



REPUBLIC OF NAURU

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10th August 1988

Nauru

G.N.No.331/1988

REPUBLIC OF NAURU

AUDIT ACT 1973

SECTION 4 (2) AND (4)

APPOINTMENT OF ACTING DIRECTOR OF AUDIT

IT IS NOTIFIED for general information that pursuant to Section 4, subsections (2) and (4) of the Audit Act 1973, the Cabinet, at its meeting held on 29th July, 1988 approved the appointment of Mr K. Subramanian, currently Senior Auditor in the Department of Audit, to act as Director of Audit with effect from 28th July, 1988, until arrangements are completed for recruitment of a substantive Director of Audit.

DATED this 2nd Day of the Month of August, One Thousand Nine Hundred and Eighty-Eight.

V. S. Mani
CHIEF SECRETARY

No.47

10th Agust 1988

Nauru

G.N.No.332/1988.

SUPREME COURT SESSIONS

The next session of the Supreme Court will comence on Friday 19th Agust, 1988.

Persons wishing to avail themselves of the opportunity to bring any matter or cause before the Supreme Court during these sessions are advised to see the Clerk of Courts immediately to ensure that the matters or causes already commence are including in the list, or if proceedings are intended, that the Clerk of Courts has all the details to enable the necessary documents to be prepared.

DATED this 9th day of August, 1988.

(S.C. Chaturvedi)
REGISTRAR, SUPREME COURT.

G.N.No.333/1988.

PUBLIC SERVICE ACT 1961-1979

PERMANENT APPOINTMENT

It is hereby notified for general information that the following permanent appointment will be effective from the date of this publication.

DEPARTMENT OF WORKS AND COMMUNITY SERVICES
(Transport Division)

<u>NAME</u>	<u>DESIGNATION</u>
Vincent Scotty	Leading Hand Driver. \$8,118 - \$8,406 T.4

Dated this 4th day of August, 1988.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

No.47

10th August 1988

Nauru

G.N.No.334/1988.

PUBLIC SERVICE ACT 1961-1979

VACANCY : SECTION 20

DEPARTMENT OF AUDIT

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

- POSITION : Director of Audit.
- SALARY : A\$17082 per annum S.3 fixed
(Nauruan Salary Scale).
- DUTIES : (a) Responsible for the operation of the Audit Department and control of the Audit staff.
- (b) Examiner, inquire and report on the public accounts of Nauru and those of the Republic outside Nauru.
- (c) Perform other auditing and inspection duties as may be required by Cabinet.
- (d) Report from time to time directly to His Excellency the President on any irregularities relating to the Public monies which come to his attention.
- QUALIFICATIONS : Must have professional qualifications in Accountancy or equivalent. Proven Audit and Accounting ability. Extensive experience in a Senior position in the Finance/Accounting/Audit Division of Government or commercial Organisation.

Applications should be lodged in writing, stating name, age, experience and other qualifications with the Chief Secretary before 26th August, 1988.

Dated this 8th day of August, 1988.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 335/1988.

PUBLIC SERVICE ACT 1961 -1979

SECTION 20 : VACANCY

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

DEPARTMENT OF EXTERNAL AFFAIRS

- 1. POSITION : Senior Administrative Officer
- SALARY : \$13,314 - \$14,442 (S1) Nauruan
- DUTIES : The appointee will be responsible to the Secretary for External Affairs for the organisational and Administrative functions of the Department of External Affairs including the internal auditing and preparation of Budgets for the Department and its overseas offices. The appointee will also be responsible for monitoring and overseeing budgetary control of the Department and its overseas offices, including exercising financial control and delegation in relation to the Department and its overseas offices during the absence of the substantive Secretary for External Affairs.
- QUALIFICATIONS : Applicant must have extensive Administrative experience preferably with appropriate tertiary qualifications and should be able to provide evidence of good organizing ability.
Experience in financial controls preferred.
- 2. POSITION : Administrative Officer/External Affairs
- SALARY : AP6/7 \$11,442 - \$12,882 (Nauruan)
- DUTIES : Responsible to the Secretary for External Affairs for the day to day control of External Affairs Department which includes Government Overseas Offices.
- QUALIFICATIONS : Proven Administrative ability and extensive experience in protocol desirable

G.N.No.335/1988. (cont'd).

3. POSITION

: Administrative Assistant

SALARY

: \$9,306 - \$9,786 per annum (AP3) Nauruan

DUTIES

: The Administrative Assistant is responsible to the Secretary for External Affairs through the Senior Administrative Office for the following;

1. To attend to visiting dignitaries and diplomats during their stay including their accommodation and travel requirements.
2. To attend to travel and visa requirements of government personnel and its overseas officers.
3. To attend to functions held in honour of visiting dignitaries and diplomats and reciprocating functions if required.
4. To maintain a record of all meetings, especially those required to be attended by Nauru, including a list of representatives selected for each particular meeting.
5. To ensure that relevant documents for each meeting are received by the Department and forwarded to the representatives concerned prior to each meeting, including the compilation of all documents matters.
6. To provide general assistance as required by the secretary for External Affairs and the Senior Administrative Officer.

QUALIFICATIONS

: Proven Administrative ability and Extensive experience in matters of protocol and applicant must be of sober habits.

POSITION

: Higher Clerical Officer

SALARY

: (C3) \$7,758 to \$8,046 (Nauruan)

DUTIES

- 1) Responsible for filing all correspondence.
- 2) Responsible for keeping of records of overseas and local purchases.
- 3) Responsible for general assistance in the comings and goings of Government Personnel and overseas visitors and diplomats.
- 4) Responsible for general assistance at functions held in honour of very important persons and reciprocating functions if required.

G.N.No.335/1988. (cont'd).

- 5) Carry out other duties as required by the secretary for External Affairs and the Executive Officer.

QUALIFICATIONS

: Administrative and clerical experience.
 Good appearance and sober habits.
 Applicants must possess driving licence.

5. POSITION

: Clerical Officer

SALARY

: \$7,386 - \$7,674 (C2) Nauruan

DUTIES

: The Clerical Officer is responsible to the Secretary for External Affairs through the Senior Administrative Officer for the following;

- 1) Filing of all daily office correspondence and the maintaining of office records.
- 2) Providing general assistance in the keeping of records of overseas and local purchases.
- 3) Providing general assistance in the transportation of visiting dignitaries, diplomats and government officials.
- 4) Carrying out other duties as required by the Secretary for External Affairs and the Senior Administrative Officer.

QUALIFICATIONS

: Sound clerical experience, sober habits and possession of a driver's licence.

Applications should be lodged with the Chief Secretary, care of Nauruan Affairs and Services Office, stating name, age education and experience before 4.30p.m. on Friday 26th August, 1988.

Dated this 4th day of August, 1988.

V.S.Mani.
PUBLIC SERVICE COMMISSIONER.