



REPUBLIC OF NAURU

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Nauru

G.N.No. 269 /2000

PUBLIC SERVICE ACT 1998
SECTION 10
DEPARTMENT OF EDUCATION
CREATION OF AN OFFICE

PURSUANT TO THE POWERS IN THAT BEHALF VESTED IN ME, UNDER SECTION 10, SUBSECTION (1), CLAUSE (a) OF THE PUBLIC SERVICE ACT 1998, I, REMY NAMADUK, ACTING PRESIDENT AND MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE, DO HEREBY, WITH IMMEDIATE EFFECT, CREATE THE FOLLOWING NEW POSITION:-

DEPARTMENT OF EDUCATION

| <u>DESIGNATION OF OFFICE</u> | <u>NUMBER OF POSITION</u> | <u>SALARY SCALE</u> |
|-------------------------------------|----------------------------------|---------------------------------|
| CLERK/TYPIST | 1 | \$10634 - \$11012 pa (M1/C1) |

DATED THIS 13TH DAY OF THE MONTH OF SEPTEMBER, TWO THOUSAND.

REMY NAMADUK
ACTING PRESIDENT AND
MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE

PUBLIC SERVICE ACT - 1998
SECTION 10 (c)
ALTERATION OF CLASSIFICATION
DEPARTMENT OF INDUSTRY, ECONOMIC & DEVELOPMENT

IT IS NOTIFIED for general information that His Excellency the President in exercise of his power under Section 10, subsection (1), Clause (c) of the Public Service Act 1998, raised the classification of the office of the Public Service with effect from 1st November, 1999, as follow:-

DEPARTMENT OF INDUSTRY ECONOMIC & DEVELOPMENT

| <u>OLD DESIGNATION</u> | <u>NEW DESIGNATION</u> | <u>OLD SALARY SCALE</u> | <u>NEW SALARY SCALE</u> |
|--------------------------|-----------------------------|------------------------------|----------------------------|
| Manager Language Bureau | Director of Language Bureau | \$15670-\$17290pa (AP6/7) | \$17776-\$19045pa (D1) |
| Administrative Assistant | Administrative Officer | \$13267-\$12254pa (AP3/4) | \$14806-\$15346pa (AP5) |

Dated this 12th day of the month of September, Two Thousand.

JOSEPH CAIN
ACTING CHIEF SECRETARY

No.61

13th September 2000

Nauru

G.N.No. 271 /2000

PUBLIC SERVICE ACT 1998

NOTICE OF APPOINTMENT

The following appointment is hereby notified with effect from 18th August, 2000.

DEPARTMENT OF WORKS

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> |
|------------------|----------------------------------|------------------------------|
| Robert Botelanga | Director of Operation (Works) | \$19720 - \$21340 pa (D2) |

Dated this 12th September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 272 /2000

PUBLIC SERVICE ACT 1998

NOTICE OF APPOINTMENT

The following appointment is hereby notified with effect from 8th September, 2000.

DEPARTMENT OF WORKS

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> |
|------------------|---------------------------------------|------------------------------|
| Alfonso Jeremiah | Director of Administration (Works) | \$19720 - \$21340 pa (D2) |

Dated this 12th September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 273 /2000

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

POSITION : TYPIST/RECEPTIONIST

SALARY : \$10756 pa - \$11431 pa (C1/2)

DUTIES : Typing/Receptionist shall be required to assist the Department in:-

1. Typing and general office duties
2. Filing and management of office record

QUALIFICATIONS &

EXPERIENCE : The applicant must:-

- (a) have an experience and knowledge in keyboarding.
- (b) have computer literate (preferable)

Application must be lodge in writing stating name, age, qualifications and experience with the Chief Secretary's office no later than 5.00 p.m., on 30th September, 2000.

Dated this 7th day of September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 274 /2000

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF SPORT

POSITION : PROJECT OFFICER (ADMINISTRATION)

SALARY : \$14077 pa - \$15346 pa (AP4/5)

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G.N.No. 274 /2000 (cont'd)

- 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 travel and other business requirements by the Secretary and the Minister.
 - * Obtain and organize information for use in conferences, speeches and reports.
 - * Organize conferences, meetings and workshop.
 - * Research and collation of database information.
 - * Other duties as directed by Head of Department.

QUALIFICATIONS &
EXPERIENCE :

The applicant must:-

- (a) have knowledge and experience in research and report writing skills.
- (b) have computer literacy (preferable)
- (c) be motivated, reliable, responsible and innovation

Application must be lodge in writing stating name, age, qualifications and experience with the Chief Secretary's office no later than 5.00 p.m., on 30th September, 2000.

Dated this 7th day of September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 275 /2000

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF SPORT

- POSITION : PROJECT OFFICER
- SALARY : \$14077 pa - \$15346 pa (AP4/5)
- DUTIES :
- * Manage and coordinate activities of the Department with various sports organization.
 - * Coordinate with the Directorate of Sports.
 - * Organize workshops, conferences and meetings.
 - * 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 the Head of Department.

**QUALIFICATIONS &
EXPERIENCE :**

The applicant must:-

- (a) have knowledge and experience in research and report writing skills.
- (b) have computer literacy (preferable)
- (c) be motivated, reliable, responsible and innovation

Application must be lodge in writing stating name, age, qualifications and experience with the Chief Secretary's office no later than 5.00 p.m ., on 30th September, 2000.

Dated this 7th day of September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 276 /2000

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

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

DEPARTMENT OF SPORT

POSITION : CLERK

SALARY : \$10756 pa - \$11431 pa (C1/2) (5 hours)

DUTIES : *

- * Knowledgeable in general Clerical duties
- * Management of office record.
- * Delivery of mail and other necessary visits

QUALIFICATIONS The applicant must be:-

* Reliable and have a valid driver's license

Application must be lodge in writing stating name, age, qualifications and experience with the Chief Secretary's office no later than 5.00 p.m., on 30th September, 2000.

Dated this 7th day of September, 2000.

JOSEPH CAIN
ACTING CHIEF SECRETARY

G.N.No. 277 /2000.

ENGAGEMENT TO MARRY

NAME OF PARTIES : KINK DEGIERUK of Baitsi District and
QUINETTE DONGOBIR also from Baitsi District.

DATE OF ENGAGEMENT: 14th September, 2000.

VASSAL GADOENGIN
MINISTER IN CHARGE