



The Speaker

REPUBLIC OF NAURU

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Nauru

G.N. No. 362/1974

NAURU PUBLIC SERVICE

VACANCIES

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

PARLIAMENT

POSITION NO. 1

Hansard and Library Secretary

SALARY

\$3923-4123 (A) Adult Male.
\$3357-3557 (A) Adult Female.

DUTIES

(i) Library

- (A) Typing of orders and correspondence
- (B) Indexing and cataloguing of library materials for Current Information Service and Selective Dissemination of Information Service
- (C) Indexing and cataloguing of books and serials received for Reference Library
- (D) Preparation of acquisition list and maintaining of borrowing catalogue

(ii) Hansard

- (A) Assist in tape transcription and typing of stencils for Members' Draft
- (B) Ensure distribution and collection of Members' Draft and production of amended copy for printing
- (C) Type all Hansard correspondence
- (D) Responsible for arranging delivery of copy to and retrieval from printer and distribution of finished product

QUALIFICATIONS

Extensive library experience together with the initiative and intelligence necessary to establish and administer information services for Members of Parliament.

Stenographic qualifications necessary.

POSITION NO. 2

Typist

SALARY

\$2049-2209 (A) Adult Female

DUTIES

- (A) Typing of correspondence
- (B) Type tape transcription of Hansard
- (C) General clerical duties

QUALIFICATIONS

Typing and general office experience

Applications should be lodged in writing stating age, education and experience, with the Acting Chief Secretary before 4.30 p.m. on Friday, 10th January, 1975.

L. R. NEWBY,
ACTING PUBLIC SERVICE COMMISSIONER.

NAURU PUBLIC SERVICE

VACANCIES

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

EDUCATION DEPARTMENT

<u>Position</u>	Liaison Officer (Aiwo Primary School)
<u>Salary</u>	\$3290-3690 (Actual) Adult Male
<u>Duties</u>	Under the direction of the Headmaster, to maintain a record of truancy, supervise and direct cleaners, maintain student's record cards, supervise assembly of children waiting for school buses, take delivery and issue stores, maintain statistics for monthly and annual reports, attend to phone and public enquiries, assist with maintaining discipline and advise on social matters which might give rise to staff difficulties or student problems and carry out other duties of similar nature that may from time to time arise.
<u>Qualifications</u>	The applicant must be thoroughly reliable and of sober habits. Experience as a teacher would be an advantage but is not essential. Clerical experience and accuracy in keeping records is most essential.

Applications should be lodged in writing stating name, age, education and experience, with the Acting Chief Secretary before 4.30 p.m. on Friday 3rd January, 1975.

Dated this 23rd day of December, 1974.

L.R. Newby,
ACTING PUBLIC SERVICE COMMISSIONER

G.N. No. 364/1974

NAURU PUBLIC SERVICE

NOTIFICATION OF VACANCY

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

DEPARTMENT OF HEALTH & EDUCATION

(Directorate of Education)

Teacher/Librarian - \$1496-\$3956 - Nauru Secondary School.

Duties - The successful applicant will be required to supervise Library books and audio-visual material acquired by the school, classify reading material and carry out such other duties as are assigned by the Headmaster to ensure the efficient running of the school.

Qualifications - Qualifications in teaching and/or library work.

Note - Salaries will depend upon qualifications and experience.

Application should be lodged in writing stating name, age, education and experience, with the Acting Chief Secretary before 4.30 p.m. on Friday, 3rd January, 1975.

Dated this 23rd day of December, 1974.

L.R. Newby,
ACTING PUBLIC SERVICE COMMISSIONER

G.N. No. 365/1974

PUBLIC SERVICE ACT 1961-1971

SECTION 20 - PROMOTION OF OFFICERS

The provisional promotion of following officer is notified:-

DEPARTMENT OF AUDIT

<u>NAME</u>	<u>PROMOTED FROM</u>	<u>PROMOTED TO</u>
Frank Sinatra Canon	Assistant Auditor \$3263-3413 (A)	Assistant Auditor \$3923-4123 (A)

G.N. No. 365/1974

Above promotion effective as from 12th December, 1974.

Any officer of the Public Service may appeal against the above promotion as provided under Section 25 of the Public Service Ordinance. Appeals should be based on one or other of the grounds set out in Section 25 (2) and should be lodged in writing, stating the grounds of appeal, with the Public Service Commissioner within seven days after the date of this Gazette.

L.R. Newby,
ACTING PUBLIC SERVICE COMMISSIONER

G.N. No. 366/1974

ENGAGEMENT TO MARRYName of Party:

MR. CAMDEN AMRAM of Aiwo and MISS THERESITA DOGUAPE of Ewa Districts.

Date of Engagement:

20th. December, 1974.

A. BERNICKE,
Secretary
