



Library Hansard Secretary.

REPUBLIC OF NAURU

Government Gazette

Published by Authority

No. 2

13th January, 1982

Nauru.

G.N. No. 5/1982

NAURU PUBLIC SERVICE

PUBLIC SERVICE ACT 1961 - 1979

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

DIRECTORATE OF EDUCATION

- Position: Teacher-in-Charge (Junior), District Infant Schools. May be required to carry out duties in any District Infant School.
- Salary: \$8264 p.a. (Fixed) (Ap/5)
- Duties: Responsible to Supervisor, District Infant Schools for the professional and administrative duties of a teacher in charge of Infants School. To provide professional leadership and guidance to staff members and to supervise the training of students who may be posted to the school.
- Qualifications: Suitably trained and certificated teacher with relevant experience in Infants school teaching.

Applications should be lodged in writing stating name, age, education, qualifications and experience with the Chief Secretary before 4.30 p.m. Wednesday 20th January 1982. Preference, in accordance with the Public Service Act, will be given to Nauruans.

D.G. Lang
ACTING CHIEF SECRETARY.

G.N. No. 6/1982

PUBLIC SERVICE ACT 1961 - 1979VACANCY : SECTION 20

Applications are invited from Nauruans for transfer, promotion or appointment to the following positions:

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

(Directorate of Works)

1. POSITION: FOREMAN - AUTOMOTIVE ELECTRICAL
- SALARY: T5. \$6345 - \$6489 p.a.
- DUTIES: Under the direction of the Works Supervisor, (Mechanical) is responsible for the control, direction and supervision of a leading hand and tradesmen in the Automotive Electrical Section.
- Required to prepare time-sheets, accident reports, merit rating assessments on his tradesmen and any other reports as may be directed.
- HOURS OF ATTENDANCE: As prescribed under the Public Service Act Part IV in relation to this post:
- 7:00 A.M. - 11.30 A.M.
1:00 P.M. - 4.30 P.M.
- Monday to Friday
- QUALIFICATIONS: Must have at least five years trade experience in the automotive electrical field. Appointee is required to have a good working knowledge of electrical wiring systems and associated equipment such as starter motors, alternators etc. installed in light and heavy vehicles and earth moving plant. Appointee must be capable in the instruction and training of his trainee tradesmen.
- Must hold a suitable current drivers license.
- The appointee must be able to show by example regular attendance at work and be capable of motivating his team. It is essential that the appointee is aware of the litter problems facing this Department and is prepared to contribute fully with the Anti-litter programme.

G.N. No. 6/1982 (Cont'd)

QUALIFICATIONS: Relevant trade qualifications with practical experience in the use of arc welding and Oxy-Acetylene Cutting equipment. Ability to train interested Nauruans in this trade.

Must hold a suitable current drivers license.

The appointee must be able to show by example regular attendance at work and be capable of motivating his team. It is essential that the appointee is aware of the litter problems facing this Department and is prepared to contribute fully with the Anti-litter programme.

4. POSITION: FOREMAN PLANT OPERATOR

SALARY: T5. \$6345 - \$6489 p.a.

DUTIES: Under the direction of the Assistant Works Supervisor (Civil) the Foreman is responsible for the control, direction and supervision of all plant operators.

Required to prepare time-sheets, accident reports, merit rating assessments on all plant operators, and any other reports as may be directed.

HOURS OF ATTENDANCE: As prescribed under the Public Service Act Part IV in relation to this post:

7:00 A.M. - 11:30 A.M.
1:00 P.M. - 4:30 P.M.

Monday to Friday

QUALIFICATIONS: Must hold suitable current drivers license and be capable of operating all types of plant. Be proficient in the instruction and training of new plant operators in the safe operation of all plant. The appointee must be able to show by example regular attendance at work and be capable of motivating his team of plant operators. It is essential that the appointee is aware of the litter problems facing this Department and is prepared to contribute fully with the Anti-litter programme.

5. POSITION: FOREMAN GARAGE

SALARY: T5. \$6345 - \$6489 p.a.

DUTIES: Under the direction of the Works Supervisor, (Mechanical) the Foreman is responsible for the control, direction and supervision of a leading hand and tradesmen in the Garage Section. Required to prepare time-sheets, accident reports, merit rating assessments on his tradesmen and any other reports as may be directed.

G.N. No. 6/1982/

HOURS OF ATTENDANCE:

As prescribed under the Public Service Act Part IV in relation to this post:

7:00 A.M. - 11:30 A.M.

1:00 P.M. - 4:30 P.M.

Monday to Friday

QUALIFICATIONS:

Must have completed an appropriate apprenticeship course in motor mechanics and have had at least five years experience as a motor mechanic tradesman. Appointee to be competent in the repair of diesel and petrol heavy trucks, trucks, cars and utilities, motor cycles and items of heavy plant and equipment. Be proficient in the instruction and training of tradesmen including safe working procedures.

Must hold a suitable current drivers license.

The appointee must be able to show by example regular attendance at work and be capable of motivating his team. It is essential that the appointee is aware of the litter problems facing this Department and is prepared to contribute fully with the Anti-litter programme.

6. POSITION:

SENIOR CLERICAL OFFICER

SALARY:

(C.4) \$5973 - \$6264 p.a.

DUTIES:

Responsible to the Administrative Officer for the control supervision, training and motivation of office staff.

Responsible for the preparation of time sheets, overtime return, absence from duty returns, warning letters for bad A.W.O.L. record, work commencement and cessation forms. Checking of pay sheets as submitted by the Salaries Section

Attend to all enquiries relating to salary matters and maintain water delivery records. Any other duties as requested by the Administrative Officer.

HOURS OF ATTENDANCE:

As prescribed under the Public Service Act Part IV in relation to this post.

8:00 A.M. - 11:30 A.M.

1:00 P.M. - 4:42 P.M.

Monday to Friday

QUALIFICATIONS:

Aptitude and experience in carrying out the above duties with ability to co-operate and liaise with Officers of other Sections and Departments. Appointee must be capable of delegating work and have the ability to train others in their duties. A strong personality and good leadership qualities are necessary for this position so that support staff can be shown by example what is required.

13th January, 1982

G.N. No. 6/1982 (Cont'd)

7. POSITION: HIGHER CLERICAL OFFICER - SALARIES
- SALARY: \$5613 - \$5901 p.a. (C.3)
- DUTIES: Under the direction of the Senior Clerical Officer responsible for the reconciliation of all time sheets with attendance books and Bundy cards. Checking of leave application forms to ensure they are in accordance with the Secretary for Works Directive 80-6, applications for leave. Prepare absence returns and offset absence return against overtime return. Prepare H.D.A. applications as directed. Capable of operating key cutting and engraving machines. Represent the Senior Clerical Officer when he is absent.
- HOURS OF ATTENDANCE: As prescribed under the Public Service Act Part IV in relation to this post:
- 8:00 A.M. - 11:30 A.M.
1:00 P.M. - 4:42 P.M.
Monday to Friday
- QUALIFICATIONS: The appointee should have a good clerical background with experience in carrying out the above duties. This is a Senior position and the appointee must show by example regular attendance at work within the prescribed hours and be able to motivate his staff.
8. POSITION: DIVISIONAL SUPERINTENDENT (CIVIL & BUILDING)
- SALARY: AP5/6. \$8529 - \$9009 p.a.
- DUTIES:
1. Directly responsible to the Director of Works for the job planning, supervision and co-ordination of all building, civil and maintenance works within the Division.
 2. Responsible for the training of staff, tradesmen and apprentices who are allotted to him.
 3. Initiation of requisitions for stores, materials, plant and equipment.
 4. Preparation of progress reports as required.
- EXPERIENCE: Must have proven supervisory experience and the ability to communicate with people at all levels. A trade qualification is desirable, however a person who has had a proven construction and maintenance record with the ability to sustain above average performance will be considered.

Applications should be lodged in writing, stating name, age experience and qualification with the Chief Secretary on or before the 22nd January, 1982.

DATED this 13th day of January, 1982.

D.G. Lang
ACTING CHIEF SECRETARY.