



Parliament Councillor.

REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY

No.56

16th August 2000

Nauru

G.N.No. 234 /2000

PUBLIC SERVICE ACT 1998
SECTION 10

CREATION OF NEW OFFICES

PURSUANCE to the powers in that behalf vested in me, under Section 10, subsection (1), clause (a) of the Public Service Act 1998, I, BERNARD DOWIYOGO, M.P. PRESIDENT and Minister responsible for the Public Service, DO HEREBY, with immediate effect, create the following new position:-

DEPARTMENT OF INDUSTRY ECONOMIC & DEVELOPMENT
(Media)

<u>DESIGNATION OF OFFICE</u>	<u>NUMBER OF POSITION</u>	<u>SALARY SCALE</u>
Senior Technician	1	\$14077pa - \$14509pa (T9)

Dated this 11th day of the month of August, two thousand.

BERNARD DOWIYOGO
PRESIDENT AND
MINISTER RESPONSIBLE FOR PUBLIC SERVICE

No.56

16th August 2000

Nauru

G.N.No. 235 /2000

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF JUSTICE
(JUDICIARY)

- POSITION :** PROBATION OFFICER
- SALARY :** \$12349 - \$13091 pa. (AP1/2)
- DUTIES :** 1. Under the direction of the Courts of Nauru to supervise adults, young persons and children placed under his/her supervision by the Courts and to advise assists and befriend them; also to make such enquiry's as the Court may require as to the circumstances of offenders with a view to enabling the Courts to decide whether they are eligible for legal aid. Also such duties as may be prescribed by law from time to time.
- QUALIFICATION:** 1. Application should have an aptitude and liking for Social Work.

Application must be lodged in writing stating names, age, qualifications and experience with the Chief Secretary's office no later than 5.00 p.m. 25th August, 2000.

Dated this 7th day of August, 2000.

MATHEW BATSIUA
CHIEF SECRETARY

No.56

16th August 2000

Nauru

G.N.No. 236 /2000

PUBLIC SERVICE ACT - 1998
VACANCY SECTION 15

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

DEPARTMENT OF FINANCE
(POST OFFICE)

- POSITION :** SENIOR MAIL OFFICER
- SALARY :** \$11525 - \$11849 pa (C3)
- DUTIES :**
1. Responsible to the Manager of Post for the efficient processing of all incoming and outgoing airmail and surface mail, and the maintenance of all mail processing areas in a neat and tidy condition after dispatch of each mail operation.
 2. Preparation of mail documentation and compilation of statistic as appropriate.
 3. Redirection of mail and return empty mail bags to countries of origin.
 4. Ensure prompt, correct and safe sorting and delivery of mails. Any matter requiring attention should be brought to the Manager of Post.
 5. Checking and certifying all incoming accounts. as stated in Av3, Avbis, CP15, CP15bis and CP20 upu forms.
 6. Periodical check and necessary action taken re stocking of relevant Postal items (mail bag labels, seal delivery bill, verifications note, etc) to ensure smooth operation of mail dispatches.
- QUALIFICATION:**
1. Education - Complete Form V level. Good command of English and Nauruan Languages, courteous manners, reliable, responsible and sober habits.

Applications must be lodge in writing stating name, age qualifications and experience with the Chief Secretary's office no later than 5.00pm on 1st September, 2000.

Dated this 9th day of August, 2000.

MATHEW BATSIUA
CHIEF SECRETARY

No.56

16th August 2000

Nauru

G.N.No. 237 /2000

PUBLIC SERVICE ACT - 1998
VACANCY SECTION 15

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

DEPARTMENT OF FINANCE
(POST OFFICE)

- POSITION :** MAIL OFFICER
- SALARY :** \$10634 - \$11012 pa (M1/2)
- DUTIES :** Assist Senior Mail Officer with the processing of inward and outward surface and air mail.
- Sorting of mail into Private Boxes.
- Carding of ordinary parcels.
- Preparation of empty bags for return to overseas postal Administration concerned.
- Assisting in checking or preparing the accounts and Statistic reports.
- Attendance at counter as directed by the Manager of Post.
- Collection and delivery of mail as directed.
- QUALIFICATION:** Applicant must have attained form 4 level and must be Qualified in accordance with the conditions as required.

Applications must be lodge in writing stating name, age qualifications and experience with the Chief Secretary's office no later than 5.00pm on 1st September, 2000.

Dated this 9th day of August, 2000.

MATHEW BATSIUA
CHIEF SECRETARY
