



REPUBLIC OF NAURU

# Government Gazette

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No.58

7th September 1988

Nauru

G.N.No. 370/1988.

REPUBLIC OF NAURU

CONSTITUTION - ARTICLE 68(3)

APPOINTMENT OF ACTING SECRETARY FOR JUSTICE

IT IS NOTIFIED for general information that at its meeting of 26th August, 1988, the Cabinet has, pursuant to Article 68, Clause (3) of the Constitution, approved the appointment of Mr. Daya Nand Sharma, to act as Secretary for Justice from 26th August, 1988 until the return of Mr. G. N. Saksena with the stipulation that Mr. Saksena after his return will resume duties as Acting Secretary for Justice.

Dated this 5th day of the month of September, Nineteen Hundred and Eighty-Eight.

V. S. Mani,  
SECRETARY TO CABINET.

G.N.No. 371/1988.

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 Education)

- POSITION : Higher Clerical Officer
- SALARY : \$7,758 - \$8,046 p.a. (C3)
- DUTIES : Clerical duties connected with Nauruan students Overseas, including scholarship students, cadets and apprentices on Government awards and private students:
1. Prepare students, old and new, to travel overseas:  
Passports  
Visas, etc.  
Ticketing  
Arrange interview.
  2. Student records:  
File correspondence promptly;  
Send copies of reports, etc. to parents;  
Follow-up delays in students reports;  
Prepare telexes, telegrams and letters.
  3. Accounts:  
Check accounts from schools and institutions  
Re amounts chargeable to 07/404. Submit to Director for signing,  
Prepare LPO's for approved travel.
  4. Maintain statistical records:
  5. Amounts payable by parents/guardians:  
Distribute statements as received from Melbourne office but such statements must be amended to include all previous statements which have been distributed but now known to have been paid;  
Arrange for parents/guardians to despatch sums direct to school/institution via the bank and then record details on local files and inform Melbourne Office.  
In an emergency, arrange for the parent/guardian to pay cash into Treasury and then advise Melbourne Office authorising payment;

G.N.No. 371/1988. (cont'd).

Notes:

- (i) whenever possible, parents/guardians should send money personally through bank,
- (ii) Higher Clerical Officer will not receive or handle any money from parents/guardians.  
follow-up outstanding debts.  
To this end, records will be kept up-to-date.

- 6. Maintain register of students in different categories.

QUALIFICATIONS

- : At least must passed Form 5 Secondary level. Educational background from schools either in Australia or New Zealand would be an advantage.

Applications should be lodged in writing, stating name, age, education and qualifications with the Acting Chief Secretary before 4:30 p.m. Friday 16th September, 1988.

Dated this 5th day of September, 1988.

V. S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 372/1988.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

DIRECORATE OF EDUCATION - DEPARTMENT OF  
HEALTH AND EDUCATION

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

- POSITION : Liaison Officer
- SALARY : \$8,118 - \$8,406 (T4)
- DUTIES : To be responsible to the Principal, Nauru Secondary School for the following:
- 1. Liaison with parents, including visits to homes, as required. Investigate pupil absenteeism; prepared charge sheets and conduct prosecutions when required to do so.

G.N.No. 372/1988. (cont'd).

2. Prepared fortnightly returns of absentees and monthly returns of student and staff attendance.
3. Supervise and direct the school Caretaker/Cleaners.
4. Arrange for Works requisitions and follow-up the same. Liaison with the Education Department Handyman.
5. Assist with taking delivery of stores and with stocking.
6. Other duties as required.

QUALIFICATIONS

- : The applicant must be an adult male, thoroughly reliable and of sober habits. Experience as a teacher is desirable but not essential. Familiarity with court procedures a distinct advantage. Clerical experience and accuracy in keeping records are most essential.

Applications should be lodged in writing, stating name, age, experience and qualifications, with the Chief Secretary (through the Senior Administrative Officer) on or before 16th September, 1988.

Dated this 5th day of September, 1988.

V. S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 373/1988.

PUBLIC SERVICE ACT 1916-1979

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 ISLAND DEVELOPMENT AND INDUSTRY

(Directorate of Civil Aviation)

- POSITION : Trainee Assistant Flight Service Officer (1)
- SALARY : \$8,118 - \$8,406 p.a. (NT.4.)
- DUTIES : Preparation of weather and flight information for aircraft. Sending and reception of messages. Radio guard for any aircraft in airspace around Nauru. Operation of equipment in Control Tower. Shift work covering aircraft movements as necessary.

No.58

7th September 1988

Nauru

G.N.No. 373/1988. (cont'd).

QUALIFICATIONS

: Education to Form V level. Genuine interest in aviation, particularly as regards Air Nauru. Ability to learn. Must be thoroughly reliable and willing to do shift work which changes in accordance with Air Nauru schedules. Knowledge of typing an advantage but not essential as training will be given to the right applicant.

Applications for the position should be in writing stating name, age, qualifications and experience and should be forwarded to the Chief Secretary no later than 23rd September, 1988.

Dated this 5th day of September, 1988.

V. S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 374/1988.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

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

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

(Nauru Housing Division)

POSITION : Clerical Officer

SALARY : \$7,386 - \$7,674 p.a.

SCALE : C.2

DUTIES : Will be responsible under the direction of the Higher Clerical Officer.

1. To check the Workmen's time signature books on the commencement and finishing of their duties, daily.
2. To check and submit timesheets on a daily basis.
3. Record and excute all incoming Job Maintenance requests for the local Nauruans Houses and New Housing Projects, and/or assign various urgent works by radiophone, to each foreman by their specific trades.
4. Maintain and file properly, records of all Job Cards, Orders and Payment Forms correspondences etc.

G.N.No. 374/1988. (cont'd).

5. Must also be able to assist the Higher Clerical Officer in compiling data, and producing of monthly reports on maintenance works and new projects, checking and balancing of expenditure statements and computing of the variation reports/salaries sheets.
6. To assist effeciently in the running of all other general officer duties.
7. Keep the Office clean and tidy.

QUALIFICATIONS

: Secondary Form 4-5 Levels. Must have some Clerical experience, be keen and of sober habits.

Applications should be lodged in writing stating names, age, education and qualifications with the Chief Secretary before 16th September, 1988.

Dated this 5th day of September, 1988.

V. S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 375/1988.

PUBLIC SERVICE ACT 1961-1979

SECTION 20 : VACANCY

Applications are invited from persons inside or outside the Public Service for appointment, promotion or transfer to the following positions.

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

(Building and Construction Division)

POSITION : Tradesman Steelworks.  
SALARY : \$7,074 - \$8,046 p.a.  
SCALE : T.1/3.

INTERESTED APPLICANTS SHOULD SEE THE DIRECTOR OF WORKS TO INQUIRE detailed duties and qualifications before making a formal application.

Applicants may lodged in writing stating name, age, and work experience to the Chief Secretary no later than 4:30 p.m. Friday 16th September, 1988.

No.58

7th September 1988

Nauru

G.N.No. 375/1988. (cont'd).

Dated this 5th day of September, 1988.

V.S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 376/1988.

PUBLIC SERVICE ACT 1961-1979

SECTION 59 - RESIGNATION

It is hereby notified for general information that the following notice of resignation will be effective from the 1st of September, 1988.

DEPARTMENT OF FINANCE

(Treasury)

NAME

DESIGNATION

Yeru B. Uera

Accountant AP.6  
Treasury.

Dated this 5th day of September, 1988.

V.S. Mani,  
PUBLIC SERVICE COMMISSIONER.

G.N.No. 377/1988.

PUBLIC SERVICE ACT 1961-1979

RESIGNATION NOTICE

It is hereby notified for general information that the resignation of the following officer will be effective from 26th August, 1988.

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

(Building and Construction Division)

NAME

POSITION

Aloa SATTO

Tradesman steelworks  
T.1/3 (B.C.D.).

Dated this 5th day of September, 1988.

V.S. Mani,  
PUBLIC SERVICE COMMISSIONER.