



REPUBLIC OF NAURU

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G.N. No.354/1978

THE CONSTITUTION OF NAURU

ARTICLE 25(1)

APPOINTMENT OF ACTING CHIEF SECRETARY

It is hereby notified that Cabinet, in exercise of its powers under Article 25(1) of the Constitution, has appointed QUENTIN VICTOR WESTON to act as Chief Secretary of the Republic of Nauru from 18 December, 1978 until the return of Peter Lionel Jones, the substantive holder of this position, in January 1979.

DATED this 13th day of December, 1978.

Hammer DeRoburt
PRESIDENT

G.N. No.355/1978

PUBLIC SERVICE ACT 1961-1975

VACANCIES : Section 20

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

Judiciary

Position: Resident Magistrate/Registrar of the Supreme Court

Salary: S1 A\$10,004 - A\$11,124

Duties: To sit as Resident Magistrate in the District Court and to be Registrar of the Supreme Court of Nauru. To be Chairman of the Family Court and to provide tuition and guidance to members of the Family Court. To supervise the work of the Supreme Court Registry and the offices of the District Court and Family Court. To be responsible, under the directions of the Chief Justice, for the administration of the Judiciary Department. In addition, the appointee will be required to counsel and guide lay Magistrates in the performance of their duties, to supervise the work of the District Court & Family Court, to train police prosecutors and to undertake training of staff in the offices of the District Court and Family Court and in the Registry of the Supreme Court.

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Qualifications: Applicants should be qualified to practice as Barristers and Solicitors and should have experience as a Magistrate and/or Registrar of a Supreme Court. Experience in training of judiciary staff would be an advantage.

Department of Justice
(Secretariat and Legal)

Position: Senior Legal Officer

Salary: AP7 A\$8988 - A\$9564

Duties: The position is the second in line in the Secretariat of the Justice Department and the successful applicant will be expected to be able to undertake responsibility under the Head of Department for a wide range of work for the Department including advise to Government and Government Departments, legislative and other drafting, public prosecutions and the operation of a number of statutory registries. The successful applicant may be expected to be called upon to act as Head of Department in the absence of the holder of the position from time to time and to act as Resident Magistrate and be Registrar of the Supreme Court in the absence of the Resident Magistrate/Registrar of the Supreme Court from time to time.

Qualifications: Applicants should be Barristers or Solicitors admitted in a common law country and should have 5 or 6 years' professional experience in legal work relevant to the post and have acquired administrative experience and skills.

Position: Legal Officer

Salary: AP5/6 A\$7356 - A\$8700

Duties: The position offers the opportunity to acquire experience in the Secretariat of the Department of Justice, consisting of a small core of qualified lawyers but which has a wide range of responsibilities including all the legal work usually carried on by government lawyers, legal advice on legal problems, prosecutions and various statutory registries. The successful applicant will need to develop administrative skills and be prepared to assist in a wide range of matters under the supervision of the Head of Department and Senior Legal Officer.

Qualifications: Applicants should be called or admitted as Barristers and Solicitors in a common law jurisdiction and preferably should have at least 1-2 years' professional experience

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Department of Works & Community ServicesPosition: Divisional Superintendent (Mechanical & Electrical)

[NOTE: Becoming vacant March, 1979]

Salary: AP5/6 A\$7356 - A\$8700Duties: Responsible to the Director of Works for the direction, control, planning and supervision of all activities of the mechanical and electrical division of the Department. In addition to light and heavy transport and plant, the transport section operates a public bus service and other civic services.Qualifications: The successful candidate will have a sound knowledge of electrical and mechanical works including petrol and diesel mobile and stationary engines, air conditioning, automotive and general electrical works and other allied activities. He will have proven experience at supervisory level in a workshop situation. He will also be required to demonstrate sound administrative ability and be prepared to assist in the in-service training of young Nauruan trainees and apprentices.Department of AuditPosition: AuditorSalary: AP5/6 A\$7356 - A\$8700Duties: Responsible to the Director of Audit for the conduct of audits of Government Departments and statutory bodies as directed.Qualifications: Qualified Accountant with several years experience in either Government, local governments or commercial audits.Department of Works and Community ServicesPosition: Secretary for Works and Community ServicesSalary: S2 A\$11,724 - A\$13,164Duties: The Secretary for Works and Community Services is the permanent head of the Government Department of Works and Community Services. He is responsible directly to the Minister for Works and Community Services for the administration of the Directorate of Works and the Nauruan Housing Division. The responsibility includes all the Republic building construction and maintenance, housing programme, electrical and mechanical workshops, bulk stores, public

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transport, community services and financial control, formation and implementation of policy and the general management of the Department's 450 employees. The Secretary may be required to advise the Minister on large projects in conjunction with other Departments or statutory bodies involving the island's water supply, town planning, rehabilitation of the mined phosphate land, airport construction and establishment of secondary industries, in the next 5 - 10 years, on a national scale. The Secretary is responsible to the Minister for the implementation of Government decisions either directly or through statutory authorities on those matters which come within the sphere of his Department.

Qualifications: The applicant should have civil engineering qualifications or equivalent technical diploma, proven administrative ability and extensive practical experience in a senior position of a government, local government or commercial organisation.

Parliament

Position: Parliamentary Counsel

Salary: S1 A\$10,044 - A\$11,124

Duties: The Parliamentary Counsel is directly responsible to the Speaker of Parliament. This is a challenging position requiring the ability to make on-the-spot decisions on law and procedure, the ability to work under pressure and a flair for human relationships. Counsel must be available at all times to advise the Speaker and Members on matters covering a broad spectrum of legal matters as well as questions on Standing Orders and Procedures. He must also be prepared to work whenever the House is sitting. When the House is not in session, the Counsel must develop the Research and Information services available to Members and train the Secretariat to the Speaker. Counsel must also draft all Private Members' Bills and assist Members in drafting motions, amendments, questions etc.

Counsel will also be expected to initiate and carry out research projects on legislative and Parliamentary matters and oversee the production of Hansard.

Qualifications: Applicants should be qualified to practice as Barristers and Solicitors and should have some experience in Parliamentary and drafting matters. This is not a 9 to 5 job and Counsel will be on call at all times for members.

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Department of FinancePosition: Executive Officer, Philatelic BureauSalary: AP 6/7 A\$8124 - A\$9564

Duties: The Philatelic Bureau is in the process of being re-organised and this is a new position. The Director shall control all aspects of the Bureau and its staff and advise the Secretary for Finance on philatelic matters. He shall:-

1. Develop methods and systems to record requests and issues.
2. Train staff in their duties.
3. Correspond with the Nauru Philatelic Agency (London), the Australian Post Office and Philatelic Consultant.
4. Act as Executive Secretary of the Philatelic Advisory Panel.
5. Ensure bulk and other stocks are held securely.
6. Train the Philatelic Officer in all aspects of the work of the Bureau.
7. Carry out such other duties as required by the Secretary for Finance.

Qualifications: Ideally, the Director will have a knowledge of and some interest in stamp design, production and distribution and experience in staff control and organisation. No specific academic qualification is required but patience, application and commonsense are essential. A recently retired postal officer with some philatelic experience would be preferred.

Applications should be lodged in writing stating name, age, education, qualifications and experience with the Chief Secretary before 4.30 p.m. on Friday 29th December, 1978.

P.L. Jones
PUBLIC SERVICE COMMISSIONER