



Admin Asst.

REPUBLIC OF NAURU

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No. 24

25th March 1987

Nauru

G.N.No. 117 /1987.

REPUBLIC OF NAURU

DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY

(Directorate of Civil Aviation)

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

POSITION:

Administrative Officer

SALARY:

\$10,771 - \$12,211 per annum

DUTIES:

The appointee will be responsible to the Chief Pilot for:

- (a) Compilation, maintenance and filing technical records as required by orders and regulations;
- (b) Co-ordinating the administrative tasks of the Flight Operations Division to ensure that all appropriate clerical functions are completed;
- (c) Distribution for action of all incoming correspondence and the allocation of this to the appropriate file(s);
- (d) The revision, currency and maintenance of master copies of Operations Manuals;
- (e) Administration and organisation of Technical Instructors/Records Officers for the conduct of the Ground School courses within the Ground School Section;
- (f) The maintenance of Master Flight Deck Crew Rosters to ensure the FODC and all Management Crew have the latest daily Roster available;
- (g) Such other duties as may be directed.

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Applications should be lodged in writing, stating name, age, experience and other qualifications with the Chief Secretary no later than 4:30 p.m. on Friday 3rd April 1987.

Dated this 17th day of March, 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No. 118/1987.

PUBLIC SERVICE ACT 1961-1979VACANCIESSECTION 10

(Re-Advertisement)

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

DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY

(Directorate of Civil Aviation)

1. POSITION:

Chief Hostess, Air Nauru

SALARY:

\$7,819 - \$8,275 : Nauruan (T5/T6)

\$6,965 - \$7,505 : NECE (T5/T6)

DUTIES:

The appointee will be responsible to the Director of Civil Aviation for the efficient running and control of Hostess operations, and in particular will be responsible for:-

(A) Compiling reports and forwarding to DCA on:-

- i) deficiencies in hostess operations;
- ii) establishment requirements and recommendations;
- iii) training requirements, including standards for initial training and continuation.

(B) Compiling and maintaining records for:-

- i) hostesses personal and operational;

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- ii) check and training system, including training and checking syllabus;
 - iii) hostesses notices;
 - iv) seniority list of hostesses.
- (D) Compiling and amending hostesses roster each month, and maintaining copies.
- (D) Compiling and amending hostesses manuals, and ensuring they are kept up to date;
- (E) Delegation of duties to:-
 - i) Assistant Chief Hostesses;
 - ii) Check and Training Hostesses;
 - iii) Compiling terms of references and ensuring compliance.
- (F) Ensuring hostesses hold and maintain visas and medical documents for all flights of Air Nauru;
- (G) Preparing documents for initial intakes of hostesses;
- (H) Maintaining supplies of:-
 - i) first-aid requirements for first-aid kits on aircraft;
 - ii) clothing as supplied by Air Nauru;
 - iii) documents required to be carried on aircraft such as custom and immigration cards.
- (I) Such other duties as may be directed.

QUALIFICATIONS:

Experience in the administration of Air Hostess operation, particularly at Senior Hostess level.

2. POSITION:

Assistant Chief Hostess, Air Nauru

SALARY:

\$7,447 - \$7,735 : Nauruan (T4)

\$6,504 - \$6,852 : NECE (T4)

DUTIES:

The appointee will be required to under-study and act as Deputy to the Chief Hostess and will be responsible, through the Chief Hostess to the Director of Civil Aviation, for:-

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- (A) Compiling reports and forwarding to DCA on:-
- i) deficiencies in hostess operations;
 - ii) establishment requirements and recommendations;
 - iii) training requirements, including standards for initial training and continuation.
- (B) Compiling and maintaining records for:-
- i) hostesses personal and operational;
 - ii) check and training system, including training and checking syllabus;
 - iii) hostesses notices;
 - iv) seniority list of hostesses.
- (C) Compiling and amending hostesses roster each month, and maintaining copies;
- (D) Compiling and amending hostesses manuals, and ensuring they are kept up to date;
- (E) Delegation of duties to:-
- i) Assistant Chief Hostesses;
 - ii) Check and Training Hostesses;
 - iii) Compiling terms of references and ensuring compliance.
- (F) Ensuring hostesses hold and maintain visas and medical documents for all flights of Air Nauru.
- (G) Preparing documents for initial intakes of hostesses;
- (H) Maintaining supplies of:-
- i) first-aid requirements for first-aid kits on aircraft;
 - ii) clothing as supplied by Air Nauru;
 - iii) documents required to be carried on aircraft such as custom and immigration cards.
- (I) Such other duties as may be directed.

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QUALIFICATIONS:

Experience in the administration of Air Hostess operations, particularly at Senior Hostess level.

Applications should be lodged in writing, stating name, age, experience and other qualifications with the Chief Secretary no later than 4.30 p.m. on Friday, 3rd April 1987.

Dated this 18th day of March 1987.

V. S. Mani,
PUBLIC SERVICE COMMISSIONER.

G.N.No.119 /1987.

NAURU POLICE FORCE ACT 1972SECTION 8 (2) (a)NOTICE OF RETIREMENT

It is notified for general information that pursuant to Section 8(2) (a) of the Nauru Police Force Act 1972 MR. JOHN DARAOA OLSSON, Inspector of Police, after having attained the age of fifty five, was retired from duty effective as from 11th November 1986.

Mr. JOHN DARAOA OLSSON was actually ceased from duty effective as from 4th March 1987.

Dated this 17th day of March, 1987.

D. A. Daniel,
DIRECTOR OF POLICE.

G.N.No.120 /1987.

DECEASED ESTATES

The Nauru Lands Committee had determined the following personalty estates which should be distributed as follows:

<u>DECEASED</u>	<u>SOURCE OF INCOME</u>	<u>BENEFICIARY</u>	<u>SHARE</u>
Gaoade BETHMAN	Wages Passbook	Tuku G. Bethman	All
Egobweit ANGE	All Monies Due	Emowe B.	All
Emma BURENBEIYA	All monies Due	Rick Burenbeiya	All

Distribution of estate will be effected fourteen (14) days after publication of this notice.

B. Y. Uera,
CURATORY OF INTESTATE ESTATES.

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BIRTHS, DEATHS AND MARRIAGESORDINANCE 1957 - 1967

Births, Deaths and Marriages registered the week ended 20th March, 1987
were:-

BIRTHS1. NAURUAN:

NAME	DATE OF BIRTH	SEX	REG'D DISTRICT	MOTHER'S NAME
Nofera, Hernandez, Ramble, Asalm, Didymus, Goweida, Demedang, Maggamoe, Nofear, Mucho-Kala, Augustues- Twelve,	12/8/86	M	Meneng	Mandella Agigo
Johanna	28/12/86	F	Anabar	Helen Herman
Rosember, RoseLima, Elika, Meruwa, Tanya, Novena, Wenlita,	28/12/86	F	Baitsi	Pauline Grundler
Clarence, Italla, Christino,	14/1/87	M	Aiwo	Sarah Dageago
Walter, Lo-Tsalta, Malachi, Tullock, Edward, Aiyedebe, Cliffon, Travors, Esthen, McEnroe,	18/1/87	M	Boe	Syvilla Grundler
Ingino-Nauw, Martin, Ruvae, Jerome, Marcus, Allex, Manute-Bol, Akeem, Olajuwan, Palar, Reagan, Gaure II, Raiki,	10/2/87	M	Aiwo	Jean Cook
Priscilla, Lily, Tasha, Rasevina, Berina, Orpha, Jacey,	19/2/87	F	Meneng	Louisa Canon
Lacklan, Bronson, Adam,	28/2/87	M	Uaboe	Bronia Deiranauw

2. O.P.I:

- N I L -

3. CHINESE:

- N I L -

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4. OTHERS:

NAME	DATE OF BIRTH	SEX	RESIDENCE
Max, Tom, <u>HOEFLICH</u>	22/12/86	M	Meneng District (Hotel)
Otto, Thomas, <u>HOEFLICH</u>	22/12/86	M	Meneng District (Hotel)

DEATHS1. NAURUAN:

NAME	DATE OF DEATH	SEX	AGE	TRIBE
Atsiue Roland <u>DEDIBOUWA</u>	13/3/87	M	56 yrs	Eamwit
James Tamau <u>HARRIS</u>	17/3/87	M	47 yrs	Eoaru

2. O.P.I:

- N I L -

3. CHINESE:

- N I L -

MARRIAGES

--N I L--

M. B. Cain
DEPUTY REGISTRAR.,
BIRTHS, DEATHS AND MARRIAGES.