to accept responsibilities
- Sound knowledge of the PSA 1998
- Driver licence

Position 6: Procurement Officer (x1). Medical Services. Closes 7Aug2020.

Salary Range: Band 4.1-\$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

- The Procurement Officer will be responsible for the development and management of the hospital's procurement strategy and policies, leading all global procurement sourcing efforts in identifying potential suppliers and conducting negotiations on high-value and high strategic categories, that will efficiently and effectively benefit the Republic of Nauru Hospital and Healthcare System.
- Lead the development of procurement as a professional, strategic, value adding function enabling delivery of organisational business objectives and optimising procurement quality, productivity and performance outcomes.

DUTIES & RESPONSIBILITIES:

- Familiarity with relevant legislative and regulatory requirements, as well as understanding of standard contractual terms and conditions to mitigate legal risk.
- A strong leader, with strategic mindset and problem-solving skills, a great communicator and negotiator with an analytical mind capable of taking on the toughest challenges, strategic and problem-solving skills.
- Change management skills and self-awareness to take varying approaches with the dynamic set of stakeholders (e.g., expert model vs. facilitative model)
- Searching for appropriate government framework agreements, accessing those agreements, communicating with the suppliers and arranging tender panel meeting.
- Responding to employee queries on procurement policy or procedures.
- Ensure the whole-of-government approaches to procurement and contract management are integrated into the ministry's policies and practices.
- Ensure the effective governance processes are in place for the hospital's provider, supplier and contractor management, tendering, procurement and contracting policies, processes and outcomes.
- Monitor and evaluate both compliance and effectiveness of procurement and contract management within the hospital.
- Establish the vision and direction of the procurement function to meet the hospital need and implement this across the organisation.
- Incorporate business insights and objectives into the development of the procurement function.
- Champion the application of advanced and innovative procurement process, technologies, techniques and strategies.
- Communicate frequently with the hospital department to monitor their needs.

- Team player at executive levels to collaborate with all units and functional partners like IT, finance, HR, legal, etc.
- Resolve all complaints promptly and supervise, coach and train warehouse workforce.

Order management:

- Manage BFR, RFGs, prices, quotes, distributions, returns, identify best products and partners for all orders.
- Generate and implement efficient sourcing and category management strategies.
- Analyse and calculate costs of procurement and suggest methods to decrease expenditure.
- Invent negotiation strategies and secure profitable deals and optimize sourcing procedures to attain maximum efficiency
- Research and anticipate shifts in the negotiating power of suppliers and foresee alterations in the comparative negotiating ability of suppliers and clients.
- Discover and partner with trustworthy vendors and suppliers and determine quantity and timing of deliveries.
- Negotiate with external vendors to secure advantageous terms and approve the ordering of the necessary goods and services.
- Negotiating contracts for all drugs, medical supplies, office supplies, sometimes even transportation equipment, such as ambulances with vendors and suppliers, issuing purchase orders for materials, matching purchase orders with invoice and verifying delivery schedules.
- Stay up-to-date on pricing and industry trends, such as special taxes levied on medical devices and supply chain standards that govern bar codes and other universal tracking methods for equipment and healthcare supplies.
- Coordinate purchases with an outside group-purchasing organisation that assist multiple healthcare providers in obtaining supplies and equipment at lower rates.
- Conduct continual oversight to ensure goods are purchased at reasonable prices and adequate inventory levels are maintained.

Inventory management:

- Create and manage all inventories for drugs, consumables and equipment, calculate current inventory of all product in stock, set re-order points and know what to order.
- Planning procurement activity on the basis of expiry of contracts recorded on the suppliers/ contracts database, and the major projects portfolio
- Manage the hospital's supply of products (drugs, consumables and equipment) and services.

Finance management

- track operational expenses and advise each department on their budget availability, handle order level and order level discounts with suppliers, track payments on orders with the finance team, activate payment for orders, follow up on due or overdue, payments
- control spend and build a culture of long-term saving on procurement costs and properly manage the hospital's supply portfolio ensuring transparency of spending.
- Finalize purchase details of orders and deliveries, examine and test existing contracts.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Cooperate with the stakeholders to guarantee agreement on terms and processes
- Perform cost and scenario analysis, and benchmarking
- Estimate risks, perform risk management and apply risk minimizing techniques

- Liaising and working with the budget holders and project managers on the key procurements as appropriate
- Working knowledge of finance and/or accounting in terms of budgeting cost management, financial accounting, treasury, risk management, etc.
- Strategizing to find cost-effective deals and suppliers. Discover the best ways to cut procurement expenses, so that the hospital can invest in growth and manpower.

Reporting & Data Management

- Using Microsoft excel, create easily accessible product and order lists, organise customer and supplier data, and maintain product price data
- Expect unfavourable events through analysis of data and prepare control strategies.
- Perform risk management for supply contracts and agreements.
- Create monthly interacting reports on inventory, new and old orders status, supplier evaluation and financial capability availability, Quarterly Inventory Value calculation
- Responsible for preparing and maintaining the suppliers/contracts database, updating it with new contracts, periodically cross checking it against the purchase ledger to ensure it is complete and up to date
- Good knowledge of supplier or third party management software, aptitude in decision-making and working with numbers with experience in collecting and analysing data.

Sourcing responsibilities:

- Manage the hospital's supply portfolio ensuring transparency of spending
- Generate and implement efficient sourcing and category management strategies
- Analyse and calculate all the costs of procurement and suggest methods to decrease expenditure
- Invent negotiation strategies and secure profitable deals with optimize sourcing procedures to attain maximum efficiency
- Perform cost of scenario analysis, benchmarking, estimate risks and apply risk minimising techniques
- Discover and partner with trustworthy vendor and suppliers as well as determine quantity and timing of deliveries
- Devising and using fruitful procurement and sourcing strategies and negotiating with external vendors to secure advantageous terms
- Discovering profitable suppliers and initiate business and organisation partnerships

KNOWLEDGE, SKILLS & EXPERIENCES:

- At least a Bachelor's in supply chain Management, logistics and/or business Administration, Economics, Finance, Operations, or a related area
- Master's degree in all related fields preferred.
- At least 2 years of full time with an MS or MBA Degree or an equivalent of 5 to 6 years managerial or 10 years or more with a two year Degree
- Experience in Healthcare administration with 4 year experience with modern sourcing and procurement systems and knowledge of enterprise risk management and Business continuity planning
- A strong leader, great communicator and negotiator with analytical mind capable of taking on the toughest challenges.
- In-depth knowledge of sourcing and procurement principles and the best practices, but doesn't have to come from within the procurement ranks
- Strategic mindset and problem-solving skills with strong negotiation skills to use for large commercial deals

- Familiarity with relevant legislative and regulatory requirements, as well as understanding of standard contractual terms and conditions to mitigate legal risk
- Analytical mindset, but also creativity to seek, encourage and find non-traditional approaches that have historically "boxed-in" procurement
- Proven working experience as a logistics manager with record of successful distribution and logistics management and demonstrable ability to lead and manage staff
- Proficient in standard logistics software
- Excellent analytical, problem solving and organisation skills
- Ability to work independently and handle multiple projects

Position 7: Primary Healthcare Nurse Supervisor (x1). Public Health. Closes 7Aug2020.

Salary Range: Band 9.1-\$17,336 gross salary per annum

PRIMARY PURPOSE OF POSITION: -

DUTIES & RESPONSIBILITIES:

- Supervisions, Drafting letters Developing plans & Execute Presidential orders

KNOWLEDGE, SKILLS & EXPERIENCES:

- Qualifications with skills
- Must be sober habit
- Proven record of leadership & problem solving
- Must be able to work independently without supervision
- Excellent computer skill especially on utilising Word, Excel & Power point
- Able to present for office meeting and others
- Communication skills
- Communicate clearly & persuasively
- Policy & managing organisation

Position 8: Health Planning Officer (x1). Secretariat. Closes 7Aug2020.

Salary Range: Band 9.1-\$17,336 salary per annum

PRIMARY PURPOSE OF POSITION:

The Health Planning Officer is responsible for the overall strategic direction and operational effectiveness of Health Information and medical records service. The role is responsible for human resources within the department and for accurate and timely data collection, collation, recording and analysis within the department and ensures that continuous improvement of services is promoted. The Health Information Officer provides professional guidance, leadership and support to Health Information staff.

DUTIES & RESPONSIBILITIES:

- Plan and coordinate the collection of statistical data by medical records staff and other sections of the hospitals
- Collate, computerise, analyse and present demographic, health status and other health indicator data identifying trends and patterns on Nauru
- Provide monthly and then annual reports to the Director of Medical Services
- Compile reports on departmental achievements, difficulties and barriers with respect to statistical collection and report to the Director of Medical Services
- Compile and maintain relevant documents, reports and recommendations and assist the Director of Medical Services in the development of planning and policy papers

- Assist the Director of Medical Services in the preparation of the Departmental Annual Plan
- Assist with the development of and monitor implementation of Strategic and operational plans
- Assist the Director of Medical Services with workforce planning and development
- Assist the Director of Medical Services with budget planning, development and monitoring
- Provide overall management and leadership of staff within the department
- Compile and maintain copies of all legislation relevant to the Health Department and assist the Director of Medical Services in developing proposals to ensure legislation is current and comprehensive
- Attend weekly management meetings
- Undertake quality assurance activities
- Seek training opportunities for self and other staff in the department.

KNOWLEDGE, SKILLS & EXPERIENCES:

- Suitable qualifications from a recognised institution in Epidemiology, Public Health or Health Administration/Management
- Relevant health experience
- Ability to lead and coordinate staff
- Good writing, reading and computer skills
- Willingness and capacity to collect and interpret data
- Safe training and moving techniques
- Basic life support
- Infection control
- Good interpersonal skills
- Reliable, conscientious and willing to accept responsibilities
- Sound knowledge of the PSA 1998
- Driver licence

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 7 August, 2020.**

Peta Gadabu
 Secretary for Corporate Services
 Human Resource & Labour
 Chief Secretary Department
 Email: petagadabu@gmail.com

Clarissa Scotty
 Manager Recruitment & Employment Contracts
 Human Resource & Labour
 Chief Secretary Department
 Email: clarissa.scotty@nauru.gov.nr

On Behalf of the Department of Infrastructure Development

Expressions of interest invited, various projects. Closes Fri, 7Aug2020.

The Department of Infrastructure Development is seeking interest from the public to apply for any of the following proposed projects:

1. Tree lopping
2. Soak pit reconstruction
3. Road drain servicing
4. Road painting
5. Removal of derelicts

6. Removal of asbestos

It is suggested that each EOI must produce or attach a valid license plus specific interest. The Department will then evaluate applications and schedule a meeting to further seek the most appropriate company to assist in developing the department's goals.

Closing date: Friday, 7 August 2020 4pm sharp. Late submissions will not be considered.

EOIs should be lodge electronically by email or print and addressed to:

Ms Gabrissa Hartman
Secretary for Infrastructure Development
Erange House
Meneng
Email: secinfnauru@gmail.com

For further information please contact Director Mike Dagiario on 557 3087.

Daily notices are circulated by the Nauru Government Information Office on behalf of departments and SOEs
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