



Admin. Assistant.

REPUBLIC OF NAURU

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25th July, 1984

Nauru.

G.N. No.245/1984

PUBLIC SERVICE ACT 1961-1979

VACANCIES : SECTION 20

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

CHIEF SECRETARY'S DEPARTMENT

(Personnel)

- | | | |
|-----------------|-------|--|
| 1. POSITION (1) | : | <u>Administrative Assistant</u> - (Personnel) |
| SALARY | : | \$7891-\$8371 (AP3) |
| DUTIES | : | Administrative Head of the Personnel Division and responsible through the Administrative Officer to the Senior Administrative Officer for the following: |
| | (i) | The supervision and day to day control of the staff in the section, |
| | (ii) | The introduction and follow up of systems of control and monitoring the work of the staff and to enable reporting on the functions of the Section, |
| | (iii) | Delegated control over the expenditure and revenue of the Section and assistance in the preparation of the Budget, |
| | (iv) | Overseeing and general assisting with the Personnel function of the Department and with the formulation of policy relevant to the Section, |
| | (v) | To assist when required with the interviewing of staff for appointment within the Public Service, |
| | (vi) | Liaison with Head of Department, and where necessary the Public Service Commissioner, on personnel matters, |

No.

25th July, 1984

Nauru

G.N. No. 245/1984 (cont'd)

- (vii) Preparation of Gazette Notices concerning vacancies, appointments, dismissals, etc. of staff,
- (viii) Assist with the welfare aspect of the Personnel function of the Department,
- (ix) Responsible for training within his Section and for assisting in training courses and the preparation of training material for the Service as a whole,
- (x) Other such duties as may from time to time be determined.

QUALIFICATIONS : Tertiary education with emphasis on and experience in administration.

2. POSITION (2) : Clerical Officer - Personnel

SALARY : \$5971 - \$6259 (C.2)

DUTIES : To generally assist the Higher Clerical Officer, Personnel Officer and Administrative Assistant in the maintenance of records and the preparation and payment of salaries.

QUALIFICATIONS : General clerical background. Sound knowledge in arithmetic and English language.

Applications should be lodged in writing, stating name, age, education and qualifications with the Chief Secretary not later than Friday, 10th August, 1984.

Dated this 18th day of July, 1984.

T.W. STAR
PUBLIC SERVICE COMMISSIONER.

G.N. No. 246/1984

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

G. N. No. 46/1984 (cont'd)

CHIEF SECRETARY'S DEPARTMENT

(Nauruan Affairs)

POSITION : : Typist (Female)

SALARY : : M1/C1 \$5551-\$5887

DUTIES : : Responsible to the Administrative Assistant (N.A.O.) to carry out the routine typing work of the Department.

QUALIFICATIONS : : Applicant should have knowledge of typing with general English knowledge up to Fifth Form.

Applications should be lodged in writing, stating name, age, education and qualifications with the Chief Secretary before Friday, 10th August 1984.

Dated this 13th day of July, 1984.

T. W. T. WA STAR
PUBLIC SERVICE COMMISSIONER.

G. N. No. 247/1984

PUBLIC SERVICE ACT 1961-1979VACANCY : SECTION 20

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

CHIEF SECRETARY'S DEPARTMENT

(Information & Broadcasting Services)

POSITION : : PROGRAMME ORGANISER

SALARY : : \$6568-\$6856 p.a. (T.4)

DUTIES : : To advise the Administrative Assistant on overall arrangements and scheduling. Compile particular programmes and prepare details for announcers. Write scripts and prepare programme pre-announcements. Be responsible for ordering records and overseas transcription services. Check daily programme material when compiled for broadcasting.

No. 45

25th July, 1984

Nauru.

G.N. No. 247/1984 (cont'd)

QUALIFICATIONS : The applicant should have an interest in music, be able to write good English and translate scripts into Nauruan or English.

Applications should be lodged in writing stating name, age and experience with the Chief Secretary before 4.30 p.m. on Friday 10th August, 1984.

Dated this 2nd day of July, 1984.

T.W. STAR
PUBLIC SERVICE COMMISSIONER.

G.N. No. 248/1984

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF HEALTH & EDUCATION

(Directorate of Education)

POSITION : Caretaker/Cleaner (Part-time)

SALARY : \$2708 p.a. (FIXED) (M1)

DUTIES : To perform such caretaking and cleaning duties as directed by the Liaison Officer. Hours of duties: Monday to Friday except public holidays; 7.00 a.m. - 9.00 a.m.; 3.00 p.m. - 5.00 p.m.

QUALIFICATION : Must be physically fit and energetic, a reliable worker and of good character.

Applications should be lodged in writing stating name, age and experience with the Chief Secretary before 4.30 p.m. on Friday 10th August, 1984.

Dated this 2nd day of July, 1984.

T.W. STAR
PUBLIC SERVICE COMMISSIONER.

No. 45

25th July, 1984

Nauru.

G.N. No. 249/1984

SALE BY TENDER

The following Government vehicles are offered for sale by tender:

<u>REGISTRATION NO.</u>	<u>DESCRIPTION</u>	<u>DEPARTMENT</u>
1. R064	Ford Falcon Van	Police
2. R279	Daihatsu Truck	Police
3. R355	Toyota Deluxe Sedan	Chief Secretary
4. R317	Toyota Corolla Sedan	Judiciary

All vehicles may be inspected at the enclosure in front of the Directorate of Works Offices between 2 p.m. and 4 p.m., Monday to Friday.

The vehicles will be sold unregistered and, save for the statutory list of defects required to be provided under Section 3 of the Sale of Second Hand Motor Vehicles Act 1973, (and which will be provided upon request at time of inspection), no information, warranty or guarantee will be given or shall be implied as to condition or fitness of any vehicle for any purpose.

The Chief Secretary reserves the right to accept or reject any tender submitted. The highest tender may not necessarily be accepted.

Successful tenderers will be advised and they will be required to pay the tendered sum to the Treasury and to remove the vehicle (s) purchased within three days of their being so advised.

Tenders must clearly indicate which vehicle (s) is/are being bid for and must be lodged with the Chief Secretary by 4.30 p.m. on Friday 3rd August, 1984.

DATED this 18th day of July, 1984.

T.W. STAR
CHIEF SECRETARY.

G.N. No. 250/1984

SPECIAL NOTICE

The Nauru Lands Committee wish to promulgate the dealings of the estates of the deceased persons as dated and timed below here detailed.

All persons concerned and those who wish to participate are invited to attend as scheduled.

Heinrich Ratagaiy	Monday 2.30 pm	30/7/84
David Deingoa	Tuesday 9.30 am	31/7/84
Ekangangang Tom	Tuesday 2.30 pm	31/7/84

G.N. No. 250 /1984 (cont'd)

Brendan Diema	Wednesday 9.30 am	1/8/84
Liu Kamtaura	Wednesday 2.30 pm	1/8/84
Jenny Duburiya	Thursday 9.30 am	2/8/84
Edwar Detsioma	Monday 2.30 pm	6/8/84
Bun Aiy	Tuesday 9.30 am	7/8/84
Aaron Grundler	Tuesday 2.30 pm	7/8/84
Joseph Garabwan	Tuesday 3.30 pm	7/8/84
Eidoudab Dowadi	Wednesday 9.30 am	8/8/84
Oscar Foilape	Wednesday 2.30 pm	8/8/84
Topaz Dagaego	Thursday 9.30 am	9/8/84
Atangarena Otto	Thursday 2.30 pm	9/8/84

P.A. DOWADI
VICE CHAIRMAN.

G.N. No. 251 /1984

TRANSFER OF LAND

It is notified for general information that the following Lands Transfer below has been approved by His Excellency the Acting President.

DIST.	PORT NO.	BLOCK NAME	ORIGINAL OWNER	SHARE	GAZ	PROPOSED OWNERS	SHARE
Aiwo	364CL	ENUMWAMWE	Angela Scotty	1/4	91/77	Simpson Scotty	1/4
Aiwo	428CL	ANERUE	"	1/4	"	"	1/4
Aiwo	82CL	EATITUBWIJE	"	1/12	"	"	1/12
Aiwo	100CL	EATITUBWIJE	"	1/12	"	"	1/12
Aiwo	118CL	EATITUBWIJE	"	1/12	"	"	1/12
Aiwo	121CL	ANIBAWO	"	1/12	"	"	1/12
Aiwo	348CL	IBUGE	"	1/12	"	"	1/12
Aiwo	350CL	IBUGE	"	1/12	"	"	1/12
Buada	317CL	OREB	"	1/12	"	"	1/12
Boe	54CL	GAREOUW	"	1/24	"	"	1/24
Boe	150CL	ATUBWINMAR	"	1/24	"	"	1/24
Boe	168CL	EATDEIDUBURENIMADANG	"	17/360	"	"	17/360

No.45

25th July, 1984

Nauru.

G.N. No. 251/1984 (cont'd)

Nibok	74PL	ONINIBOK	Simpson Scotty	1/10	23/70	Angela Scotty	1/10
Nibok	90PL	ANMENOAK	"	1/45	"	"	1/45
Nibok	89PL	ANMENOAK	"	1/45	"	"	1/45
Denig	254PL	IDURUGE	"	1/9	23/70	"	1/9
Anibare	CL	ATEMOR	"			"	
Nibok	CL	JEDUEN	"			"	
Nibok	CL	JEDUEN	"			"	
Nibok	CL	MUWEUEN	Simpson Scotty			Angela Scotty	

P.A. DOWADI
VICE CHAIRMAN.

G.N. No. 252/1984

It is notified for general information that the following Land Transfer below has been approved by His Excellency the Acting President.

DIST.	PORT. NO.	BLOCK NAME.	ORIGINAL OWNER.	SHARE	GAZ.	PROPOSED OWNERS.	SHARE
Anibare	271PL	ARURUBA	Deban Scotty	1/9	29/84	Deban Scotty	1/18
						Daraimon D.	1/18

P.A. DOWADI
VICE CHAIRMAN.