



LIZBURY HANSON SECRETARY.

**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
Published by Authority**

No. 72

17th November 1999

Nauru

G.N.No. 297/1999

PUBLIC SERVICE ACT - 1998
NOTICE OF PROMOTION

DEPARTMENT OF ISLAND DEVELOPMENT & INDUSTRY

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Mr. Roderick Kaierua	Radio Officer (Tr) \$10,756 - \$11,431pa (T1/2)	Telephone Technician \$13,010 - \$13,807pa (T7/8)
Mr. Peter Akubor	Crossbar Technician (Tr) \$10,756 - \$11,431pa (T1/2)	Crossbar Technician (Ass't) \$10,756 - \$12,254pa (T1/4)

Dated this 10th day of November, 1999.

MARLENE MOSES
ACTING CHIEF SECRETARY

G.N.NO. 298/1999

PUBLIC SERVICE ACT - 1998
VACANCY SECTION - 15

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

DEPARTMENT OF JUDICIARY

POSITION : RESIDENT MAGISTRATE

SALARY : A\$21,607 (H1)

DUTIES : To sit as Resident Magistrate in the District Court and as the Chairman of Family Courts of Nauru.

To act as Coroner and Registrar of the Supreme Court.

To supervise the work of the supreme and District Courts Registry and their Administration and where necessary, to review and revise such work and to undertake training of the staff.

To be responsible, under the directions of the Chief Justice, for the administration of the Judiciary Department.

To assist in the training of Public Prosecutors and in the instruction of Law students for Pleader's Course.

To act as secretary of the Public Service Board.

To undertake such other duties as are compatible with the position as may be determined by the Chief Secretary from time to time.

QUALIFICATIONS & EXPERIENCE : Applications should be qualified to practise as advocate and should have sufficient experience in Judicial work - both Civil and Criminal.

They should have adequate experience in Administration of Court staff and Registry.

Applications should be lodged in writing stating name, age qualifications and experience with the Chief Secretary no later than 26th November, 1999.

Dated this 9th day of November, 1999.

MARLENE MOSES
ACTING CHIEF SECRETARY

No.72

17th November 1999

Nauru

G.N.NO. 299/1999

PUBLIC SERVICE ACT - 1998
VACANCY : SECTION 15

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

DEPARTMENT OF CULTURE & TOURISM

POSITION	PROJECT OFFICER - Visitor Information Office
SALARY	\$14,077 - \$14,509pa. (AP4)
DUTIES	Manage and maintain the premises of the office Research and production of information material for visitors (Local and overseas visitors) Organise conferences, meetings, workshops Conduct tours for visitors when necessary (local & overseas visitors) Prepare sector budget for department budget Report on the activities of the VIO Assist in all aspects of planning, management and implementation of departmental policies, programmes and projects Other duties as directed by the Head of Department.
QUALIFICATIONS	Flexible hours. Management and good public relations skills. Research and report writing skills. Oral and writing competency in Nauruan and English languages. Knowledge on Nauruan culture, history and traditions. Computer literate. Well-spoken, neat and tidy Motivated, reliable and innovative.

Applications should be lodged in writing stating name, age qualifications and experience with the Acting Chief Secretary before 5.00pm, Friday 19th November, 1999.

Dated this 15th day of November, 1999.

MARLENE MOSES
ACTING CHIEF SECRETARY

G.N.No.300/1999

PUBLIC SERVICE ACT - 1998
VACANCY : SECTION 15

DEPARTMENT OF CULTURE & TOURISM

POSITION : PROJECT OFFICER (TECHNICIAN/RESOURCE)

SALARY : \$14077 - \$14509pa (AP4)

DUTIES :
* Control and manage multi-media equipment
* Produce promotional and community education material including videos, CD-ROMs, audio tapes
* Manage of digital records for archival and library purpose
* Liaise with media with regard to promotional materials
* Other duties as directed by Head of Department

QUALIFICATION :
* Interactive multi-media skills
* Oral and writing competency in both Nauruan and English
* Sound knowledge of Nauruan culture, history and traditions
* Motivated, reliable, responsible and creative

Application should be lodged in writing stating, name, age, Education and qualification with the Acting Chief Secretary before 5.00pm, Friday 19th November, 1999.

Dated this 15th day of November, 1999.

MARLENE MOSES
ACTING CHIEF SECRETARY

G.N.No.301/1999

PUBLIC SERVICE ACT - 1998
VACANCY : SECTION 15

DEPARTMENT OF CULTURE & TOURISM

POSITION : PROJECT OFFICER

SALARY : \$14077 - \$14509pa (AP4)

DUTIES :
* Manage and coordinate activities of the Arts & Crafts Centre & the Museum
* Organise conferences, meetings and workshops
* Research and collation of database information
* Assist in all aspects of planning, management and

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Nauru

G.N.No.301/1999 (cont'd)

implementation of departmental
* Other duties as directed by Head of Department

QUALIFICATION :

- * Research and report writing skills
- * Oral and writing competency in both Nauruan and English
- * Sound knowledge of Nauruan culture, history and traditions
- * Motivated, reliable, responsible and creative

Application should be lodged in writing stating, name, age, Education and qualification with the Acting Chief Secretary before 5.00pm, Friday 19th November, 1999.

Dated this 15th day of November, 1999.

MARLENE MOSES
ACTING CHIEF SECRETARY

G.N.No. 302/1999

PUBLIC SERVICE ACT - 1998
VACANCY : SECTION 15

DEPARTMENT OF CULTURE & TOURISM

POSITION : PROJECT OFFICER (ADMINISTRATION)

SALARY : \$14077 - \$14509pa (AP4)

DUTIES :

- * Perform nominated administrative and clerical duties for effective operation of the office
- * Prepare the Department's annual budget
- * Control office equipment and stationers
- * Stocktake of inventories
- * Keep account of budget
- * Organise trade and other business requirements by the Secretary and Minister
- * Obtain and organise information for use in conferences, meetings and workshops
- * Research and collation of database information
- * Assist in all aspects of planning, management and
- * Implementation of departmental policies, programmes and projects
- * Other duties as directed by Head of Department

QUALIFICATION :

- * Research and report writing skill
- * Oral and writing competency in both Nauruan and English

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G.N.No 302/1999 (cont'd)

- * Sound knowledge of Nauruan culture, history and
- * Computer literate (preferable)
- * Motivated, reliable, responsible and innovative

Application should be lodged in writing stating, name, age, Education and qualification with the Acting Chief Secretary before 5.00pm, Friday 19th November, 1999.

Dated this 15th day of November, 1999

MARLENE MOSES
ACTING CHIEF SECRETARY
