



Her. Clerk of Parliament

REPUBLIC OF NAURU

Government Gazette

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Nauru

G.N. No. 234/1971

PUBLIC SERVICE ACT 1961-1971

SECTION 26 - PROVISION OF A TEMPORARY POSITION

Pursuant to the powers conferred upon me by Section 26(1) of the Public Service Act, 1961-1971, I, Desmond Joseph Antony Dowdall, Acting Public Service Commissioner hereby provide the following temporary position.

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

| <u>POSITION</u> | <u>CLASSIFICATION</u> |
|-----------------------------|--------------------------------|
| Special Project Tally Clerk | \$1920 (3 x 50) \$2070(actual) |

Dated this 19th day of September, 1971.

D.J.A. DOWDALL,
ACTING PUBLIC SERVICE COMMISSIONER

G.N. No. 235/1971

PUBLIC SERVICE ACT 1961-1971

NAURU PUBLIC SERVICE

VACANCY

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

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

| | |
|------------------|--|
| <u>Position:</u> | Special Project Tally Clerk |
| <u>Salary:</u> | \$1920 (3 x 50) \$2070 (actual) |
| <u>Duties:</u> | Responsible to the Senior Project Officer in charge of a special project for the following. <ul style="list-style-type: none"> (a) To maintain tally records of materials as instructed in relation to a special project. (b) To receive and record all dockets relating to inwards and outwards materials issues. (c) To maintain time sheets of all personnel employed on a special project as required. (d) To maintain a plant record of all plant operating on a special project as instructed. (e) To issue to drivers and operators such books as are necessary for drivers and operators to record their operations and to collect same for the purpose of maintaining proper records as instructed on a special project. |

- (f) To give general clerical assistance and to prepare reports as may from time to time be required relative to a special project.

Qualifications

Applicants must be alert, have good standard of education and clerical background, and must be reliable and of sober habits.

Applications are to be lodged in writing stating name, age, experience with the Acting Chief Secretary before 4.30 p.m., on Wednesday, 29th September, 1971.

Dated this 19th day of September, 1971.

D.J.A. DOWDALL,
ACTING PUBLIC SERVICE COMMISSIONER

PUBLIC SERVICE ACT 1961-1971NAURU PUBLIC SERVICEVACANCY

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

DIRECTORATE OF MEDICAL SERVICES

| | |
|-----------------|--|
| <u>Position</u> | Hospital Secretary |
| <u>Salary</u> | \$2700 (2 x 100) \$2900 (actual) |
| <u>Duties</u> | Responsible to the Director of Medical Services for preparing correspondence, duty rosters, purchase orders, staff returns. Maintain files, personal files, hospital statistics and arrange appointments for Medical Officers. Also supervise some hospital staff. |

Qualifications

Extensive clerical background and experience in public service procedures. Experience in supervision of staff essential and appropriate educational standard required.

Applications are to be lodged in writing stating name, age and experience with the Acting Chief Secretary before 4.30 p.m., on Friday the 1st October, 1971.

Dated this 20th day of September, 1971.

D.J.A. DOWDALL,
ACTING PUBLIC SERVICE COMMISSIONER

NAURU PUBLIC SERVICEPUBLIC SERVICE ACT 1961-1971SECTION 20 : PROMOTION OF OFFICERS

The provisional promotion of the officers listed below are confirmed with effect from the 20th day of August, 1971.

DEPARTMENT OF WORKS AND COMMUNITY SERVICES

| | | |
|------------------|---------------|------------------|
| Harold Deidenang | Clerk Class 3 | \$1970-\$2120(S) |
| Patrick Akubor | Clerk Class 2 | \$1800-\$1950(S) |

Dated this 15th day of September, 1971.

D.J.A. DOWDALL,
ACTING PUBLIC SERVICE COMMISSIONER