



REPUBLIC OF NAURU

# Government Gazette

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Nauru

G.N.No. 513/1990.

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

VACANCY - SECTION 20.

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

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY  
(Directorate of Flight Operation)

- POSITION** : ASSISTANT CHIEF HOSTESS
- SALARY** : A\$10,558 - 10,882 (T.4) per annum
- DUTIES** : Shall be responsible to the Director of Flight Operations through the Chief Hostess for the following duties as and when you may be rostered to them:-
- (a) Compiling reports and forwarding it through the Chief Hostess for:
    - (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) hostesses 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.

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- (e) Delegation of duties to:
  - (i) senior hostesses
  - (ii) check and training hostesses
  - (iii) compiling terms of reference and ensuring compliance.
- (f) Ensuring hostesses hold and maintain visas and medical documents for all flights of Air Nauru.
- (g) Preparing documents for initial intakes of hostesses
- (h) Maintain supplies of:
  - (i) first-aid requirements for first-aid kits on aircrafts
  - (ii) clothing as supplied by Air Nauru
  - (iii) documents required to be carried on aircraft such as custom and immigration cards.
- (i) Periodical involvement in attending flight departures to ensure that the cabin crew report on time and are properly attired.
- (j) To ensure personal attendance of Presidential and other VIP flights.

You may be required to undertake other relative work as may be required by the Director of Flight Operations through the Chief Hostess.

**QUALIFICATION** : Experience in the administration of Air Hostess operations particularly at Senior Hostess level.

Applications should be lodged in writing stating name, age qualifications and experience with the Public Service Commissioner before 4:30pm., on Friday, 14th December, 1990.

DATED this 5th day of December, Nineteen Hundred and Ninety.

K.DEOURI EMIU  
ACTING PUBLIC SERVICE COMMISSIONER.