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Nauru

G.N. No. 257/1983

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

VACANCIES

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY

(DIRECTORATE OF CIVIL AVIATION)

The Department of Civil Aviation has vacancies for five (5) AIR HOSTESSES and invites applications from young women who are willing to undergo training as Air Hostesses with a view to employment by Air Nauru.

Applicants must:

- a) be eighteen years of age and over
- b) weight in proportion to height
- c) supply particulars of their educational standard and present or previous employment.

Members of the Public Service are eligible to apply.

Acceptance for training as an Air Hostess does not in itself mean that applicants will be appointed to the Public Service. Those who complete the course successfully will however be eligible for employment by Air Nauru, either on a permanent or temporary basis.

Training will be undertaken in Nauru, with the exception of some particular procedures, which will be undertaken in Melbourne. While undergoing training in Australia, successful applicants will be provided with accommodation and a subsistence allowance. On appointment as Air Hostesses after completion of training they will be paid commencing salaries as follows:

18 years of age:	\$3192 per annum
19 years of age:	\$3724 per annum
20 years of age:	\$4788 per annum
21 years and over:	\$5320 per annum

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Applicants should be forwarded to the Public Service Commissioner before 4.30 p.m. on Friday 14th May, 1983.

Dated this 2nd day of May, 1983.

T.W. STAR
PUBLIC SERVICE COMMISSIONER

G.N. No. 258/1983

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

VACANCIES

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY

(DIRECTORATE OF CIVIL AVIATION)

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

1. Position : Deputy Chief Pilot
 - Salary : \$48,599 - 50,455
B.727 Captain plus \$1,650 allowance p.a.
 - Duties : The appointee will be responsible to the Chief Pilot for the following:
 - a) Assisting the Chief Pilot in all matters relating to the Chief Pilot's duties.
 - b) To provide advice and recommendations on any operational policy matters that is considered necessary for the operational development of Air Nauru.
 - c) To act as the Chief Pilot during periods of absence of the Chief Pilot.
 - d) Any other duties as directed.

2. Position : Senior Captain B.727
 - Salary : \$48,599 - 50,455 plus allowance of \$1,400 p.a.

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- Duties : The appointee will be responsible to the Chief Pilot for:
- a) Day to day operational management of the B.727 flight operations and maintenance of B.727 schedules.
 - b) Production and monitoring of B.727 Pilot Rosters.
 - c) Planning of charters to be operated by B.727 aircraft. Liaise with Chief Flight Engineer.
 - d) Monitoring B.727 operations manuals and recommend amendments to Chief Pilot as required.
 - e) Revision and amendment of runway analyses as required for Air Nauru operations.
 - f) Liaise with Flight Captain Check and Training for scheduling of Pilot Training and Licence Renewal. Check Flights and recurrent training programs for pilots in accordance with applicable legislation in particular ICAO Annex 6 and ANR 181.
 - g) Maintain and collate flight time records and fuel records as required.
 - h) Personnel management of Pilots including the maintenance and updating of Personnel Records.
 - i) Any other duties as directed.

3. Position : Senior Captain B.737

Salary : \$45,735 - 47,480 plus allowance of \$1,400 p.a.

- Duties : The appointee will be responsible to the Chief Pilot for:
- a) Day to day operational management of the B.737 flight operations and maintenance of B.737 schedules.
 - b) Production and monitoring of B.737 Pilot Rosters.
 - c) Planning of charters to be operated by B.737 aircraft. Liaise with Chief Pilot Engineer.

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- d) Monitoring B.737 operations manuals and recommend amendments to Chief Pilot as required.
- e) Revision and amendment of runway analyses as required for Air Nauru operations.
- f) Liaise with Flight Captain Check and Training for the scheduling of Pilot Training and Licence Renewal. Check Flights and recurrent training programs for pilots in accordance with applicable legislation in particular ICAO Annex 6 and ANR 181.
- g) Maintain and collate flight time records and fuel records as required.
- h) Personnel management of Pilots including the maintenance and updating of Personnel Records.
- i) Any other duties as directed.

4. Position

: Flight Operations Duty Co-ordinator

Salary

: \$22,000 p.a. fixed

Duties

: The appointee will be responsible to the Chief Pilot for:

- a) Monitoring of all Air Nauru aircraft movements in the network.
- b) Co-ordinate the Flight Operation Duty Co-ordinator (FODC) roster for 24 hour coverage of airline movements.
- c) Where necessary arrange and co-ordinate day to day crewing requirements and changes with Flight Captains and Chief Pilot. Assist in the production of Flight Deck Crew rosters.
- d) When necessary, particularly during aircraft AOG or breakdown situations, provide re-scheduling plans to recover aircraft back on published schedules. Adjust crew rosters as required.
- e) Liaison duties as required between Melbourne Flight Operations and Nauru Authorities during aircraft AOG and breakdown situations. Assist in trans-shipment of replacement aircraft spares to restore AOG aircraft as soon as practicable to schedule operation.

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- f) Monitor adverse weather trends, NOTAM information and destination airport conditions and provide advice on these aspects to the Chief Pilot, Flight Captains and crews.

5. Position : Administrative Officer

Salary : \$9,540 - 10,980 p.a. AP6/7

Duties : The appointee will be responsible to the Chief Pilot for:

- a) Compilation, maintenance and filing technical records as required by orders and regulations.
- b) Co-ordinating the administrative tasks of the Flight Operations Division to ensure that all appropriate clerical functions are completed.
- c) Distribution for action of all incoming correspondence and the allocation of this correspondence to the appropriate file(s).
- d) The revision, currency and maintenance of master copies of Operations Manuals.
- e) Administration and organisation of Technical Instructors/Records Officers for the conduct of the Ground School courses within the Ground School section.
- f) The maintenance of Master Flight Deck Crew Rosters to ensure the FODC and all Management Crew have the latest daily Roster available.

6. Position : Secretary/Stenographer (Chief Pilot)

Salary : \$12,120 p.a. fixed

Duties : Responsible for providing secretarial and general clerical assistance to the Chief Pilot, and to ensure the continued operation of the word processor equipment in the absence of the word processor operator.

7. Position : Stenographer/Word Processor

Salary : \$12,120 p.a. fixed

Duties : Responsible for the operation of the word processor equipment and for providing secretarial assistance to the Flight Operations Division in general.

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Nauru

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Applications should be lodged in writing, stating name, age experience and other qualifications with the Chief Secretary no later than 4.00 p.m. on Friday, 20 May, 1983.

Dated this 11th day of May, 1983.

T.W. STAR
PUBLIC SERVICE COMMISSIONER
