



REPUBLIC OF NAURU

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G.N. No. 176/1991

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979  
SECTION 15

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY  
NAURU TELEVISION SECTION

CREATION OF NEW OFFICES

PURSUANT TO the powers in that behalf vested in me, under Section 15, subsection (1), clause (a) of the Public Service Act 1961-1979, I, BERNARD DOWIYOGO, President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new positions:-

NAURU TELEVISION SECTION

<u>Designation</u> <u>Office</u>	<u>Number of</u> <u>position</u>		<u>Salary</u> <u>Scale</u>
Manager	1	AP6/7	\$14,298-15,918
Programme Controller	1	AP4/5	\$12,705-13,974
Administrative Assistant	1	AP3/4	\$11,895-13,137
Assistant Technician	1	T2/3	\$ 9,735-10,477
Clerk/Typist	1	C1/2	\$ 9,384-10,059

DATED this 25th day of the month of April, Nineteen Hundred and Ninety-One.

BERNARD DOWIYOGO  
PRESIDENT AND  
MINISTER RESPONSIBLE FOR PUBLIC SERVICE.

G.N. No. 177/1991

REPUBLIC OF NAURUPUBLIC SERVICE ACT 1971-1979VACANCY:SECTION 20DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY  
(NAURU TELEVISION SECTION)

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

POSITION	MANAGER
SALARY	\$14,298-15,918 (AP6/7) per annum
DUTIES	<p>(i) Initially responsible to the Secretary for Island Development &amp; Industry for the overall management of the Nauru Television Service including implementation of programme policy, revenue generation and efficiency of operation;</p> <p>(ii) participates directly in programme management and/or revenue generation and liaise with the programme supplier in respect for overseas programmes;</p> <p>(iii) Prepares all necessary reports and budgetary submissions; and</p> <p>(iv) Liaise with the NTVS Committee in respect of programme supply agreements.</p>
QUALIFICATIONS	<p>(i) The applicant must be a mature and responsible person with abilities to motivate staff.</p> <p>(ii) A proven managerial experience in organisation and administration would be highly regarded.</p> <p>(iii) Appropriate tertiary qualification would be desirable.</p> <p>(iv) Basic entrepreneurial skill would be an advantage.</p>
CLOSING DATE	7th May, 1991

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POSITION	PROGRAMME CONTROLLER
SALARY	\$12,705-13,974 (AP4/5) per annum
DUTIES	Under the guidance of the Manager, the programme Controller would be responsible for: <ul style="list-style-type: none"> <li>(i) Programme selection, programme and commercial scheduling, local news and sports production; and</li> <li>(ii) Production decisions and establishing objectives and briefs for local news and production activities.</li> </ul>
QUALIFICATIONS	Applicant must: <ul style="list-style-type: none"> <li>(i) have the ability to be able to prepare documented programmes and reports;</li> <li>(ii) be able to motivate subordinate staff;</li> <li>(iii) be willing to undergo training in Nauru and overseas.</li> </ul>
CLOSING DATE	14th May, 1991
POSITION	ADMINISTRATIVE ASSISTANT
SALARY	\$ 11,895-13,137 (AP3/4) per annum
DUTIES	Under the guidance of the Manager, the Administrative Assistant shall be responsible for: <ul style="list-style-type: none"> <li>(i) handling sales enquiries, sales invoicing, personnel matters, building administration, revenue collection (e.g., subscriptions) and general accounting and financial matters; and</li> <li>(ii) setting sales target (with the Manager), establish advertising rates, undertake "on the road" selling, direct simple commercial productions.</li> </ul>
QUALIFICATIONS	Applicant must: <ul style="list-style-type: none"> <li>(i) have some knowledge in general accounting and clerical duties;</li> </ul>

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- (ii) be able to handle customer enquiries;
- (iii) be responsible and able to handle subordinate staff matters; and
- (iv) be willing to undergo training in Nauru and overseas.
- CLOSING DATE 14th May, 1991
- POSITION ASSISTANT TECHNICIAN
- SALARY \$ 9,735-10,477 (T2/3) per annum
- DUTIES The Assistant Technician shall be required to assist technical personnel in:-
- (i) transmission operations;
- (ii) camera, sound and lighting operations on location and in the studio;
- (iii) video tape editing;
- (iv) routine preventive maintenance (cleaning and adjustments only); and
- (v) equipment exchange and off-station repairs.
- QUALIFICATIONS Applicant must:-
- (i) have technical aptitude, with practical experience on video equipment maintenance and repairs being an advantage;
- (ii) have completed Form V Secondary Education; and
- (iii) be energetic and hard-working.
- CLOSING DATE 30th April, 1991
- POSITION CLERK/TYPIST
- SALARY \$9,384-10,059 (C1/2) per annum.
- DUTIES The Clerk/Typist shall be required to assist the Department in:-
- (i) general accounting and clerical duties;
- (ii) typing of documents, memos and letters; and
- (iii) any duties as may be required from time to time.

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CLOSING DATE

14th May, 1991

Applications should be lodged in writing stating name, age, education and qualifications with the Chief Secretary before 4:30 pm on the dates as mentioned against each vacancy.

DATED this 25th day of April, 1991

K.DEOURI EMIU  
ACTING PUBLIC SERVICE COMMISSIONER.

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