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REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1971-1979

VACANCY: SECTION 20

DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY
DIRECTORATE OF FLIGHT OPERATIONS

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

POSITION	COMMERCIAL MANAGER
NUMBER REQUIRED	ONE (1)
SALARY	\$ 35,000 p.a.
DUTIES	<ul style="list-style-type: none">- To ensure marketing of Air Services through advertising/interline agreements.- Identify growth areas and initiate further developments.- Reassess cost intensive activities and unprofitable services.- Attend to sales of seats and cargo space.- Initiate and prepare ground work for negotiating traffic rights.

- Construct and introduce market promotional packages/fares.
- Investigate charter work and related sources of additional income.
- Coordinate sales activities and promotional materials and aids for point of sale areas.
- Constantly monitor financial performance to identify drain of revenues and areas for improvement.
- Coordinate with other departments to ensure marketing goals are made familiar to all sections of the airline from Cabin Services to Operations and all Air Nauru Sales Offices and Agencies.

QUALIFICATIONS

- Applicant is to have tertiary level education.
- Applicant should possess management experience in Air Services - marketing/ advertising, interline agreement, cost intensive activities, selling seats/cargo space, airfares, promotional work, charter work, sales agencies.
- Applicant should possess vast experience in Airline business.

POSITION

CABIN SERVICE DIRECTOR

NUMBER REQUIRED

ONE (1)

SALARY

\$25,330 p.a.

DUTIES

- Arrange procurement and supply of Dry Store, Galley Store and Bond Store, and the Maintenance of Stock items.
- Arrange and supply on board Newspaper, Magazines and reading material.
- Formulation of meal service for different flights on various sectors, and monitor the service standards and quality of food supplied.
- Supervise and ensure cabin cleaning and make provision for the uplift of catering items at each port.

- Attend to the passenger complaints with regard to meal service, cleanliness of aircraft, cabin etc.
- Personally attend every departure to ensure adequate catering services are rendered in time and also arrivals, if required.
- Coordinate with the Cabin Crew and attend to their suggestions.
- Visit other stations, periodically and coordinate with local caterers and our agents on Flight Catering matters.
- Make arrangements for all the requirements of catering service on board Presidential and V.I.P. flights.

QUALIFICATIONS

- Applicant should have tertiary level education
- Must possess vast experience regarding in-flight cabin services in areas of passenger comforts and needs, catering foodstuffs/items/equipment, in flight stores/items.
- Should be of pleasant manners and dedication to serving people.

POSITION

RESERVATIONS OFFICER

NUMBER REQUIRED

ONE (1)

SALARY

\$ 11,895-12,435 (AP3) per annum

DUTIES

- To supervise the Air Nauru Customer Reservation Office .
- To be competent in operation of the Gabriel Reservations System regarding passenger bookings.
- Coordinate passenger booking requirements with reservation control and airport traffic office.
- Reconcile sales pertaining to passenger booking for submission to the Air Nauru Accountant.
- Any other duties as may be entrusted on a day-to-day basis.

- QUALIFICATIONS
- At least up to fifth form standard.
 - Good command of English and Mathematics.
 - Pleasant manner and enjoy meeting and assisting people.
 - Patient, reliable and of sober habits.

POSITION TICKET BOOKING CLERK

NUMBER REQUIRED THREE (3)

SALARY \$ 10,153-10,477 (C 3) per annum

- DUTIES
- Directly responsible to the Reservations Officer on a day-to-day basis.
 - Accepting payment from intending Air Nauru passengers on ticket sale.
 - Arranging confirmation of bookings and writing out tickets.
 - Able to operate the Gabriel Reservations System.

- QUALIFICATIONS
- Good Secondary Education background.
 - Good command of the English language.
 - Pleasant manner and energetic character.
 - To be of sober habits.

POSITION TRAVEL CONSULTANT

NUMBER REQUIRED TWO (2)

SALARY \$10,153 - 10,477 per annum (C3)

- DUTIES
- Responsible to the Commercial Manager on a daily basis.
 - To assist in arranging and advising on passenger travel itineraries and other travel requirements on visa and customs.
 - To offer expert advice to passengers and those requiring information pertaining to movements of Air Nauru.
 - To be able to advise passengers on available accommodation, transport and any other places of interest in connection to the network of Air Nauru.

QUALIFICATIONS

- To communicate and reply to correspondence from those wishing to find out more on activities of Air Nauru.
- Proficient in the English language.
- Certificate in High School education and any other certificate that may be relevant.
- Extensive knowledge on the travel industry.

POSITION

TRAFFIC OFFICER

NUMBER REQUIRED

ONE (1)

SALARY

\$10,977 - 11,490 p.a. (T5/6)

DUTIES

- In-charge of passenger check-in at the Airport, i.e. acceptance of passengers, baggages and cargoes.
- Ensure proper tagging of accompanied/unaccompanied baggage and cargo.
- Preparation of passenger/cargo manifest and the general declaration.
- Compiling of final weight for uplift and advising the pilot-in-command of the flight.
- Acceptance of excess baggage and cargo charges.
- Collection of and reconciliation of departure fee paid.
- To do trim sheets and coordinate with Captains on weight and balance charge
- Be able to operate the sita telex and Gabriel System.
- To coordinate with the Senior Hostess on board the flights the actual number of passengers compared against the passenger manifest.
- Responsible for pre-flight public announcements.
- Executing action on airway bills.

- QUALIFICATIONS
- Good command of English
 - Pleasant manner.
 - Energetic and of sober habits.
 - Have experience in human relations.

POSITION **TRAFFIC ASSISTANT**

NUMBER REQUIRED FOUR (4)

SALARY \$10,153 - 10,477 p.a. (C3)

DUTIES

- Responsible to the Traffic Officer and to assist in every aspects regarding the duties of the traffic office.

- QUALIFICATIONS
- Well versed in the English language.
 - Strong and energetic
 - Of sober habits.

POSITION **CARGO OFFICER**

NUMBER REQUIRED ONE (1)

SALARY \$10,977 - 11,490 p.a. (T5/6)

DUTIES

- In charge of the baggage and cargo section at the airport.

- Supervise loading/off-loading of cargo/baggage and mails in coordination with the Captain of the flight.

- Able to understand weight and balance of aircraft and to understand and execute the functions according to the trim sheet and weight/balance chart.

- Ensure transit consignment are well kept for on-forwarding to correct destinations.

- To ensure that consignees of uncollected baggage or cargoes are immediately informed.

- Execute tracing procedures for missing consignments (do investigations)

- Check consignments according to flight manifests and airway bills.

- Attend to act as required on Passengers Irregularity Report (PIR) and claim from Air Nauru customers.

QUALIFICATION

- Good command of English.
- Able to operate sita telex
- Able to write report
- Energetic and honest character
- To be able to work unusual hours under all weather.

POSITION

CARGO ASSISTANT

NUMBER REQUIRED

TWO (2)

SALARY

\$10,153 - 10,882 p.a. (T3/4)

DUTIES

- Responsible to the Cargo Officer on a day-to-day basis and to assist the Cargo Officer in regard to the relevant duties required of cargo/baggage handling.

QUALIFICATIONS

- Good command of English
- Strong and energetic
- Honest character

POSITION

LOADERS (Part-time)

NUMBER REQUIRED

SIX (6)

SALARY

\$9,262 - 9,478 p.a. (M1)

DUTIES

- Under the supervision of the Cargo Officer as to the requirement of loading and unloading of baggages and cargoes.

QUALIFICATIONS

- Possess unlimited energy
- Physically young and strong
- Be of sober habits.

POSITION

CATERING SUPERVISOR

NUMBER REQUIRED

ONE (1)

SALARY

\$12,111 - 13,137 p.a. (T8/9)

DUTIES

- Responsible for Air Nauru catering on Nauru and overseas.
- Update and keep inventories on all items/ equipment in all catering stations.
- Liaise with all catering stations and ensure that all are adequately supplied with relevant needs.
- Keep physical check on actual catering items/ equipment.
- Liaise with Air Nauru crew on in-flight catering discrepancies and requirements
- Follow-up and rectify problems concerning catering foodstuffs, items and equipment.
- Procure local and overseas orders for necessary replenishment to stock items.

QUALIFICATIONS

- Good educational background especially in English expression, able to write reports.
- Background in stores and cooking aspects will be an advantage.

POSITION

PROJECT OFFICER

NUMBER REQUIRED

ONE (1)

SALARY

\$12,705 - 13,137 p.a. (AP4)

DUTIES

The function of the Project Officer is to carry out instructions and supervision over the various divisions in the Directorate. Main job functions are:

- 1) Maintain and analyse statistics pertaining to the directorate's operations.
- 2) Oversee and prepare briefs on commercial inputs received from interested clients in liaison with the Commercial Manager.
- 3) Scrutinise reports received from Chief Hostess and/or her Assistants and advise the Director of Flight Operations on matters of serious nature.
- 4) Scrutinise and check claims for damaged and/or missing baggages and actions claims in liaison with Cargo Officer, if warranted.

- 5) Assist the Director and/or the Senior Project Officer in monitoring operations of Air Nauru on Nauru and overseas.
- 6) Assist the Director and/or Senior Project Officer in checking expenditure and revenue as directed.
- 7) Any other duties as directed by the Director of Flight Operations and/or the Senior Project Officer.

RESPONSIBILITIES

- Responsible to the Director of Flight Operations on matters of policies of the Directorate and any matters that are assigned to the Project Officers.
- Under the direct supervision of the Senior Project Officer for day-to-day routine work within the Directorate.

QUALIFICATIONS

- Applicant is to have tertiary level education, reliable and a dedicated-to-
- Experience in administration and airline duties will be an advantage but not essential.

POSITION

STENO/SECRETARY

NUMBER REQUIRED

TWO (2)

SALARY

\$9,735 - 10,477 p.a. (C2/3)

DUTIES

- To attend to general secretarial duties to the Commercial Manager's office and the Cabin Service Director's office and also any other secretarial duties under the Directorate of Flight Operations, as directed.

QUALIFICATIONS

Able to take shorthand at least 50 words per minute.

POSITION STENO/SECRETARY (Word Processor)

NUMBER REQUIRED ONE (1)

DUTIES - To attend to general secretarial duties of the Directorate with regards to operation of computerised instruments.

QUALIFICATIONS - Able to take shorthand at least 50 words per minute.

 - Able to work on computerised terminals, word processor etc.

Applications should be lodged in writing stating name, age, education and qualifications with the Chief Secretary before 4:30 p.m. on 10th September, 1991. Applications can also be lodged by telephone on numbers 3402 and 3404 through Mr. Tim Thoma and Mr. Hamray Temaki, Chief Secretary's Department.

Dated this 6th day of September, Nineteen Hundred and Ninety-one.

K. DEOURI EMIU
A/Public Service Commissioner
