



REPUBLIC OF NAURU

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No.17

24th March 1993

Nauru

G.N.No.112/1993

PUBLIC SERVICE ACT 1961-1979

SECTION 15

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY

CREATION OF NEW OFFICE

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, VINSON DETENAMO, Acting President and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new position:-

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY

<u>Designation of Office</u>	<u>Number of Position</u>	<u>Salary Scale</u>
Senior Project Officer (Tourism/Cultural)	1	\$14856-16476 p.a. (AP6/7)

DATED this 12th day of the month of March, Nineteen Hundred and Ninety Three.

VINSON DETENAMO
ACTING PRESIDENT AND
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

No.17

24th March 1993

Nauru

G.N.No.113/1993.

PUBLIC SERVICE ACT 1961-1979

NOTICE OF APPOINTMENT

The following appointment with effect from 21st September, 1992 is hereby notified:-

DEPARTMENT OF JUSTICE

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
PATRICK CAIN	Administrative Officer	\$13992-15504 (AP5/6) p.a.

DATED this 16th day of March, 1993

L.D.KEKE
A/PUBLIC SERVICE COMMISSIONER

G.N.No.114/1993

PUBLIC SERVICE ACT 1961-1979

NOTICE OF DISMISSAL

IT IS NOTIFIED for general information that the following dismissal are effective from 25th June, 1992:-

DEPARTMENT OF WORKS & COMMUNITY SERVICES

<u>NAME</u>	<u>DESIGNATION</u>
MARK GIOUBA	Labour
NAQUE BAMEDE	Labour

DATED this 22nd day of March, 1993.

L.D.KEKE
A/PUBLIC SERVICE COMMISSIONER

PUBLIC SERVICE ACT 1961-1979

SECTION : 20

NOTICE OF TRANSFER

The following transfer with effect from 3rd March, 1993 is hereby notified:-

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY
(Directorate of Flight Operations)

<u>NAME</u>	<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>
Pansy Itaia	Counter Clerk \$10293-10617 p.a. (C2)	Trainee Hostess

DATED this 22nd day of March, 1993.

L.D.KEKE
ACTING PUBLIC SERVICE COMMISSIONER

PUBLIC SERVICE ACT 1961-1979

SECTION : 20

NOTICE OF PROMOTION

The provisional promotion of the following officer, with effect from 3rd March, 1993 is hereby notified:-

DEPARTMENT OF WORKS & COMMUNITY SERVICES

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Gouradag Star	Clerical Officer \$10293-11035 p.a. (C2/3)	Higher Clerical Officer \$10711-11035 p.a. (C3)

Any officer of the Public Service may appeal to the above promotion as provided under Section 25 of the Public Service Act 1961-1979. Appeals should be based on one or other grounds set out in Section 25(2) of the Act, and should be lodged in writing stating the ground (s) of Appeal with the Public Service Commissioner within seven (7) days after the date of this Gazette.

DATED this 22nd day of March, 1993.

L.D.KEKE
ACTING PUBLIC SERVICE COMMISSIONER

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF EDUCATION
(Directorate of Education)

- POSITION : TRADE INSTRUCTOR (Secretarial Studies)
- SALARY : A\$11,260-13,137 p.a. (AP2/4)
- DUTIES : a) Be responsible to the Director of Education through the Principal, Nauru Trade School for conducting Secretarial Studies over a full academic year.
- b) To teach typing, shorthand, word processing, secretarial accounting & economics, office management procedures and personal development training.
- c) To do any other duties as may be directed from time to time.
- QUALIFICATIONS : Must be a qualified secretarial teacher with teaching fields in typing, shorthand, wordprocessing, accounting & economics, office management and personal development. Has had experience teaching secretarial studies.

Applications should be lodged in writing stating name, age, qualifications and experience with the Chief Secretary no later than Friday 16th April, 1993.

DATED this 18th day of March, Nineteen Hundred and Ninety Three.

LEO D KEKE
ACTING CHIEF SECRETARY

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF JUSTICE (Secretariat)

- POSITION : ADMINISTRATIVE ASSISTANT (1 position)
- SALARY : A\$12453-13695 per annum (AP3/4)
- DUTIES : The Administrative Assistant is directly responsible to the Secretary for Justice for the following:
- a) to assist in updating, compilation, codification of statutes and laws and keeping statutes and Nauru Laws on computer profile independently so that printing etc. when required could be undertaken of the updated legislative enactments;
 - b) to assist the Secretary for Justice in the day-to-day administrative work;
 - c) to provide stenographic and secretarial services as required by the Secretary for Justice; and
 - d) such other duties as may be assigned by the Secretary for Justice from time to time.
- QUALIFICATIONS : Applicant must:
- i) have studied up to Form 6;
 - ii) have a good command of written and spoken English
 - iii) be able to apply basic mathematical calculations;
 - iv) experience to operate data and word processing on Personal Computers.

Applicants must be sober, reliable and energetic and must be willing to work beyond office hours including weekends and public holiday.

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G.N.No.118/1993.(cont'd)

POSITION : STENO/SECRETARY (1 position)

SALARY : A\$9735 - 10477 (C2/3) per annum

DUTIES : To provide stenographic and secretarial services as required by the Officers of the Department of Justice.
To assist the Secretary for Justice in specific tasks and such other duties as may be assigned from time to time by him.

QUALIFICATIONS : Applicant must have studied up to Form 6/High School/Secondary Level.
Should have passed examinations leading to award of certificate or diploma in Secretarial Studies.
Should be able to take dictation in shorthand and do typewriting with the speed of 100wpm and 50wpm, respectively.

JOB SPECIFICATION : Should be able to operate Personal Computer, Word Processor, Electric Typewriter, Facsimile Machine and copier besides attending to telephone calls.

Applicants must be sober, reliable and energetic and must be willing to work beyond office hours including weekends and public holidays.

Applications must be lodged in writing stating name, age, qualifications and experience with the Chief Secretary no later than 4.30pm on Friday 16th April, 1993.

DATED this 18th day of March, 1993.

L.D.KEKE
ACTING PUBLIC SERVICE COMMISSIONER.

G.N.No.119/1993.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF TELECOMMUNICATIONS

POSITION : CROSSBAR ENGINEER/TECHNICIAN

SALARY : A\$13,263 - 13,695 (T9) per annum

G.N.No.119/1993.(cont'd)

DUTIES : Directly responsible to the Director of Telecommunications and required to do the following:-

- i) Maintenance of 600 lines crossbar exchanges;
- ii) Maintenance of Digital PABX exchanges;
- iii) Maintenance of Digital IDD exchange;
- iv) Testing, fault-finding, repair and replacement and maintenance of cables/lines.
- v) Supervising the work of outdoor staff in laying and jointing underground cables;
- vi) Maintenance of subscribers' equipment including key telephones;
- vii) Such other work of administrative or technical nature as may be assigned by the Director of Telecommunications from time to time.

QUALIFICATIONS : A Bachelor of Science or Diploma in Electronics with 10 years experience in Telecommunications in relevant field, or Engineering Graduate with 5 years experience in Telecommunication in relevant field.

Applicants must be sober, reliable and energetic and must be willing to work beyond office hours including weekends and public holidays.

Applications should be lodged in writing stating name, age, qualifications & experience with the Chief Secretary no later than 4.30pm., on Friday 16th April, 1993.

DATED this 18th day of March, Nineteen Hundred and Ninety Three.

LEO D. KEKE
ACTING PUBLIC SERVICE COMMISSIONER

G.N.No.120/1993.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF FINANCE
(Directorate of Posts)

POSITION : COUNTER CLERK (Full Time)

SALARY : A\$10,293 - 10,617 (C2) per annum

DUTIES

: Responsible for the sale of postage stamps and other postal stationeries.

Weighing and assessing postage payable on items for transmission by post to various country zones.

Acceptance and processing of registered articles and insured items including International Reply Coupons.

Attend to Poste Resante mail and assist the Registration Clerk and the Mail Officers when required.

Assess replenishment daily and obtain required stocks from Deputy Postmaster or Philatelic Bureau

At the close of business, place cash and stamps in cash-box and hand to Deputy Post Master for safe keeping.

Prepare and submit a monthly report on postage stamp sales.

Assisting in what may be directed by the Deputy Postmaster or Director of Posts.

QUALIFICATIONS

: Applicants must have at least passed Form V Secondary Level excelling in Maths and English.

Must be courteous and prepared to take orders and work hard particularly attending work regularly and punctually. Previous experience preferred.

Applications should be lodged in writing stating name, age, experience and qualifications with the Chief Secretary no later than 4.30pm., on Friday 16th April, 1993.

DATED this 17th day of March, 1993.

L.D.KEKE
ACTING CHIEF SECRETARY

No.17

24th March 1993

Nauru

G.N.No.121/1993.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF WORKS & COMMUNITY SERVICES

<u>POSITIONS</u>	<u>NUMBER OF POSITION</u>	<u>SALARY SCALE</u>
<u>MECHANICAL DIVISION</u>		
Tyre Attendant	3	\$9820-10036 (M1)
<u>CIVIL DIVISION</u>		
Plant Operator	1	\$10293-10617 (T2)
<u>TRANSPORT DIVISION</u>		
Driver	1	\$9942-10617 (T1/2)

Person requiring further details of above positions may contact the Director of Administration and Support Services (Mr John Brechtefeld) prior to making their applications.

Applications should be lodged in writing stating name, age, and experience with the Chief Secretary not later than 4.30pm., on Friday 16th April, 1993.

DATED this 22nd day of the Month of March, 1993.

L.D.KEKE
ACTING PUBLIC SERVICE COMMISSIONER

PUBLIC SERVICE ACT 1961-1979

SECTION : 20

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

DEPARTMENT OF JUSTICE(Secretariat)

- POSITION : CLERICAL OFFICER (1 Position)
- SALARY : A\$10293 - \$11035 per annum (C2/3)
- DUTIES : The Clerical Officer is responsible to the Secretary for Justice and required to do the following:-
- a) office up-keep;
 - b) categorisation of files and safe custody;
 - c) receipt of stationery items & distribution among staff;
 - d) maintenance of library books and journals;
 - e) stock-taking of capital and office equipment;
 - f) enter data on Personal Computers.
- QUALIFICATIONS : Applicant must:
- i) have studied up to Form 6
 - ii) have some basic clerical knowledge;
 - iii) have a good command of written and spoken English;
 - iv) be able to apply basic mathematical calculations;
 - v) have experience to operate data and word processing on Personal Computers.

Applicants must be sober, reliable and energetic and must be willing to work beyond office hours including weekends and public holiday.

Applications should be lodged in writing stating name, age, experience and qualifications to the Chief Secretary no later than 4.30pm., on Friday 16th April, 1993.

DATED this 18th day of March, 1993.

LEO D. KEKE
ACTING PUBLIC SERVICE COMMISSIONER