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REPUBLIC OF NAURU

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REPUBLIC OF NAURU

HIGHER EDUCATION ACT 1986

SECTION 4(2) AND (3) AND

SECTION 5

APPOINTMENT OF MEMBERS OF THE

HIGHER EDUCATION COMMISSION

PURSUANT TO the powers vested in me under Section 4, Subsections (2) and (3) and Section 5 of the Higher Education Act 1986, I, ROBIDOK BURARO DETUDAMO, Acting President of the Republic of Nauru, DO HEREBY appoint forthwith the following persons to be members of the Higher Education Commission:

- (1) Honourable Kinza Godfrey Clodumar, M.P.,
- (2) Mr Ludwig Keke, and
- (3) Mr Laurence Stephen.

I further DO HEREBY appoint forthwith Honourable Kinza Godfrey Clodumar, M.P., to be the Chairman of the said Commission; and

I further direct that the above appointments shall be valid and in force for a period of three (3) years, unless altered by a further notification.

DATED this 6th day of the month of March, Nineteen Hundred and Eighty-Seven.

ROBIDOK BURARO DETUDAMO
ACTING PRESIDENT

G.N.No. 91/1987.

PUBLIC SERVICE ACT 1961-1979

NOTICE OF PROMOTION

The provisional promotion of the following officer, with effect from the 19th February, 1987 is hereby notified.

DEPARTMENT OF HEALTH AND EDUCATION

(Directorate of Education)

<u>NAME</u>	<u>FROM</u>	<u>PROMOTED TO</u>
Rajendra Kumar NARULA	Senior Teacher \$8,358 - \$9,215 p.a. AP4 (Special Indian Scale)	English Co-ordinator \$9,123 - \$9,580 p.a. AP5 (Fixed at point 2)

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 of the 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 5th day of March, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 92/1987.

PUBLIC SERVICE ACT 1961-1979

VACANCY

SECTION 20

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

DEPARTMENT OF WORKS & COMMUNITY SERVICES

POSITION:

Project Manager

SALARY:

\$11,635 - \$12,211 p.a. (AP7)

DUTIES:

1. Directly responsible to the Director of Works for the direction, control, planning, and supervision of all activities for the Division of Nauruan Housing.
2. To keep all necessary records, to ensure accurate costing of all jobs.
3. Prepare all necessary reports and oversight clerical functions, time and and wage sheets.
4. Assist with training of Nauruan Apprentices as required.
5. Co-ordinate and liaise with other Department Organisations as necessary.

QUALIFICATIONS:

Must have proven supervisory experience and the ability to communicate with people at all levels. Should have trade qualifications and building construction experience.

Applications should be lodged in writing, stating name, age, qualifications and experience with the Chief Secretary no later than Friday 20th March, 1987.

Dated this 5th day of March, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 93/1987.

REPUBLIC OF NAURU
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 AND EDUCATION
(Directorate of Health)

POSITION: Matron

SALARY: \$9,355 - \$9,739 per annum (AP4)

DUTIES: The Matron is responsible to the Secretary for Health and Education through the Director for Health and Medical Services for the organisation and supervision of Nursing and Domestic services. Duties include the training of staff and advising on nursing policy and procedures.

QUALIFICATIONS: General and midwifery certificates essential. Infant Welfare Certificate desirable. Training in nursing administration and advantage. Extensive nursing experience. Experience in administration of a nursing service desirable.

Applications should be lodged in writing, stating name, age, experience and other qualifications with the Chief Secretary no later than 4:30 p.m. on Friday 20th March, 1987.

Dated this 5th day of March, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 94/1987.

DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY

(Directorate of Civil Aviation)

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

POSITION:

Chief Hostess, Air Nauru

SALARY:

\$7,819 - \$8,275 - Nauruan (T5/T6)
\$6,965 - \$7,505 - NECE (T5/T6)

DUTIES:

The appointee will be responsible to the Director of Civil Aviation for the efficient running and control of Hostess operations, and in particular will be responsible for:-

- (A) Compiling reports and forwarding to DCA on:-
 - i) deficiencies in hostess operations;
 - ii) establishment requirements and recommendations;
 - iii) training requirements, including standards for initial training and continuation.
- (B) Compiling and maintaining records for:-
 - i) hostess personal and operational;
 - ii) check and training system, including training and checking syllabus;
 - iii) hostess notices;
 - iv) seniority list of hostesses.
- (C) Compiling and amending hostesses roster each month, and maintaining copies;
- (D) Compiling and amending hostesses manuals, and ensuring they are kept up to date;
- (E) Delegation of duties to:-
 - i) Assistant Chief Hostess;
 - ii) Check and Training Hostesses;
 - iii) Compiling terms of references and ensuring compliance.
- (F) Ensuring hostesses hold and maintain visas and medical documents for all flights of Air Nauru.

G.N.No. 94/1987. (cont'd)

- (G) Preparing documents for initial intakes of hostesses;
- (H) Maintaining supplies of:-
 - i) first-aid requirements for first-aid kits on aircraft;
 - ii) clothing as supplied by Air Nauru;
 - iii) documents required to be carried on aircraft such as custom and immigration cards.
- (I) Such other duties as may be directed.

QUALIFICATIONS: Experience in the administration of Air Hostess operations, particularly at Senior Hostess level.

Applications should be lodged in writing, stating name, age, experience and other qualifications with the Chief Secretary no later than 4:30 p.m. on Friday 14th November, 1987.

Dated this 27th day of February, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 95/1987.

PUBLIC SERVICE ACT 1961-1979

VACANCY - SECTION 20

(Re-Advertisement)

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

DEPARTMENT OF HEALTH AND EDUCATION

(Directorate of Education)

POSITION: Clerical Assistant (1 Vacancy - Nauruan)
SALARY: \$6,403 - \$6,630
SCALE: (C.1)

G.N.No. 95 /1987. (cont'd)

DUTIES:

- a) to check indents against adjusted (by Principals) after budgets have been decided upon by Parliament budgets, to ensure that Principals are not over ordering;
- b) to ensure that indents are completed correctly;
- c) to despatch indents;
- d) to monitor progress in fulfilling orders;
- e) to prepare reminders, follow up letters, etc, to suppliers concerning delays in fulfilling orders;
- f) to receive orders;
- g) to check orders for two or more schools against budget records;
- h) to receive from Principals records of fulfilled orders (when delivered order was for one school);
- i) to deliver opened orders (g above) and closed orders (h above) to schools;
- j) to keep a record as to what of the indents has been fulfilled and to check this against computer print outs (which for large sub-heads are now school coded);
- k) to draw the attention of the Chief Clerk to any anticipated problems in the ordering process;
- l) to keep and/or distribute catalogues;
- m) other duties as may from time to time be decided upon.

QUALIFICATIONS: Passed Form V. Sound Clerical experience, and of sober habits.

ESSENTIAL: Fluent in English.

Applications may be put in writing stating name, age, civil status, education and qualifications, experience and forwarded to the Chief Secretary no later than 4:30 p.m. on Friday the 20th March, 1987.

Dated this 5th day of March, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No.96/1987.

PUBLIC SERVICE AT 1961 - 1979

SECTION 20 - VACANCY

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

FINANCE DEPARTMENT

(Treasury - Air Nauru)

POSITION: Higher Clerical Officer

SALARY: \$7,087 - \$7,375 p.a. (C3)

DUTIES: Responsible to the Chief Accountant through the Sub-Accountant. Required to maintain various types of accounts in the Department, to prepare various accounting batches and reports. Handle correspondence and carry out other duties as may be required from time to time.

QUALIFICATIONS: A good academic career and have passed Fifth Form. Previous experience preferred.

Applications for the above position should be lodged in writing stating name, age, education, qualifications and experience with the Chief Secretary before 4:30 p.m. Friday, 20th March 1987.

Dated this 25th day of February, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 97/1987.

DECEASED ESTATES

The Nauru Lands Committee had determined the following personalty estates which should be distributed as follows:

<u>DECEASED</u>	<u>SOURCE OF INCOME</u>	<u>BENEFICIARY</u>	<u>SHARE</u>
Bessie ADU	All monies	Percy Adu	1/6
		Millicent Aroi	1/6
		Prentice Adu	1/6
		Eva Adu	1/6
		Minnie Phillip	1/6
		Michael Adu	1/6
Eiruwida AUBIAT	All monies	Harry Aubiat	1/3
		Blair Aubiat	1/3
		Lui Aubiat	1/3
Rod Kishra GAIYABU	All monies due	Jean Gaiyabu	All

Distribution of estates will be effected fourteen (14) days after publication of this notice.

T. R. Ananthakrishnan,
DEPUTY CURATOR OF INTESTATE ESTATES.

G.N.No. 98/1987.

ENGAGEMENT TO MARRY

NAME OF PARTY

MONTGOMERY DABWIDO of Meneng and SABINA ROSE BILL of Nibok Districts.

DATE OF ENGAGEMENT

20 February, 1987.

Cr. R. B. Detudamo,
SECRETARY,
NAURU LOCAL GOVERNMENT COUNCIL.