



Parliamentary Counsellor.

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REPUBLIC OF NAURU

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Nauru

G.N.No. 5/1992

REPUBLIC OF NAURU

PUBLIC SERVICE ACT 1961-1979

SECTION 44, SUB-SECTION 1, 2 & 3

PUBLIC HOLIDAY

IT IS NOTIFIED for general information that pursuant to Section 44, sub-section (1), (2) and (3) of the Public Service Act 1961-1979, the following days will be observed as Public Holidays in the year 1992 by officers and employees of the Public Service:-

1st January	-	New Year's Day
31st January	-	Independence Day
1st February	-	Day following Independence Day
17th April	-	Good Friday
20th April	-	Easter Monday
21st April	-	Easter Tuesday
26th October	-	Angam Day
25th December	-	Christmas Day
26th December	-	Boxing Day

Whenever a day specified above falls on a Saturday or Sunday, the following Monday will be a holiday.

DATED this 30th Day of the Month of December, Nineteen Hundred and Ninety One.

L.D. KEKE
ACTING PUBLIC SERVICE COMMISSIONER

No: 2
G.N.No. 6/1992

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PUBLIC SERVICE ACT 1961-1979
SECTION 16 (1)
APPOINTMENT OF CASUAL CLEANERS

PURSUANT TO the powers in that behalf vested in me under Section 16, subsection (1) of the Public Service Act 1961-1979, I, K. DEOURI EMIU, Acting Chief Secretary and Acting Public Service Commissioner, DO HEREBY with immediate effect provide the following temporary positions for a period of three weeks from 6th January to 24th January, 1992.

DEPARTMENT OF EDUCATION

<u>Designation of new position</u>	<u>Number of positions</u>	<u>Salary Scale</u>
Cleaner	30	M1

DATED this 2nd day of the month of January, Nineteen Hundred and Ninety two.

K. DEOURI EMIU
ACTING CHIEF SECRETARY
ACTING PUBLIC SERVICE COMMISSIONER

G.N.No. 7/1992

PUBLIC SERVICE ACT 1961-1979
VACANCIES : SECTION 20

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

FINANCE DEPARTMENT
(Treasury)

- POSITION : CLERICAL ASSISTANT (3 POSTS)
- SALARY : \$9384 - \$9640 p.a. (C.2)
- DUTIES : (1) Writing of cheques ;
- : (2) Maintenance of Payment Vouchers, Cheque Register and various other ledgers.

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- (3) Proper upkeep of Treasury records; Pay Rolls and other Computer Print-outs;
- (4) Any other clerical work assigned to them by the Accountant or the Sub-Accountant.

QUALIFICATIONS : Should have had a good academic career and have passed Fifth Form with Special emphasis on typing.

G.N.No. 7/1992 (cont'd)

POSITION : CLERICAL OFFICER (2 POSTS)

SALARY : \$9735 - \$10477 (C2/3)

DUTIES : Responsible to the Chief Accountant through Accountant/Sub-Accountants; attend to correspondence relating to the post.

QUALIFICATIONS : A good academic career with a pass in Form V

ESSENTIAL : Good English, aptitude for figure work, regularity in attendance.

DESIRABLE : Knowledge/experience in accounting work

G.N.No. 7/1992 (cont'd)

POSITION : SENIOR CLERICAL OFFICER (2 POST)

SALARY : \$10558 - \$10882 p.a. (C.4)

- DUTIES :
1. Responsible to the Chief Accountant through the Accountant/Sub-Accountant
 2. Maintain Provident Fund/Superannuation Fund Accounts in proper ledgers and their computerisation
 3. Supervision of Central Registry/records maintained by Clerical Officers for Motor Vehicles, Driving Licenses, etc, issue of licenses, stickers
 4. Preparation of Statements for Registrar. Handle correspondence, maintain staff leave records, fill in variation forms for salaries, etc.
 5. Maintain various types of accounts. Other duties as may be required from time to time.

QUALIFICATIONS : Should have had a good academic career and have passed Fifth Form. Previous experience in an Accounts Department essential.

DESIRABLE : A record of good attendance

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Application should be lodged in writing stating name, age, qualifications and work experience with the Public Service Commissioner on or before 4.30 p.m. on Friday 24th January, 1992.

Dated this 30th day of December, 1992.

LEO D. KEKE
ACTING PUBLIC SERVCIE COMMISSIONER.