



REPUBLIC OF NAURU

# Government Gazette

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Nauru.

G.N. No.1/ 1980

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

VACANCY : Section 20

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

DEPARTMENT OF HEALTH & EDUCATION

Directorate of Health

POSITION: Dispenser

SALARY: T4 \$5174 - \$5462

DUTIES: To be responsible to the Executive Officer for the running of the dispensary at the Nauru General Hospital.

QUALIFICATIONS: Qualifications as a Pharmacist or Dispenser preferred. Sound experience in a dispensary and familiarity with the characteristics of and the ability to advise patients on the correct administration of common pharmaceutical drugs.

Applications should be lodged in writing, stating name, age, telephone number, education, qualifications and experience, with the Chief Secretary (C/- Nauruan Affairs Office) before 4.30 p.m. on Friday, 11th January, 1980)

Dated this 31st day of December 1979

G. S. Mataika  
PUBLIC SERVICE COMMISSIONER

No.1

2nd January, 1980.

Nauru.

G.N.No2/1980

PUBLIC SERVICE ACT 1961-1979VACANCIES - SECTION 20DEPARTMENT OF ISLAND DEVELOPMENT/ AND INDUSTRYDIRECTORATE OF CIVIL AVIATION

POSITION: CHIEF HOSTESS

SALARY: T5/6 \$5546 -6002 per annum

DUTIES: Responsible to the Director of Civil Aviation for the efficient running and control of the Hostess Department.

- A. Compile reports and forward to Departmental Heads on:
- 1) deficiencies in the Department
  - 2) establishment requirements and recommendations
  - 3) training requirements and standards for continuation and initial training.
- B. Compile and maintain records for:
- 1) Hostess, personal and operations
  - 2) check and training system, including training and checking syllabus
  - 3) hostess notices
  - 4) seniority lists of hostesses
- C. Compile and amend Hostess Manuals and ensure they are kept up to date (normal duties)
- D. 1) compile each month a roster and maintain copies of same  
2) amend roster as required (delays etc.)
- E. Delegation of duties to:
- 1) Assistant Chief Hostess
  - 2) Check and Training Hostesses. Compile their terms of reference and ensure their compliance.
- F. Ensure hostesses hold and maintain visas, medical documents for all flights of Air Nauru.
- G. Preparation of documents for initial intakes of hostesses.

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H. Maintain supplies of:

- 1) First Aid requirements for hostess kits
- 2) Clothing as supplied by Air Nauru
- 3) Documents required to be carried on aircraft (custom cards, etc.)

QUALIFICATIONS: Experienced in the administration of the Hostess Department of an airline. Experience as a Senior Hostess preferred.

Applications should be lodged in writing stating name, age, educational qualifications and experience with the Chief Secretary (c/-Nauruan Affairs Office) no later than 4.30pm on Friday 11th January 1980.

G. S. Mataika  
CHIEF SECRETARY.

G. N. No.3/1980

PUBLIC SERVICE ACT 1961-1971VACANCY -SECTION 20

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

DEPARTMENT OF HEALTH & EDUCATIONDIRECTORATE OF HEALTH

POSITION: Clerical Assistant

SALARY: Cl. \$4130 - \$4358

DUTIES: Handle filing, correspondence and enquiries and assist with the compilation of returns in the office of the Directorate of Health.

QUALIFICATIONS: Accurate typist; training in office work preferred; office experience desirable.

Applications should be lodged in writing, stating name, age, education, qualifications, experience and a contact telephone number or address, with the Chief Secretary (C/- Nauruan Affairs Office) no later than 4.30 p.m. on Friday 11th January, 1980.

Dated this 31st day of December, 1979.

G. S. Mataika  
PUBLIC SERVICE COMMISSIONER