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Papua New Guinea Government Gazette

PUBLISHED BY AUTHORITY

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication.)

No. 15]

PORT MORESBY, THURSDAY, 6th MARCH

[1975

NOTIFICATION OF VACANCIES

Applications are invited from permanent officers of the National Public Service of Papua New Guinea for promotion or transfer to the positions named in the Schedule hereunder.

Applications should be forwarded to:

The Co-ordinator,
Public Service Selection Unit,
P.O. Box 1430, Boroko.

(Telegraphic Address - SELECTION, Boroko),

to reach that office no later than the date shown in the final column of the Schedule.

Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions made will be final and will not be subject to appeal.

ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

Reference: Advertisement No..... in Government Gazette No.....
of..... relating to Position No.....
designated..... in the Department of
.....

Surname: Other Names;
 Present Department: Branch: Location;
 Seniority Date: (If known) Date of Birth:
 Year in which commenced as a Temporary Employee or Administration Servant:
 Designation of Substantive Position:
 Academic Qualifications:
 Training Courses Completed: (State length of course, year completed, name of institutions)
 H.D.A. Positions Held: (Give designations and periods held)
 Reasons why you should be selected for this position:
 (Use as many sheets as necessary for this section.)

The salary range shown in the Schedule indicates the classified value of the position, but appointments may be made at any point within the salary range.

Officers of the Service who may be transferred without promotion as a result of an advertised vacancy may be required to pay their own expenses of removal, unless the transfer comes within the conditions prescribed in Public Service Regulations. Removal expenses to the locality of appointment of appointees who are not officers of the Service will be paid, subject to the conditions prescribed in Public Service Regulations.

APPLICATIONS FROM OVERSEAS SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

In the event there is not a suitable officer of the National Public Service available for promotion or transfer to an advertised position, consideration will be given for allocation of the duties involved to an overseas person working with the Public Service whose salary will be adjusted accordingly. For this reason, any overseas person working with the Public Service who wishes to be considered, is invited to lodge an application in triplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

The Public Service Inspector,
 P.O. Box 2648,
 Konedobu.

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

Reference: Advertisement No..... in Government Gazette No.....
 of.....relating to Position No.....
 designated..... in the Department of.....

Surname: Other Names:
 Present Department: Branch: Location:
 Date commenced working with the Public Service:
 Date of Birth:
 Present Substantive Position:
 Previous Positions Held:
 Academic Qualifications:
 Further Relevant Particulars: (In detail)

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently appointed to the Public Service including temporary employees. These persons are requested to forward their applications in triplicate to:

The Co-ordinator,
 Public Service Selection Committee,
 P.O. Box 1430,
 Boroko.

Important: All applications must state the designation, position number and advertisement number of the position being sought together with all their personal particulars including educational qualifications, experience and present employment particulars.

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, P.O. Box 1430, Boroko (Telegraphic Address - SELECTION, Boroko), to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Important: All applications must state the designation, position number and advertisement number of the position being sought, together with all relevant particulars.

EXPLANATORY SYMBOLS

- * An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Service Board, Waigani, or the Public Service Board, P.O. Box 819, Rabaul, or the Public Service Board, P.O. Box 2069, Yomba, Madang District.
- + An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

The "Duties" shown in this Gazette for each of the positions advertised are, in some cases, a brief precis of the actual tasks to be performed. Any person who is considering making an application for an advertised vacancy may obtain more detailed information about the duties of the position by applying directly to the Headquarters of the Department concerned.

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

+ P.2 Clerk Class 10	\$6445-6675	Port Moresby	1952	11.4.75
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Qualifications:- Appropriate University degrees with major studies in appropriate subjects, or such other educational qualifications as may be acceptable to the Public Service Board desirable. Wide experience in the planning, co-ordination and implementation of agricultural development programmes. Proven capacity for critical analysis and research.

Duties:- Monitor, assess and evaluate field rural development programmes in a particular area and ensure their relativity to Government and Departmental aims and policies.

W.R.A.1 Ecologist Class 4	\$6215-6445	Port Moresby	1953	11.4.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in post-graduate work with some emphasis on handling techniques of fauna biology.

Duties:- Principal Ecologist (Research). Manage wildlife functions associated with wildlife research. Control activities of Biology and Habitat subsections.

* W.M.A.1 Ecologist Class 4	\$6215-6445	Port Moresby	1954	11.4.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide post-graduate experience in wildlife and habitat management. Proven administrative and organising ability.

Duties:- Principal Ecologist (Management). Manage wildlife functions associated with wildlife protection (enforcement) control of reserves and oversight of District Staff undertaking wildlife projects which are aimed at conserving wildlife and habitat.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture Stock and Fisheries - *continued*

P.3 Clerk Class 9	\$5755-5985	Port Moresby	1955	11.4.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in, and/or sound appreciation of departmental programmes and activities throughout Papua New Guinea. Good knowledge of Papua New Guinea agriculture and associated industries. Experience in, or knowledge of Cabinet and House of Assembly procedures. Proven administrative and analytical ability.

Duties:- Executive Officer. Co-ordinate the preparation and submission of reports, correspondence, briefs and policy papers for the Minister in relation to the work of the Department, Cabinet and the House of Assembly, and maintain appropriate records.

* W.M.R.1 Rural Development Officer Grade 4	\$4705-5065	Port Moresby	1956	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or such other educational qualifications acceptable to the Public Service Board. Extensive experience in wildlife management and thorough knowledge of wildlife resource utilisation. Desirable knowledge of fauna legislation and enforcement. Proven administrative and organising ability.

Duties:- Wildlife Superintendent. Take charge of organisation and supervision of National Wildlife projects aimed at obtaining and documenting technical and ecological data on wildlife and its habitat or fauna reserves.

W.M.E.1 Rural Development Officer Grade 4	\$4705-5065	Port Moresby	1957	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Some knowledge of Fauna Protection Legislation court procedures and experience in law enforcement desirable. Proven ability in organising, controlling and training staff.

Duties:- Senior Ranger. Take charge of wildlife enforcement function for the protection of wildlife and habitat.

* RE.16 Clerk Class 8	\$4705-5065	Port Moresby	1958	11.4.75
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Qualifications:- Degree in Agriculture, Agricultural Science, Rural Science, Agricultural Economics, Commerce, Arts (Economics), or Economics from a recognised University. Extensive experience in the collection, compilation and analysis of statistics of primary production, particularly in lesser developed countries.

Duties:- Rural Economic Statistician.

AD.114 Rural Development Officer Grade 4	\$4705-5065	Port Moresby	1959	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience and technical knowledge in the cultural methods, production, processing and marketing of rubber. Wide experience in processing and marketing systems, both overseas and Papua New Guinea.

Duties:- Rubber Development Officer. In accordance with departmental policies, direct and control the activities of the Rubber Development Section.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - continued

V.70 Associate Lecturer (RDO Class 2 or Grade 2)	\$3955-4525 \$2945-3105	Vudal	1960	11.4.75
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Qualifications:- Appropriate degree or diploma. Aptitude for teaching.

Duties:- Assist lecturers in physical science, biological science and agricultural economics at the Vudal Agricultural College.

W.R.B.1-2 Ecologist Class 2 (2 positions)	\$3955-4525	Port Moresby	1961	11.4.75
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Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent or possession of such other educational qualifications acceptable to the Public Service Board. Experience in fauna and flora biology or ecology.

Duties:- As directed, undertake professional ecologist tasks of usual complexity.

W.R.H.3 Rural Development Officer Grade 3	\$3825-4085	Port Moresby	1962	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. A knowledge of wildlife and/or experience in the animal production under tropical conditions desirable. Proven organisational and administrative ability.

Duties:- Wildlife Officer. Under limited supervision, undertake sub-professional tasks of more complex nature in wildlife research.

* W.R.B.3 Rural Development Officer Grade 3	\$3825-4085	Port Moresby	1963	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. A knowledge of wildlife and/or experience in animal production under tropical conditions desirable. Proven organisational and administrative ability.

Duties:- Wildlife Officer. Undertake sub-professional tasks of more complex nature in wildlife research.

* W.M.E.2 Rural Development Officer Grade 3	\$3825-4085	Port Moresby	1964	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. A knowledge of wildlife and/or experience in animal production under tropical conditions desirable. Proven organisational and administrative ability.

Duties:- Wildlife Officer (Ranger). Under limited supervision, undertake wildlife protection and enforcement tasks of a complex nature.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - continued

F.25 Rural Development Officer
Grade 3 \$3825-4085 Angoram 1965 11.4.75

Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven high degree of administrative organizing and planning ability. Sound experience and technical knowledge in the cultural methods, production, processing and marketing of rubber. Relevant experience of modern plant production methods and rubber propagation and nurseries management desirable, but not essential.

Duties:- Field Project Co-ordinator. Co-ordinate the execution of the redevelopment plan for the GAVIEN Rubber Resettlement Scheme.

V.15 Lecturer/Rural Development \$3825-4085
Officer Grade 3
or Mt. Hagen 1966 11.4.75
Rural Development Officer \$5295-5525
Class 3

Qualifications:- Appropriate University degree with major studies in appropriate subjects or Diploma in Agriculture or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the position.

Duties:- Lecture in livestock at the Vudal Field Station, Mt. Hagen.

Note:- Successful applicants who possess an appropriate degree will be promoted in the Class structure, whilst diplomate applicants will be promoted in the grade structure.

MS.65 Clerk Class 6 \$3185-3365 Port Moresby 1967 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience in general administration. Thorough knowledge of Administration procedures and regulations relating to stores, finance and conditions governing the acquisition of.

Duties:- Officer-in-Charge Office Services.

* W.R.H.4-5 Rural Development
Officer Grade 2
(2 positions) \$2945-3105 Port Moresby 1968 11.4.75

Qualifications:- An approved diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in organising and supervising staff. Good experience in survey and research work.

Duties:- Wildlife Officer. Undertake sub-professional tasks of a complex nature in wildlife research.

* W.M.E.3 Rural Development Officer
Grade 2 \$2945-3105 Port Moresby 1969 11.4.75

Qualifications:- An approved diploma in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in organising and supervising staff. Good experience in survey and research work.

Duties:- Wildlife Officer. Undertake sub-professional tasks of a complex nature in wildlife research.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - *continued*

* F.2042 Rural Development Technician Grade 4	\$2945-3105	Garaina	1970	11.4.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in the management of factories and the commercial production of tea. Experience in Tea Plantation management.

Duties:- Manager Grade 3. Manage the Garaina Experimental Tea Plantation.

* W.R.B.4 Rural Development Officer Grade 2	\$2945-3105	Port Moresby	1971	11.4.75
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Qualifications:- An approved diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in organising and supervising staff. Good experience in survey and research work.

Duties:- Wildlife Officer. Undertake sub-professional tasks of a complex nature in wildlife research.

R.100-101 Rural Development Officer Grade 2	\$2945-3105	Port Moresby	1972	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant experience in rubber.

Duties:- Under direction, lay down and maintain experiments and trials, carry out surveys and measure, record and maintain records on and off-station.

P.4 Clerk Class 5	\$2705-2865	Port Moresby	1973	11.4.75
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Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good experience of Departmental programmes and activities. Proven analytical and planning ability.

Duties:- Executive Officer. Co-ordinate, undertake and initiate the preparation of submission of Departmental proposals for consideration by the appropriate Departmental policy committee.

W.R.H.6-7 Rural Development Officer Grade 1 (2 positions)	\$2465-2785	Port Moresby	1974	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in the organisation and supervision of staff. Good experience in wildlife research and survey work.

Duties:- Wildlife Officer. Under regular supervision, undertake sub-professional tasks of straight forward nature in wildlife research.

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - *continued*

W.R.B.5 Rural Development Officer Grade 1	\$2465-2785	Port Moresby	1975	11.4.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in the organisation and supervision of staff. Good experience in wildlife research and survey work.

Duties:- Under regular supervision, undertake sub-professional tasks of a straight forward nature in wildlife research.

* W.M.E.4 Rural Development Technician Grade 3	\$2190-2385	As required	1976	11.4.75
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Qualifications:- A certificate in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in wildlife management. Experience in the organisation of wildlife projects and the supervision of staff.

Duties:- Assistant Wildlife Officer Grade 3. Assist in the operation of a project in a designated field of wildlife management.

F.2746-9 Rural Development Technician Grade 3 (4 positions)	\$2190-2385	Mendi	1977	11.4.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to supervise and train subordinate staff.

Duties:- Plantation Manager. Carry out the day-to-day management of a 50 hectare coffee plantation.

W.2 Clerk Class 3	\$1930-2125	Port Moresby	1978	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Provide clerical support services to professional and technical scientific staff of the Wildlife Branch.

F.2549 Clerk Class 2	\$1670-1930	Keravat	1979	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience.

Duties:- Station Clerk. Carry out duties as desirable.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - *continued*

W.R.P.3-4 Rural Development Technician Grade 1 (2 positions)	\$1670-1800	Port Moresby	1980	11.4.75
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Qualifications:- Certificate in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Some experience in wildlife conservation work may be desirable. A good knowledge of laboratory and field procedures.

Duties:- Assistant Wildlife Officer Grade 1. Assist in the operation of an aspect of a project in a designated field of wildlife research.

W.R.Q.1-2 Rural Development Assistant Grade 3 (2 positions)	\$1670-1800	Port Moresby	1981	11.4.75
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Qualifications:- Minimum of a pass at Form 2 level, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. A wide experience in fauna and habitat survey work. Some experience in training in laboratory work.

Duties:- Wildlife Assistant Grade 3.

W.R.T.1 Artisan Grade 2	\$1670-1800	Moitaka	1982	11.4.75
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Qualifications:- Qualified tradesman or possession of such other experience or educational qualifications which in the opinion of the Public Service Board are equivalent in standard to an approved certificate.

Duties:- Station Carpenter.

W.R.R.1-3 Rural Development Assistant Grade 2 (3 positions)	\$1410-1540	Port Moresby	1983	11.4.75
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Qualifications:- Minimum of a pass at Form 2 level, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in wildlife conservation. Experience in training in laboratory work.

Duties:- Wildlife Assistant Grade 2.

* P.20B-C Rural Development Assistant Grade 2 (2 positions)	\$1410-1540	Rabaul, Madang	1984	11.4.75
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Qualifications:- Qualified as a Rural Development Assistant Grade 1. Possession of a 15-ton ticket desirable. General knowledge of Papua New Guinea fishing industry desirable.

Duties:- Under limited direction, from Fisheries Inspector, undertake the following:- Maintain a constant surveillance of fishing and ancillary activities in a district; enforce fisheries laws as required; participate in prosecutions as directed; assist in inspection and certification for consignments of fish and marine produce, under appropriate legislation.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Agriculture, Stock and Fisheries - *continued*

F.1771-1772, 1772A Rural

Development Officer

Grade 1

(3 positions)

\$1200-1410

As required

1985

11.4.75

Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Livestock Officer Grade 1.

MS.91 Keyboard Operator

Grade 5

\$2705-2785

Port Moresby

1986

11.4.75

Qualifications:- Successful completion of a course of training approved by the Public Service Board or successful completion of a test approved by the Board. Ability to type at 35 w.p.m. and transcribe correctly shorthand at 80 w.p.m. Extensive experience in secretarial work.

Duties:- Executive Secretary. Provide a confidential secretarial service to the Director.

DEPARTMENT OF BUSINESS DEVELOPMENT

*64 Assistant Secretary -

Technical and Small

Industries

\$6215-6445

Port Moresby

1987

11.4.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience relevant to the duties of the position. Executive ability of a high order.

Duties:- Direct the operations of the Technical and Small Industries Branch, including research and feasibility studies into small industries and liaison with representatives of tertiary and technical institutions to foster such industries. Control, organise and direct the Rural and Villages Industries Information and Development Bureau. Advise the Small Industries Committee on technical and small industries development.

130A-E District Business

Development Officer

(5 positions)

\$4705-5065

Kavieng, Alotau

Port Moresby,

Mendi, Madang

1988

11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Commercial Studies Certificate desirable. Extensive experience in business development or in an allied field essential.

Duties:- Supervise and control all staff and business activities in a district of lesser complexity; undertake field inspections; advise, guide and assist all forms of business activity. Carry out statutory functions and other delegated responsibilities. Liaise with other departments and authorities; plan and conduct seminars, conferences and meetings to promote understanding and development of commercial activities. Research and report on major and potential business activity. Other duties consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Business Development - continued

64C Industrial Economist, Small Industries	\$4705-5065	Port Moresby	1989	11.4.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Industrial experience in project evaluation and surveys, particularly in small industries in a developing country is desirable.

Duties:- Conduct economic/technical surveys into the potential of proposed small industries projects and provide detailed economic research data in the industries for specific areas. Advise the Small Industries Committee on all economic matters affecting small industries proposals. Other duties as required.

* 322, 323, 329, 329A Financial Adviser (4 positions)	\$4705-5065	Goroka, Rabaul Wewak, Alotau	1990	11.4.75
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Qualifications:- Qualifications in accountancy or possession of such other educational qualifications as may be acceptable to the Public Service Board. Degree in Economics or Commerce preferred. Knowledge and experience to enable the efficient performance of the duties.

Duties:- Inspect, appraise and report on accounting and financial management operations of indigenous businesses. Prepare proposals for the purchase, establishment or development of indigenous businesses. Prepare forward budgets, provide specialised accounting and financial advice and advise Development Officers on such matters. Investigate the financial structure of more complex business organisations, and make recommendations on diversification, expansion or reorganisation. Advise indigenous businesses on taxation matters.

* 64A Executive Officer Small Industries Committee	\$4705-5065	Port Moresby	1991	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Demonstrated ability in secretarial and liaison duties. High motivation and demonstrated ability in preparation of reports.

Duties:- Prepare and present technical proposals to acquire data and provide executive organisation for the Small Industries Committee. Liaise with interdepartmental committee members. Prepare draft Cabinet submissions and other reports relating to the establishment of small industries. Other associated duties as directed.

* 64B Officer in Charge Small Industries Research and Development Centre	\$3955-4525	Port Moresby	1992	11.4.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Industrial experience, preferably at management level.

Duties:- Oversee the technical operations of the Small Industries Research and Development Centre. Assist with the selection of equipment, with technological processes in project studies and prepare technological reports. Other associated duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Business Development - continued

152C Business Development Officer Grade 3	\$3825-4085	As required	1993	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience in business development or in an allied field essential. Board of Commercial Studies Certificate desirable.

Duties:- Supervise and control an area embracing extensive business activity, advise, guide and assist all forms of such activities and undertake surveys into business potential. Liaise with other departments and authorities on the improvement of economic development. Advise on the issue of business licences; oversight compliance of co-operative organisations with Statutory requirements. Undertake commercial training activities. Other duties consistent with the above.

131-2 District Business Development Officer (2 positions)	\$3825-4085	Daru, Kerema	1994	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Board of Commercial Studies Certificate desirable. Sound experience in business development or in an allied field essential.

Duties:- Supervise and control staff and business activities in a district of lower complexity; undertake field inspections. Carry out feasibility studies into the establishment of new major projects; assume responsibility for implementation. Maintain close liaison with other government agencies; plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. Other duties consistent with the above.

202 A-Y Business Development Officer Grade 2 (25 positions)	\$3185-3365	As required	1995	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience as a Business Development Officer, or experience in an allied field essential.

Duties:- As Officer-in-Charge, supervise and control an area of medium business development or assist a more senior officer in an area of high business development with the following duties: advise, guide and assist all forms of business activity; undertake surveys into commercial potential; undertake commercial training activities; assist all forms of business ventures in the preparation of financial statements; liaise with authorities responsible for the issue of business licences, ensure that co-operative organisations comply with statutory provisions. Other duties consistent with the above.

* 352 Public Relations Officer	\$3185-3365	Port Moresby	1996	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to write and edit booklets, pamphlets, press releases, etc.

Duties:- Prepare press and media releases and the various publications of the Department. Organise and distribute materials for publicity purposes and associated activities. Maintain the Departmental newsheet file. Other relevant duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Business Development - *continued*

* 437 Information Officer \$2705-2865 Port Moresby 1997 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to interpret and correlate technical data and prepare reports thereon.

Duties:- Control the Rural and Village Industries Information Bureau. Liaise with international agencies for information on development of techniques and technologies. Research, extract and correlate information and prepare bulletins for distribution. Other associated duties as required.

4A Staff Clerk
Clerk Class 3 \$1930-2125 Port Moresby 1998 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work.

Duties:- Supervise and direct subordinate staff of subsection in processing staff matters and in particular: Check and sign salary, leave, special allowances, superannuation and similar advices; ensure maintenance of adequate personnel records; process engagements, movements and terminations of staff; assist in preparation of staff statistics. Assist the O.I.C. as required and provide relief in his absence from duty. Deal with routine correspondence. Assist in training subordinate staff. Other associated duties as directed.

49A-B Clerk Class 3 -
Special Projects \$1930-2125 Port Moresby 1999 11.4.75
(2 positions)

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work.

Duties:- Extract and prepare statistical information from routine reports on projects, surveys and other statistical data relating to departmental activities and business operations, including co-operatives. Perform other duties as directed consistent with the above.

5 Staff Clerk
Clerk Class 2 \$1670-1930 Port Moresby 2000 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Determine entitlement and prepare advices on salary, leave, allowances, and superannuation funds. Maintain appropriate personnel records. Deal with queries and correspondence in relation to the above. Compile staff statistical returns as required. Other associated duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

S.1A Clerk Class 9 (Assistant - National Director of Sport)	\$5755-5985	Port Moresby	2001	11.4.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good working knowledge of sport club activities, meeting procedures. Sound experience in commercial practice and financial budgeting and control. Appropriate university degree as maximum qualification.

Duties:- Assist the National Director of Sport in the planning and extension of sports and recreational activities throughout Papua New Guinea. Initiate as appropriate sport projects, liaise with other departments and make recommendations. Plan, organise, conduct and furnish information on coaching activities to promote all sports. Organise the sporting literature and film library. Liaise with, advise and assist sporting bodies in sports administration, development, maintenance and management of facilities. Act as Executive Officer to the National Sports Council. Investigate and develop overseas sporting aid programmes. Supervise the activities of the District Sports Development Boards. Co-ordinate the development of sporting facilities throughout Papua New Guinea. Control, direct and supervise subordinate staff. Carry out other duties as directed by the National Director of Sport.

X.106 Executive Assistant (Clerk Class 9)	\$5755-5985	Port Moresby	2002	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good working knowledge of Sport club activities, meeting procedures. Sound experience in commercial practice and financial budgeting and control. Appropriate university degree as maximum qualification.

Duties:- To understudy the National Director of Sport in: Survey existing facilities, interests and participation in sports, recommend for long and short term planning and development. Liaise, advise and assist government institutions on sports and recreational matters. Advise and assist sporting bodies on matters associated with Administration, equipment, grounds, facilities, coaching and national teams. Control Planning preparation and distribution of sporting literature, films, and equipment throughout the country. Prepare budgetary submissions for the Minister and administer the Sports budget. Act as the Chief Executive Officer for the National Sports Council. Plan and promote sound relationships between Papua New Guinea sporting bodies and international bodies on sporting bodies in other countries. Promote the development of self-supporting projects for sporting bodies. Other associated duties as directed by the National Director of Sport.

S.D. 40 Senior Community Development Officer (Child Welfare Officer)	\$4705-5065	Port Moresby	2003	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. University degree or diploma on social studies desirable. Wide experience in Child Welfare preferably in Papua New Guinea. Thorough knowledge of Child Welfare and allied legislation. Good administrative ability.

Duties:- Under delegation from Director of Child Welfare, administer Child Welfare Ordinance in respect of placement and oversight of wards, licensing and inspections of child minding centres, recognition and inspection of institutions under Ordinance. Ensure that affiliation orders are carried out and institute necessary proceedings where required. Under delegations from Director of Child Welfare, carry out requirements of adoption of children Ordinance in relation to placement of children, court reports and other documentations.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - continued

CL.15 Senior Correctional Officer	\$4215-4525	Port Moresby	2004	11.4.75
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Qualifications:- Successful completion of a Correctional Officer course or possession of such other qualifications as may be acceptable to the Public Service Board. Extensive knowledge of building trades. Sound experience in preparing quantity and costs estimates. Ability to prepare syllabi/training programmes in trade subjects. Proven administrative ability.

Duties:- Plan and co-ordinate trade training and industrial projects in all institutions; prepare recommendations on equipment and workshops including estimates of costs. Compile trade training syllabus; supervise implementation; ensure optimum use of all trade training facilities. Cost projects and the manufacture of industrial units; authorise purchase of materials for major projects. Plan and supervise the training, control and advancement of indigenous instructors. Evaluate and regularly report on progress of industrial and training projects; carry out inspections. Process and give lectures at the Staff Training Centre. Act on behalf of the Commissioner as "employer" for the purpose of the requirements of the Apprenticeship Ordinance in relation to detainee and Corrective Institutions Staff apprentices. Other related duties as directed.

S.2 Clerk Class 7 (Co-ordinator - Men's Sport)	\$3825-4085	As required	2005	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability of a high order. Good background, knowledge of sport, sports facilities and sports administration. Knowledge of sports co-ordination on a national basis desirable.

Duties:- Organise and direct the Men's Section of the Sporting Division of the Ministry of Culture and Recreation. Advise the Minister for Culture and Recreation on all matters relating to Sport, including establishment, grants in aid and provision of facilities. Act as alternate Executive Officer of the National Sports Council. Co-ordinate training activity, particularly in relation to National participation in International Competition. Assist and advise local sporting organizations in management and training. Carry out field surveys to assess the facilities available and to assess the sporting potential of rural areas. Assist and promote competitive sporting activities.

S.3 Clerk Class 7	\$3825-4085	Port Moresby	2006	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability of a high order. Good background, knowledge of sport, sports facilities and sports administration. Knowledge of sports co-ordination on a national basis desirable.

Duties:- Organise and direct the Women's Section of the Sporting Division of the Ministry of Culture and Recreation. Advise the Minister for Culture and Recreation on all matters relating to Sport, including establishment, grants in aid, and provision of facilities. Act as alternate Executive Officer of the National Sports Council. Co-ordinate Training Activity, particularly in relation to National participation in International Competition. Assist and advise local Sporting Organisations in Management and Training. Carry out field surveys to assess the facilities available and to assess the sporting potential of rural areas. Assist and promote competitive sporting activities.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - *continued*

S.D. 53, 64, 71, 72E Community
Development Officer Grade 2
(4 positions)

\$2705-2865

As required

2007

11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience and demonstrated ability as a Community Development Officer Grade 1 or equivalent, or an appropriate university degree together with relevant experience.

Duties:- Where necessary, study and assess social situations and recommend appropriate actions to meet needs. Assist and promote group activities designed to advance the well-being of communities through projects, clubs and sporting activities and youth work. Carry out case-work and counselling. Administer the relevant sections of the Child Welfare Ordinance and other social legislation. Assist with adult education programmes. Other associated duties as required.

S.D. 129, 131-132, 134-136
Community Development
Assistant Grade 3
(6 positions)

\$1670-2320

As required

2008

11.4.75

Qualifications:- Satisfactory previous experience as Community Development Assistant Grade 1. Ability to carry out group activities and able to work under supervision.

Duties:- Assist with the establishment of group and community activities including clubs and other organisations in liaison with governmental and other voluntary organisations. Carry out simple case-work under supervision. Other associated duties as required.

S.D. 139, 142-145
Community Development
Assistant Grade 2
(5 positions)

\$1540-1670

As required

2009

11.4.75

Qualifications:- Pass at Form 2 level. Satisfactory completion of training period as Community Development Assistant.

Duties:- Assist with the establishment of group and community activities including clubs and other organisations in liaison with governmental and voluntary organisations. Carry out simple case-work under supervision.

Auditor General's Office

* A.G. 28, 28A, 33A
Assistant Audit Inspector
(3 positions)

\$2255-2465

Port Moresby

2010

11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Progress towards accountancy qualifications desirable. Experienced in government accounting procedures desirable.

Duties:- Under supervision of an Audit Inspector, carry out audits of lesser importance and complexity of the accounts of departments and authorities, and prepare reports and make recommendations and observations on matters arising from these audits. Assist an Audit Inspector with more important and complex audits and investigations.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF EDUCATION

TE.2 Education Officer Class 10	\$6215-6445	Port Moresby	2011	11.4.75
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Qualifications:- Trained Teacher's Certificate or equivalent (including Dip. Ed.) Diploma in a Technical Faculty with eligibility for corporate membership of a recognised chartered institution, or appropriate university degree, or further qualifications in education beyond initial qualification desirable. Successful relevant experience in educational administration. Proven administrative and planning ability of high order. Personal qualities of leadership and initiative.

Duties:- In accordance with National Policies of Technical Education, administer current programmes, and plan further developments to facilitate the achievement of national educational goals in relation to the following duties: Allocate staff and material resources to Technical Colleges and Vocational Centres. Carry out progressive analysis of the distribution of opportunities for Technical and Vocational education throughout the country. Prepare establishment proposals, divisional estimates, and proposals for the construction of Technical Colleges and Vocational Centres as required. Prepare proposals for the provisions and replacement of capital equipment in Technical Colleges. Analyse utilisation and wastage of Technical Staff, and advise on recruitment programme as required. Superintend the distribution of school furniture, equipment, and teaching materials to Technical Colleges and Vocational Centres; make recommendations on standards. Maintain contact with Technical College Boards of Management and advise them on means to perform their functions of assisting each College to develop an identity and programmes fitted to the aspirations of students and the skilled needs of the community. Superintend the administration of those Technical Colleges and Vocational Centres for which the Department of Education is the controlling authority. In consultation with the Superintendent (Curriculum), maintain records of reports and ratings of the professional performance of teachers and instructors in Technical Colleges and Vocational Centres. Carry out other duties as directed consistent with the above.

HE.3 Senior Projects Officer (Clerk Class 9)	\$5755-5985	Port Moresby	2012	11.4.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board or equivalent. Appropriate degree with post-graduate qualifications desirable. Experience in education research and/or planning. Proven administrative and planning ability of high order.

Duties:- Co-ordinate research and planning on Higher Education. Co-ordinate the preparation of development programmes for higher education in Papua New Guinea and review progress against targets. Provide advice on higher education policy, in particular in professional, research and planning matters and on priorities in higher education. Advise and assist institutions of higher education in development planning. Encourage co-ordination and mutual assistance amongst institutions in academic activities, localisation of staff, improvement of teaching methods and academic performance, extension programmes and related activities. Prepare documentation of background information which will be required by the Higher Education Commission upon its establishment. Carry out such other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Education - *continued*

H707-709 Clerk Class 4 (3 Positions)	\$2255-2465	As required	2013	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Control and supervision of the school's administrative section, including: (a) general office, students records, store and library, (b) catering and housekeeping services, (c) grounds and buildings maintenance and hygiene, (d) supervision and training of clerical and domestic staff. Control of expenditure and preparation of estimates. Preparation of correspondence, reports and returns and management matters. Direction of grounds development projects. Carry out such other duties as directed consistent with above.

L151. Clerical Assistant Grade 2.	\$1540-1670	Port Moresby	2014	11.4.75
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Qualifications:- Qualified for appointment as Clerical Assistant. Previous Clerical Experience.

Duties:- Assist in funding requisitions including preliminary check of documents and availability of funds. Assist in preparation of stores and supply requirements. Organise parcel despatch. Carry out such other duties as directed consistent with the above.

DEPARTMENT OF FINANCE

A.5 Clerk Class 9	\$5755-5935	Port Moresby	2015	11.4.75
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Qualifications:- Accounting qualifications desirable. Proven administrative ability. Thorough knowledge of and wide experience in the interpretation of Territory and other legislation particularly in relation to Superannuation and Benefits funds. Sound knowledge of electronic data processing systems as applicable to these Funds. Sound knowledge in investment procedures. Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Service Board.

Duties:- Direct the work of the Superannuation Section. Act as Secretary to - The Papua and New Guinea Superannuation (Local Officers) Board; The Papua New Guinea Retirement Benefits (Contract Officers) Board. Prepare annual reports and accounts for both Funds. Responsible for the investment of the Funds. Exercise delegations from the Boards. Carry out the day-to-day movement of the Papua and New Guinea Superannuation (Local Officers) Scheme; The Papua New Guinea contract officers (Benefits Scheme). Act as signing officer for both Funds. Examine and report on special pension schemes and ex-gratia pension proposals. Review legislation and computer procedures and suggest amendments where necessary. Liaise with the commonwealth Actuary and the legislative Draftsman in connection with amending legislation. Prepare more important correspondence.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*

A.184 Clerk Class 7 \$3825-4085 Lae 2016 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive knowledge of Treasury Ordinance, Regulations and Instructions and of Public Service Ordinance, Regulations, Determinations and General Orders. Sound knowledge of governmental accounting procedures. Supervisory and administrative ability. Accounting qualifications desirable.

Duties:- Supervise and direct the activities and staff of the following sections: Budget Control, Accounts, Paying and Receiving, Accounting Machines, Sundry Debtors. Act as Certifying Officer in the Finance Area under Section 36 of the Treasury Ordinance, in view of:- Funding of requisitions, Payment of Accounts, Control of Warrants of Availability. Control the appropriation ledger and extract the monthly trial balance. Maintain the deferred wages account and the loan transit account. Supervise the training of accounting officers and prepare training programme. Deal with correspondence and attend to enquiries concerning the payment of accounts and funds distribution. Other related duties as directed.

A.297 Clerk Class 6 \$3185-3365 Mount Hagen 2017 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of the Treasury Ordinance and Regulations, Instructions, Public Service Ordinance, Regulations, Determinations and General Orders. Appropriate experience in government accounting. Accountancy qualifications desirable.

Duties:- Represent the Treasury as directed, act as Certifying Officer under Section 35 of the Treasury Ordinance, approve payment of accounts payable. Prepare accounting media for Area Finance Officer. Institute legal action for recovery of amounts owing to the Administration. Control air charters, parks and gardens, indigenous housing, administration. Exercise delegated power and functions. Other duties as directed.
DELEGATIONS - Chairman Housing Allocation Committee. Delegation under Section 6, 7 of the claims by and against the Administration Ordinance and Section 35 of the Treasury Ordinance.

A.302 Clerk Class 5 \$2705-2865 Kundiawa 2018 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of Treasury Ordinance, Regulations and Instructions and Public Service Ordinance, Regulations, Determinations and General Orders. Appropriate experience in government accounting. Accountancy qualifications or part completion of accountancy studies desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Represent the Department of Finance as required. Examine accounts submitted for payment and approve payments, prepare accounting media for Area Finance Officer. Institute legal action for recovery of amounts owing to the Administration. Control air charters, parks and gardens and cemetery functions, indigenous housing, hostels, compounds and fire services, maintain appropriate accounts. Deal with all correspondence and attend to queries on accounting matters. Advise District Commissioners and departmental representatives on Treasury procedures. Exercise delegations as directed. Other related duties as directed.
DELEGATED POWERS AND FUNCTIONS - Act as Chairman, Housing Allocation Committee. Act as a Chairman, Supply and Tenders Committee. Act under Sections 6-7 of the claims by and against the Administration Ordinance.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*

A.101 Clerk Class 5 \$2705-2865 Port Moresby 2019 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of Treasury Ordinance, Regulations and Instructions and Government accounting procedures. Good knowledge of Public Service Ordinance and Regulations.

Duties:- Supervise the activities of the staff engaged on registration and examination of claims for payment. Check claims submitted by examiners to ensure correctness in all aspects prior to certification. Deal with more complicated correspondence. Train subordinate staff. Control the preparation of miscellaneous statements in connection with Australian returns. Prepare adjusting journal entries. Undertake other related duties.

A.34 Clerk Class 4 \$2255-2465 Port Moresby 2020 11.4.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in Similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise staff working on Trust fund suspense and Trust fund other authorities ledgers. Prepare correspondence and queries relating to the Trust Fund Suspense and Trust fund other authorities. Ensure both ledgers are balanced monthly. Investigate outstanding credits remaining in the ledgers. Raise claims on commonwealth Departments and Instrumentalities and other outside bodies. Investigate outstanding and disputed claims. Other related duties as directed.

A. 147 Clerk Class 3 \$1930-2125 Port Moresby 2021 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Answer all Public Utilities queries. Accept responsibility for a section of Public Utilities Ledger. Process new connections for Water, Sewerage and Garbage and adjust the meter cards. Conduct liaison with the commonwealth Department of Works regarding all sewerage and water connections. Deal with related correspondence. Maintain Public Utilities card register and continually update it. Calculation of all meter books once a month. Other duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - continued

A.303 Clerk Class 2 \$1670-1930 Kundiawa 2022 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by L.P.O. Examine all personal claims, returns, incorrect claims and take follow-up action. Check indigenous pay sheets for correctness of rates and calculations. Prepare journal entries as required. Prepare correspondence associated with duties. Ensure that recovery action is taken when required. Maintain records and Schedules as required. Other associated duties as directed.

A.266 Clerk Class 2 \$1670-1930 Kavieng 2023 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by L.P.O. Examine all personal claims, returns, incorrect claims and take follow-up action. Check indigenous pay sheets for correctness of rates and calculations. Prepare journal entries as required. Prepare correspondence, associated with duties. Ensure that recovery action is taken when required. Maintain records and Schedules as required. Other associated duties as directed.

A.305 Clerk Class 2 \$1670-1930 Mendi 2024 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Receipt and payment of public monies. Registration of vouchers prior to payment. Issue of Debit Notes for electricity charges. Prepare Treasury Forms 11, 12, 13 and 14. Witness all cash payments. Examination of claims submitted for payment. Maintain records and schedules as required. Other associated duties as directed.

A.127 Clerk Class 2 \$1670-1930 Port Moresby 2025 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Reconcile C.S.B., Advances, D.W.T.A., R.T.A. and Trust Fund Officers overtime monthly. Prepare all queries and follow-up action. Prepare Quarterly reconciliations for these accounts and forward to Trusts (H.Q.). Other relevant duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - continued

A.106 Clerk Class 2 \$1670-1930 Port Moresby 2026 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by Local Purchase Order. Prepare routine correspondence. Advise Senior Examiner of necessity for recovery action. Assist the Senior Examiner as directed. Other associated duties as directed.

A.312 Clerical Assistant
Grade 3 \$1670-1800 Arawa 2027 11.4.75

Qualifications:- Qualified as for base grade Clerical Assistant. Previous office experience preferably including experience in registry or allied work. Ability to satisfactorily perform the duties listed.

Duties:- With a minimum of supervision perform higher grade clerical work associated with: The maintenance of claims and claimants register and index. The marking out and routing of claims to examiners, advising of duplicate claims where occurring. The return of incorrect claims and the follow-up action thereon. The checking of registers for outstanding claims, preparing, "outstanding" lists for the certifying officer's information and direction. Other associated duties as directed.

Central Planning Office

+* CG.4 Economist Class 9 \$5755-5935 Port Moresby 2028 11.4.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience as an economist or econometrician with a good statistical background. Experience in a problem-solving environment.

Duties:- Conduct and supervise research on aspects of economic development in Papua New Guinea with particular regard to national income and balance of payments projections. Under direction, maintain macro-economic models. Integration of sectoral programmes including macro-economic aspects of national and area programmes. Responsible for drafting relevant section of national and area programmes and advising and assisting departments and agencies with their contributions. Participate in interdepartmental discussions in relevant areas.

Taxation Branch

T.151 Clerk Class 4 \$2255-2465 Port Moresby 2029 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to communicate lucidly with various groups of people at village level. Ability to speak fluent Pidgin or Motu.

Duties:- Implement field education programmes designed to inform the community of the principles, practice and purpose of taxation; including: the delivery of addresses to community groups and schools; the development and maintenance of liaison with - media and other government departments whose staff may be able to assist in the programmes; the evaluation of the effect of the education programmes and the preparation of reports thereon. Carry out other duties consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - continued

Taxation Branch - continued

T.150 Clerk Class 4 \$2255-2465 Port Moresby 2030 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to communicate lucidly with various groups of people at Village level. Ability to speak fluent Pidgin and Motu.

Duties: Implement field education programmes designed to inform the community of the principle, practice and purpose of taxation, including:- (a) the delivery of addresses to community groups and schools; (b) the development and maintenance of liaison with news media and other government departments whose staff may be able to assist in the programmes; (c) the evaluation of the effect of the education programmes and the preparation of reports thereon. Carry out other duties consistent with the above.

T.92 Clerk Class 4 \$2255-2465 Port Moresby 2031 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise and control the activities and staff of the Issue Section; train subordinate staff. Examine assessed returns and sort into category and year of return. Prepare and reconcile the more general issue. Prepare and reconcile the more complex types of issue. Supervise the despatch of refund cheques and notices of assessments. Prepare monthly issue statements including the final monthly figures for inclusion in the Annual Report. Carry out other duties as directed consistent with the above.

T.76 Clerk Class 2 \$1670-1930 Port Moresby 2032 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Review taxpayers and group employers individual accounts to determine those cases where recovery action is warranted and either arrange for the issue of a reminder notice or final notice, or refer cases to Office-in-Charge Accounts for further direction. Prepare a recovery file for each case. Prepare statements of account for recovery files. Keep under constant review cases where extensions of time for payment have been granted or where recovery action is deferred for other reasons. Deal with correspondence relating to recovery cases. Prepare and issue Section 272 garnishee notices. Prepare and issue summonses and Supreme Court Writs. Carry out other duties as directed consistent with the above.

T.144 Assessor-in-Training \$1280-1605 Port Moresby 2033 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend basic training course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*Taxation Branch - *continued*

T.143 Assessor-in-Training \$1280-1605 Port Moresby 2034 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

T.142 Assessor-in-Training \$1280-1605 Port Moresby 2035 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

T.141 Assessor-in-Training \$1280-1605 Port Moresby 2036 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

T.140 Assessor-in-Training \$1280-1605 Port Moresby 2037 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

T.139 Assessor-in-Training \$1280-1605 Port Moresby 2038 11.4.75

Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*Taxation Branch - *continued*

T.138 Assessor-in-Training	\$1280-1605	Port Moresby	2039	11.4.75
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Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

T.137 Assessor-in-Training	\$1280-1605	Port Moresby	2040	11.4.75
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Qualifications:- Successful completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for assessing work.

Duties:- Attend the basic Training Course for Income Tax Assessors. Assess simple salary and wages returns under direct supervision. Other duties as directed, consistent with the above.

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

EI Secretary (Level 4)	\$7135	Port Moresby	2041	11.4.75
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Qualifications:- Academic qualifications appropriate to the functions of the Department desirable; relevant experience; organising ability.

Duties:- Control and direct the work of the Department of Foreign Relations and Trade. Provide information and policy advice to the Minister on matters relating to Foreign Relations and Trade. Formulate departmental policies relating to the discharge of approved functions. Perform other relevant duties.

DEPARTMENT OF FORESTS

DD1 Chief Draftsman Grade 2	\$5295-5525	Port Moresby	2042	11.4.75
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Qualifications:- Qualified as Draftsman Grade 1. Extensive cartographical drafting knowledge and experience and considerable managerial capacity.

Duties:- Organise and control the Mapping Branch, and co-ordinate all work of the various sections. Supervise and arrange the training of staff in all phases of mapping, particularly for forestry purposes. Liaise with other Departments, Division of National Mapping and the other Mapping Organisations. Other associated duties as required.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Forests - *continued*

DD6 Chief Draftsman Grade 1 \$4215-4525 Port Moresby 2043 11.4.75

Qualifications:- Qualified as Draftsman Grade 1. Extensive cartographic drafting knowledge and experience and considerable managerial capacity.

Duties:- Assist the C.D.2 to organise and control the Mapping Branch. Carry out research into methods of mapping and forest interpretation. Assist in periodic reviews of organisation methods and procedure within the Drafting Branch. Train staff as required. Other associated duties as directed.

AS4 Personnel Officer
(Clerk Class 5) \$2705-2865 Port Moresby 2044 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Direct and supervise the work of the Personnel Section. Exercise delegations under the Public Service Ordinance, associated Legislation and Determinations. Examine more difficult questions of entitlement and prepare submissions, recommendations and correspondence. Prepare submissions for promotions, higher duties allowance, promotions appeal committee and Gazette notifications. Ensure the maintenance of proper personnel records and statistics. Management of recruitment work including preparation of recruitment programme, advertising, related correspondence, liaison with recruitment organisation. Prepare annual salary estimates. Arrange and conduct training of clerks and follow-up investigations into efficiency of trained staff. Other related duties as directed.

AS.48 Librarian Class 2 \$2255-2505 Port Moresby 2045 11.4.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in all aspects of library work with ability to exercise initiative within a framework of set plans and objectives. Proven administrative ability.

Duties:- Provide library services to the Department of Forests and administer and control the Forestry libraries system. Prepare, introduce and administer rules, regulations, practices and procedures governing the operations of the library system and library staff. Develop the collections of library materials to support the work of the Department. Direct and co-ordinate all procedures and services within the system including acquisition, cataloguing and reader services. Supervise the compilation and maintenance of a union catalogue of holdings at Headquarters and subsidiary catalogues for each divisional library. Catalogue and classify more difficult material in the library collection. Solve difficult problems of bibliographic identification and description; assist library users and direct the preparation of bibliographic and literature searches. Deal with more complex correspondence, report writing, etc.

AS6 Clerk Class 4 \$2255-2465 Port Moresby 2046 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise and train subordinate staff in processing staff matters, in particular: (a) check and sign salary, leave, special allowance and superannuation advices; (b) ensure maintenance of adequate personnel records and staff statistics; (c) assist with the preparation of salaries estimates; (d) process engagements, movements and terminations of staff. Arrange movements of personnel and effects. Deal with more involved correspondence. Carry out other related duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Forests - continued

DM.2 Regional Clerk (Clerk Class 4)	\$2255-2465	Lae	2047	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Direct and control clerical work within the Region, including: (a) control and distribution of funds within the Region; (b) stores procurement and distribution; (c) reconciliation and dissection of expenditure to plantation cost sheets; (d) preparation of pay sheets and payment of wages; (e) staff and records. Carry out financial and purchase functions for the Forestry College. Assist in the discharge of administrative duties associated with the Region. Assist in the preparation of returns, reports, and estimates. Ensure adequate training of administrative staff within the Region. Undertake other duties as directed.

AS.3 Clerk Class 3	\$1930-2125	Port Moresby	2048	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Maintain accurate and up-to-date establishment records including duty statements and charts. Assist in the preparation of reports and statistical information. Assist in investigation and fact finding surveys. Provide clerical assistance for Assistant Ministerial Member. Other associated duties as directed.

AS.12 Clerk Class 2	\$1670-1930	Port Moresby	2049	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Calculate and check all salary variations received including leave pays, resumptions, engagements and terminations, tax gross salaries. Process and post messing and rent charges etc. to salary proof sheets. Post salary variations to proof sheets, effect changes to pay, including allowances. Check salary proof sheets against history cards. Prepare Group Certificates. Provide general assistance to the Staff Clerk as directed. Carry out other duties as directed, consistent with the above.

AS.13 Clerk Class 2	\$1670-1930	Port Moresby	2050	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Calculate and check all salary variations received including leave pays, resumptions, engagements and terminations: tax gross salaries. Process and post messing and rent charges etc. to salary proof sheets. Post salary variations to proof sheets; effect changes of bank, etc. Check and process all overtime claims. Prepare special authorities to pay, including allowances. Check salary proof sheets against history cards. Prepare Group Certificates. Provide general assistance to the Staff Clerk as directed. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Forests - *continued*

RP.59 Artisan Grade 2 \$1670-1800 Port Moresby 2051 11.4.75

Qualifications:- Successful completion of an apprenticeship in a first-class trade (as determined by the Public Service Board), or minimum of ten years experience as an Artisan's Assistant and Artisan Grade 1 or equivalent in Government service. Successful completion of a trade test and certified as reaching an acceptable level of trade competence in a first-class trade.

Duties:- Exercise trade skills to perform all duties associated with the occupant's trade including minor clerical work such as work orders, routine estimates and requisitions. Assist with the training of apprentices and Artisan's Assistants. Undertake other related duties as directed.

RP.60 Artisan Grade 2 \$1670-1800 Port Moresby 2052 11.4.75

Qualifications:- Successful completion of an apprenticeship in a first-class trade (as determined by the Public Service Board), OR minimum of ten years experience as an Artisan's Assistant and Artisan Grade 1 or equivalent in Government service. Successful completion of a trade test and certified as reaching an acceptable level of trade competence in a first-class trade.

Duties:- Exercise trade skills to perform all duties associated with the occupant's trade including minor clerical work such as work orders, routine estimates and requisitions. Assist with the training of Apprentices and Artisan's Assistants. Undertake other related duties as directed.

AS.7 Clerk Class 2 \$1670-1930 Port Moresby 2053 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Provide relief within the staff and Industrial Branch for officers proceeding on leave or training courses. Assist in all aspects of staff work. Other related duties as directed.

DEPARTMENT OF THE INTERIOR

LC.34 Deputy Chief Commissioner \$6445-6675 Port Moresby 2054 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate tertiary qualifications desirable. Proven administrative and executive ability of a high order. Extensive knowledge and experience in interpreting legislation essential.

Duties:- Carry out the statutory function of a Commissioner under the Liquor (Licensing) Act 1963-1973. Chair sittings of Commission when Chief Commissioner not available. Provide advice and assistance to all Commissioners, Licensing Inspectors, Licensees, Local Authorities and the Public on such matters as interpretation of legislation and complex matters arising out of applications. Liaise with Director of Lands on new applications for all types of licences (for approval to use land for the purpose applied for). Assist Chief Commissioner prepare policy submissions for the Cabinet through the Minister. Review relevant aspects of Liquor Licensing legislation, recommend and draft revised legislation. Perform other associated duties as directed by the Minister and the Chief Commissioner.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Interior - continued

PI Regional Supply Officer Grade 5	\$4705-5065	Port Moresby	2055	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of stock and associated financial accounting. Knowledge of finance instructions and tender and quotation procedures. Experience in supply management. Proven administrative ability. Knowledge of relevant sections of Public Service Ordinance and Regulations.

Duties:- Management of Regional Stores group to achieve effective and economic satisfaction of Administration supply needs within the prescribed region of responsibility. Liaise with departmental representatives within the Region regarding developmental trends and project activities. Provide appreciations of future supply needs and the material resources required to meet such needs in terms of transport, storage accommodation, staff and stockholdings. Provide operations reports monthly and annually, and at such other times as advice on specific phases of operations are required. Other related duties as directed.

PM.1 OIC Property Management	\$3825-4085	Port Moresby	2056	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Accommodation and Property Management procedures. Knowledge of principles of Property Management. Ability to carry out investigations and make reports. Proven governmental ability.

Duties:- Direct and co-ordinate Property Management work including the following: Control and allocation of Administration Housing; minor new works and maintenance of accommodation (residential and non-residential); critically review systems and procedures to ensure efficient control; make recommendations regarding policy in regard to all aspects of duties; supervise the administration of Parks and Gardens, Cemeteries, Town cleaning etc. and liaise where necessary with the Local Government Councils; as directed, undertake negotiations through the Office of Local Government for the progressive hand-over of functions of Local Government Councils. Other relevant duties as directed.

PH.10A Mess Supervisor Grade 3	\$2190-2385	Port Moresby	2057	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation and cooking of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedure.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper stores of mess supplies issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with management of the mess or catering service. Other related duties as directed.

*PH.20B Mess Supervisor Grade 2	\$1995-2125	Port Moresby	2058	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores Procedures.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Interior - continued

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.10E Mess Supervisor Grade 2	\$1995-2125	Rabaul	2059	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.10D Mess Supervisor Grade 2	\$1995-2125	Lae	2060	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

* PH.10C Mess Supervisor Grade 2	\$1995-2125	Port Moresby	2061	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation and cooking of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of stores procedure.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

FG.14 Clerk Class 3	\$1930-2125	Port Moresby	2062	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Direct and supervise the activities of the Registry. Prepare, maintain and amend if necessary an index of file classification; authorise the opening of new files and splitting and filing of existing files (cancelling of existing files). Direct the indenting, registration and filing of correspondence and documents and distribution and recovery of files. Train Registry staff in records procedures. Amend Legislation as required. Other related duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Interior - continued

EL.6-8 Clerk Class 3
(3 positions) \$1930-2125 As required 2063 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain Rolls for Electorates within the District. Supervise the revision and up-to-dating of Rolls, ensure proper registration of claims, appropriate action, transfer advices, objections, deaths, marriages. Responsible for receipt of any monies paid for Electoral Rolls. Assist Lecturing on electoral education to schools, colleges, womens' clubs and in villages. Assist returning officers in the conduct of House of Assembly, General Elections, Local Government Council Elections and Trade Union Elections. Other associated duties as directed.

MS.8 Clerk Class 3 \$1930-2125 Port Moresby 2064 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare salary, superannuation, provident and retirement benefits funds, leave and resumption advices. Examine applications for leave, determine entitlements and refer to competent authority for approval. Check and determine claims for travelling allowance, camping allowance and other allowances not in the nature of salary. Prepare correspondence and maintain appropriate records and statistics in relation to the above. Carry out other duties as directed, consistent with the above.

*PH.15 Mess Supervisor
Grade 1 \$1865-1995 Port Moresby 2065 11.4.75

Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.11 Mess Supervisor
Grade 1 \$1865-1995 Port Moresby 2066 11.4.75

Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Interior - *continued*

*PH.12 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2067	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.13 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2068	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.14 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2069	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.20A Mess Supervisor Grade 1	\$1865-1995	Lae	2070	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Interior - *continued*

*PH.20 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2071	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.17 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2072	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.18 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2073	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

*PH.19 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	2074	11.4.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedures.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of the Interior - *continued*

MS.36C Clerk Class 2	\$1670-1930	Port Moresby	2076	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience.

Duties:- Maintain register of accountable forms. Prepare transport, stores requisitions and Government Printer requisitions as directed. Assist Finance Section staff in clerical duties pertaining to stores and transport. Maintain control register of departmental electricity and telephone installation. Maintain stock records of Headquarters furniture and office equipment. Undertake other office services and supply type duties as directed, including local procurement for Headquarters. Other related duties as directed.

FG.13 Clerk Class 2	\$1670-1930	Port Moresby	2077	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare monies for payment of salaries and wages to Divisional Headquarters staff and storehouse personnel. Process to finality all claims for loss and or damage to personal effects for Government personnel. Other duties as directed consistent with the position.

FG.12 Clerk Class 2	\$1670-1930	Port Moresby	2078	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Process all staff advices relative to movement, engagements, recreation leave, sick leave. Assist in resolving staff matters and liaise with appropriate government departments as required. Assist Paymaster. Relieve Divisional Clerk as required. Other duties as directed consistent with the position.

FG.15 Clerk Class 2	\$1670-1930	Port Moresby	2079	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist O.I.C. with preparation or maintenance and amendments to index of file classifications, authorisation of the opening of new files and splitting and calling of existing files. Assist in classification of incoming correspondence. Assist in training registry in records procedures. Other related duties as directed.

FG.7 Clerk Class 2	\$1670-1930	Port Moresby	2080	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Examine claims for payment. Carry out other duties as directed, consistent with the position.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of The Interior - *continued*

FG.16. Clerk Class 2 \$1670-1930 Port Moresby 2081 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible, those who think they can do this work should apply.

Duties:- Maintain inward and outward correspondence records. Index correspondence and attach documents to files. Record movement of files to and from action officers. Maintain re-submit file listings. Record stamp disbursements. Other duties as directed.

*PH.8. Senior Storeman \$1410-1540 Port Moresby 2082 11.4.75

Qualifications:- Knowledge and experience of storehouse operations and the materials stores. Ability to co-ordinate staff activities, and resolve queries arising in the storehouse. Ability to control and instruct staff.

Duties:- Receive control issue and have custody of all stores within the section accordance with accepted storekeeping practice, and instructions. Maintain store records, advise OIC of replenishment needs, and significant variations in usage rates. Supervise subordinated staff in storekeeping and material handling duties. Instruct staff in the store procedures as necessary. Perform other duties.

MS 36B - Keyboard Operator
Grade 2 \$1865 - 1995 Port Moresby 2083 11.4.75

Qualifications:- Qualified as an Accounting Machinist. Knowledge and/or experience in Government accounting procedures desirable.

Duties:- Post and balance appropriation ledger daily. Produce monthly statements. Post Salary and overtime control cards and list balance daily. Balance salary and overtime cards with control weekly. Reconcile overtime ledger with appropriation ledger. Balance tax deductions as remitted to Chief Collector of Taxes monthly. Other duties as required.

FG.8 Clerical Assistant
Grade 3 \$1670 - 1800 Port Moresby 2084 11.4.75

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactory perform all the duties listed. Preferably with experience in allied or similar work.

Duties:- Maintain claims register and record all claims received for payment. Check claims for duplication and corrections, etc., Return incorrect claims and take follow up action. Maintain register of paid accounts. Periodically check registers for outstanding claims and prepare lists of outstanding claims for the finance officer. Other duties as directed consistent with the positions.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of The Interior - *continued*

FG.9. Clerical Assistant
Grade 2 \$1540-1670 Port Moresby 2085 11.4.75

Qualifications:- Qualified as for clerical assistant grade 1. Ability to perform satisfactorily all the duties listed.

Duties:- Relieve Registration Clerk as required. Collate, bind and store paid vouchers.

FG.18 Clerical Assistant
Grade 2 \$1540 - 1670 Port Moresby 2086 11.4.75

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to perform satisfactorily all the duties listed.

Duties:- Prepare reproductions from original documents or master sheets as required, using offset duplicate or photocopies. Prepare material on headline for reproduction and lenination as required. Maintain equipment in good working order and condition. Perform all duties as directed.

DEPARTMENT OF LABOUR AND INDUSTRY

X.104 Executive Assistant C.C.9. \$5755-5985 Port Moresby 2087 11.4.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Demonstrated executive potential. Member of the Senior Executive Programme or available for immediate inclusion in the programme.

Duties:- The successful applicant will undertake a programme of traning in the Industrial Development Division, in particular, the duties of Chief of Division Level one, (I.N.I.) with a view to early promotion to that position subject to satisfactory performance.

X.105 Executive Assistant Clerk
Class 9 \$5755 - 5985 Port Moresby 2088 11.4.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Demonstrated executive potential. Member of the Senior Executive Programme or available for immediate inclusion in the programme.

Duties:- The successful applicant will undertake a programme of training in the Labour Policy and Research Division, i.. particular, the duties of Chief of Division, Clerk class Eleven, (P.R.I.) with a view to early promotion to that position subject to satisfactory performance.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Labour and Industry - continued

LA.12 Executive Officer (Employment Conditions) Clerk Class 3.	\$4705 - 5065	Port Moresby	2089	11.4.75
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Qualifications:- Administrative and executive ability of high order. Detailed knowledge of all legislation administered by the Department desirable and of the Native Employment Act, the Industrial Safety, Health and Welfare Act and the Workers' Compensation Act essential. Proven ability in the preparation of important correspondence and reports. Practical background experience in labour administration desirable, with some field experience preferred. Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Service Board.

Duties:- Assist generally in the control and direction of the Division of Labour Administration, and in particular the Labour Legislation Branch. Investigate and where necessary recommend changes in the standards of conditions of employment. Perform other duties as directed.

ET. 26 Clerk Class 7	\$3825 - 4085	Port Moresby	2090	11.4.75
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Qualifications:- Experience and knowledge related to the duties to be performed. Knowledge of the labour situation, particularly in respect of occupation and skill structure. Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Investigate and advise on the acceptability and subsequent effectiveness of training and localisation programmes implemented in the private sector. Promote localisation in the private sector over the full range of occupational categories through the use of sound personnel management practice. Examine and report on the training and localisation programmes of employers involved in major projects approved by the Government and subject to training and localisation commitments. Undertake research into training needs and priorities of the PNG work force. Other duties as directed.

IR:28 Clerk Class 6

Industrial Officer
(Registry)

\$3185 - 3365	Port Moresby	2091	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the board. Background and experience relative to the duties and responsibilities of the position.

Duties:- Liaise with Industrial Organisations in connection with their obligation under current legislation. Under direction of the Industrial Registrar carry out Inspectional duties as provided for in the Industrial Relations and Industrial Organisations Ordinance. Supervise Industrial Registry inspectors and reports on the observance or otherwise of the Industrial Relations and Industrial Organisation Ordinance. Oversee all operations of the Industrial Registry. Other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Labour and Industry - *continued*

LA.15A Clerk Class 6 \$3185-3365 Port Moresby 2092 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties and responsibilities of the position. Organising ability.

Duties:- Analyse, assess and process the more complex industrial accident reports and compensation claims. Review from time to time lists of all approved insurers under the Workers' Compensation Act and prepare appropriate Government Gazette Notices. Liaise with and assist the Public Solicitor in cases for compensation. Carry out other duties as directed, consistent with the above.

ET.27-28 Clerk Class 5
(2 positions) \$2705-2865 Port Moresby 2093 11.4.75

Qualifications:- Experience and knowledge related to the duties to be performed desirable. Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Investigate and advise on the acceptability of training and localisation programmes implemented in the private sector in accordance with defined levels of skill. Follow-up and report on progress made in implementing approved programmes by individual companies and enterprises. Promote localisation in the private sector through the use of sound personnel management practices. Assist in research projects undertaken on training needs and priorities of the Papua New Guinean workforce. Carry out other duties as directed, consistent with the above.

ET.17 Assistant Supervisor \$2244-2465 As required 2094 11.4.75

Qualifications:- Qualified tradesman or equivalent. Ability to write reports and deal with routine correspondence.

Duties:- Under direction assist with the inspection of facilities available in employers' workshops for practical training of apprentices. Report on welfare of apprentices during their periods of indenture and where possible assist them in their personal as well as work problems. Under directions, undertake minor investigations and report on minor disputes. Assist in the promotion of harmony between employers and apprentices. Carry out other duties as directed, consistent with the above.

IR.26 Clerk Class 5 \$2705-2865 Port Moresby 2095 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties and responsibilities of the position. Good clerical ability.

Duties:- Receive applications for registration or alteration to registrations of Industrial Organizations. Check for compliance with terms of relevant Ordinance. Make recommendations to the Industrial Registrar concerning registration matters. Obtain and investigate details of existing industrial organizations and ensure continuing compliance with the Ordinance. Undertake court work arrangements as necessary from time to time. Perform other duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Labour and Industry - continued

LA.16 Clerk Class 4 \$2255-2465 Port Moresby 2096 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Experience in similar or allied work. Able to supervise and train junior staff.

Duties:- Assess compensation under existing legislation in cases of death or injury. Collect statutory fees and trust monies. Prepare routine correspondence and statistical data. Carry out other duties as directed, consistent with the above.

FS.92 Clerk Class 4 \$2255-2465 Mount Hagen 2097 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Experience in similar or allied work. Able to supervise and train junior staff. Lack of formal educational qualifications is not a barrier.

Duties:- Assist the OIC (Rural Employment Programme) in the management of the Rural Employment Programme (R.E.P.) which includes: Maintaining a central records system of vacancies, attestations, etc; checking R.E.P. documents and initiating follow-up action as necessary. Carrying out surveys and assessments of labour potential and exercising delegations under the Native Employment Act and related Legislation.

ET.30 Clerk Class 3 \$1930-2125 Port Moresby 2098 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Process application for entry of immigrants for employment purposes. Prepare correspondence of a routine nature in respect of immigrant employment. Supervise records control of immigrants in employment. Other associated duties as directed.

ET.19 Clerk Class 3 \$1930-2123 Port Moresby 2099 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Assist in the registration of apprentices as prescribed under the Apprenticeship Ordinance. Compile, classify and maintain statistics of apprenticeship for special projects. Assist in the preparation of manpower projection. Undertake minor investigations and prepare reports on apprenticeship matters as required. Perform other duties as required.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Labour and Industry - continued

SL.3 Clerk Class 2 \$1670-1930 Port Moresby 2100 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Research material for the compilation of training files and personal history records. Examine departmental records, e.g. personal history cards, training files, establishment records to assist senior officers as required. Perform other relevant duties as directed.

IR.2C Clerk Class 3 \$1930-2125 Port Moresby 2101 11.4.75

Qualifications:- Administrative experience in labour matters desirable. Knowledge of labour legislation necessary. Experience in Industrial Relations or Court Registry work desirable. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Establish and maintain registers and records as are required under the Industrial Organizations, Industrial Relations, Public Service Conciliation and Arbitration and Workers' Compensation Ordinances.

ET.33 Clerk Class 2 \$1670-1930 Port Moresby 2102 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Undertake general clerical duties of the Employment Regulation Branch. Prepare correspondence of a routine nature. Control and oversight branch files. Other associated duties as directed.

FS.93 Clerk Class 2 \$1670-1930 Mount Hagen 2103 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience. Lack of formal educational qualifications is not a barrier.

Duties:- Assist in the maintenance of a central records system for the Rural Employment programme. Checking of Employment Agreements, Statement of Repatriation and Final Payments, Notice of Variation and Termination of Agreements and other associated documents. Prepare routine correspondence dealing with the Rural Employment Programme. Carry out other duties as directed, consistent with the above.

DEPARTMENT OF LANDS, SURVEYS AND MINES

LD.5 Principal Lands Officer
(Clerk Class 10) \$6445-6675 Port Moresby 2104 11.4.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative and executive ability of a high order. Wide experience in administration of land legislation. Appropriate degree or professional qualifications desirable.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

Duties:- Control and direct the work of the Acquisitions, Allocations, Leases, Conveyancing, Titles and Regional Lands Sections. Co-ordinate the activities of the Regional Sections.

LD.6 Lands Officer (Clerk Class 8)	\$4705-5065	As required	2105	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good knowledge of and experience in administration of Lands Act and related Legislation. Ability to investigate and deal with land problems.

Duties:- Report and make recommendations in regard to land administration and policy matters within the area. Prepare submissions on proposals for future regional structure. Represent the Department on District Boards and Committees as required.

DM.61 Chemist Class 2	\$3955-4525	Port Moresby	2106	11.4.75
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Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant post-graduate experience.

Duties:- Supervise and undertake metallurgical investigations and procedures in fields of interest to the Department. Direct subordinate staff. Perform other duties as required.

DM.64 Chemist Class 1	\$2785-3565	Port Moresby	2107	11.4.75
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Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Control and supervise the analytical services section of the laboratory. Carry out chemical analysis on rocks, ores and earths submitted for examination. Perform other associated duties as required.

LS.4 Clerk Class 5	\$2705-2865	Port Moresby	2108	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to supervise, control and train subordinate staff. Thorough knowledge and experience of relevant legislations. Experience in field conditions.

Duties:- Examine the Lease Covenant of the small-holder Agricultural Leases and determine whether or not a lease is due for inspection or re-inspection. Prepare reports, submissions and recommendations on the leases and related matters. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

DM. 65 Technical Officer Grade 2	\$2465 - 2625	Port Moresby	2109	11.4.75
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Qualifications: Satisfactory completion of a post Form 4 certificate in chemical laboratory techniques approved by the Public Service, Board, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience chemical laboratory techniques and procedures.

Duties:- Carry out assays on samples of minerals and other substances as directed. Prepare reports. Supervise and train junior staff. Perform other duties as required.

*DM. 24, 25 Driller and Tester (2 Positions)	\$1995 - 2125	As required	2110	11.4.75
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Qualifications:- Technically minded, with ability to operate and maintain petrol and diesel engines, blacksmith experience, and lengthy field experience in rotary or percussion drilling.

Duties:- Operation and maintenance and safe-keeping of a portable percussion drilling plant in the field. Supervising and maintaining drilling crews in the field. Such other duties as directed.

* LD. 50,51 Clerk Class 3. (2 Positions)	\$1930 - 2125	Port Moresby	2111	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare routine correspondence for the despatch of lease instruments. Despatch executed lease instruments to the Registrar of Titles. Other such duties as directed consistent with the above.

LD. 71 Clerk Class 3	\$1930 - 2125	Port Moresby	2112	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare Receipt Input documents, from Receipt books, for input to the computer system. Prepare general correspondence in relation to information and enquiries received. Other related duties as required..

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

LD.73 Clerk Class 3 \$1930-2125 Port Moresby 2113 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Update freehold land records. Provide an information service on freehold land holdings. Other related duties as required.

*LD.58,59,60 Clerk Class 3
(3 positions) \$1930-2125 Port Moresby 2114 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare Receipt Input Documents, from receipt books, for input to the computer system. Provide an information service of land holdings. Other related duties as required.

LD.72 Clerk Class 3 \$1930-2125 Port Moresby 2115 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Update set aside land records. Liaise with Government Departments and authorities on property records and improvements. Other related duties as required.

*DM.39 Assistant Driller and
Tester \$1410-1540 As required 2116 11.4.75

Qualifications:- Adequate general education. Mechanical aptitude. Ability to operate and maintain petrol and diesel engines. Adequate experience in operating drilling equipment.

Duties:- Under limited supervision of the Driller and Tester, operate drilling equipment. Other related duties as directed.

*LD. 52,52 Clerk Class 1
(2 positions) \$1280-1605 Port Moresby 2117 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Checking of computer produced lease instruments. Maintain Lease Register. Other associated duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF LAW

PS. 18, 20 Senior Legal Officer				
(2 Positions)	\$3955-4525	Port Moresby	2118	11.4.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Experience in the conduct of cases, preferably in litigation involving land matters.

Duties:- Prepare briefs and conduct cases on behalf of indigenous or impecunious persons in respect of land matters.

PS. 11 Defending Officer	\$3955 - 4525	Port Moresby	2119	11.4.75
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Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Experience in the conduct of cases.

Duties:- Prepare briefs and conduct cases for the defence of indigenous or impecunious persons charged with an offence.

RG. 61 Clerk Class 7	\$3825 - 4085	Port Moresby	2120	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as are acceptable to the Public Service Board. A good understanding of the operation of customs in traditional society. Thorough knowledge of relevant legislation. Experience in the application of commercial principles and practice, particularly to small corporations. Ability to communicate at all levels.

Duties:- Carry out the statutory functions of a Deputy Registrar of Business groups. Examine and approve applications for incorporation of business groups.

DEPARTMENT OF POSTS AND TELEGRAPHS

*+ F.1 Clerk Class 9	\$5755 - 5985	Port Moresby	2121	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative and executive ability of a high order. Thorough knowledge of commercial accounting and cost accounting systems and procedures. Extensive financial experience. Accountancy or tertiary qualifications essential.

Duties:- Instigate economic and financial investigations and prepare reports as required to promote the role of the Department as a commercial enterprise. Make recommendations to management concerning ways and means to improve financial systems and increase profitability, and advise Management and Branch Heads on financial and economic matters affecting the Department. Co-ordinate all operations and functions of the Finance Board. Exercise appropriate Departmental delegations. Carry out all other duties as required and concerned with the financial and economic aspects of the Department.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - *continued*

IT.2 Senior Technical Officer Grade 3	\$3825-4085	Port Moresby	2122	11.4.75
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Qualifications:- An approved certificate of a recognised college, or institution, or equivalent as recognised by the Public Service Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board. Possession of a Radio Communications General Operations Certificate of Proficiency or equivalent desirable. Extensive radio communications regulatory and licensing knowledge and experience required. Ability to direct staff and control a range of activities.

Duties:- Manage within the limits of approved policies radio communications regulatory and licensing technical functions dealing with the specification, application and policing of standards for equipment and operating personnel including necessary co-ordination with international bodies. Formulate standards of specifications for equipment and organise and direct a system of type testing equipment and dealer approval system; issue type approval certificates and dealers certificates for hire, sales and service of equipment. Study activities of international radio organisations and technical journals to ensure that equipment design incorporates modern practices and trends. Formulate standards for operators of licensed equipment taking into account international standards; apply standards by directing and controlling an examination system; issue Operators Certificates of Proficiency to candidates satisfactorily completing examinations and determine candidates claims for exemptions. Supervise and control subordinate staff. Carry out other duties as directed consistent with the above.

* S.62 Clerk Class 5	\$2705-2865	Port Moresby	2123	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound clerical experience and ability to manage all aspects of a fleet of vehicles and mechanical aids.

Duties:- Manage the Department's Papua New Guinea fleet of vehicles and mechanical aids in accordance with overall policies; in particular: develop policies for driver responsibilities, garaging, usage and maintenance of vehicles; prepare instructions and issue documentation thereon; investigate accidents, and with Crown Solicitor's assistance determine liability and resolve claims with claimants and insurance companies; determine and specify economical maintenance and service requirements, transport and police regulations applying to vehicle categories; arrange registration and means of repair; service and supply of parts, etc. for vehicles. Carry out other duties as directed, consistent with the above.

* S.78 Clerk Class 4	\$2255-2465	Port Moresby	2124	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out investigations as directed into warehouse procedures for receipt, storage, handling, distribution, accounting and security of materials to improve and standardise procedures; prepare documentation in the form of handbooks and instructions. Assist in the determination of quantities of stores to be purchased from guidelines set by Stores Control Officer. Carry out other duties as directed, consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

TR. 2 Clerk Class 4	\$2255 - 2465	Port Moresby	2125	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Provide administrative assistance to the Principal in the management of the Branch and the College. Control and supervise the Office Services and Housekeeping Services Section. Enrol and induct new trainees. Register trainees progress, initiate follow-up action on trainee reports as necessary. Act as Executive Officer of Departmental Training Committees. Prepare reports, submissions and correspondence of a non-technical nature. Carry out other duties as directed consistent with the above, including some welfare work and extra curricula activities.

Ps. 77 Postmaster Grade 2	\$2255 - 2465	Samarai	2126	11.4.75
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Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

Duties:- Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office Staff. Such other duties as directed.

PS. 76 Postmaster Grade 2	\$2255 - 2465	Popondetta	2127	11.4.75
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Qualifications:- Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

Duties:- Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office Staff. Such other duties as directed.

Ps. 69 Senior Postal Clerk Grade 1.	\$1995 - 2125	Mount Hagen	2128	11.4.75
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Qualifications:- Qualified for promotion as Postal Clerk. Wide experience in all phases of Postal work. Supervisory ability.

Duties:- In accordance with standing instructions and as directed. Perform all money order counter duties. Supervise and assist in all general counter duties. Investigate complaints and deal with enquiries. Prepare correspondence, reports, returns etc., Requisition and issue stores and stationery. Assist with supervision and training of Post Office Staff and Security of premises, values and equipment. Perform and check of Postmaster's balances on Forms MO.100. Relieve Postmaster as required. Such other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - *continued*

PS.329 Senior Postal Clerk Grade 1	\$1995-2125	Port Moresby	2129	11.4.75
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Qualifications:- Qualified for promotion as Postal Officer Grade 4 (or Postal Clerk). wide experience in all phases of postal work. Supervisory ability.

Duties:- Supervise and assist in all general counter duties at (Grade 4) The Post Office. Investigate complaints and deal with enquiries. Prepare correspondence, reports, returns, etc. Requisition for and issue stores and stationery. Organise the training of counter staff. Oversight the security of values and equipment in the counter area. Maintain large stocks of postal values to satisfy heavy demands. Carry out such other duties as directed, consistent with the above.

*S.72 Clerk Class 3	\$1930-2125	Port Moresby	2130	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Check ledgers for availability of funds in the relevant responsibility account for every proposed expenditure and where satisfactory sign requisitions that funds are available; advise supervising officer on own initiative of likelihood of annual over-expenditure within responsibility accounts. Amend commitment ledger with order details and expenditure ledger on subsequent receipt of the payment cheque backing sheets. Carry out other duties as directed, consistent with the above.

PS.118 Postal Officer Grade 4	\$1865-1995	Panguna	2131	11.4.75
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Qualifications:- Qualified as Postal Officer, Grade 1. Successful completion of a training course related to duties.

Duties:- Supervise the operations and perform the internal check of a mail room at a medium grade Post Office or a section of a mail room at a higher grade Post Office. Control counter operations and perform Money Order duties at Grade 1 and 2 Post Offices. Perform audit of Postmasters bulk stocks and other items of balance at Grade 1 and 2 Post Offices. Carry out such other duties as directed, consistent with the above.

S.79 Clerk Class 2	\$1670-1930	Port Moresby	2132	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Compile information for input to a computer for amendments of the Department's stock title book, including: categories for new items, change in categories of existing items, other information required for print-outs. Supervise subordinate staff. Carry out other duties as directed, consistent with the above.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - *continued*

S.77, *+ S.76 Clerk
Class 2 (2 Positions) \$1670 - 1930 Port Moresby 2133 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Follow up orders as directed to ensure supplies are received and in accordance with order specifications. Advise supervising officer where complicated problems or undue delays are involved. Arrange as specified customs clearance of supplies delivered to Port Moresby. Investigate cases where suppliers documents have arrived but supplies cannot be located for clearance. Prepare delivery and payments documentation for orders fully supplied and assist as directed in the preparation of documentation for orders partly supplied.

S. 8 Clerical Assistant
Grade 3. \$1670 - 1800 Port Moresby 2134 11.4.75

Qualifications:- Qualified for appointment as clerical assistant. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Maintain centralised records system of stores and stocks held in all storehouses operated by both Supply and Engineering and initiate re-order advise when stocks reach minimum specified levels; in particular:- post details for all receipts and issues; check off balances shown on documents and follow up action on discrepancies; answer stock queries; advise supervisor of irregularities. Carry out other duties as directed consistent with the above.

DEPARTMENT OF PUBLIC HEALTH

MD. 5. Medical Officer
Class 3. \$5295 - 6525 Rabaul 2135 11.4.75

Qualifications:- Registered as a medical practitioner under the medical service ordinance.

Duties:- Administration of hospital, aid posts and all other medical services institutions. Inspection and report or conduct of institutions. Planning and oversight of patrol programme. Authorising of transfer of patients within District. Other related duties as directed.

MS. 213 Medicals Records
(Officer C.C. 3.) \$5295 - 5525 Kieta 2136 11.4.75

Qualifications:- Qualified for Second Division. Wide Clerical experience including registry duties. Knowledge of the care of medical records. Some knowledge of statistics. Practical experience in a medical library desirable.

Duties:- Receive and file medical records. Initiate and maintain efficient cross reference systems. Provide statistical data for hospital research purposes. Prepare routine statistical information. Supervise subordinate staff. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

MD.7 Medical Officer Class 3	\$5295-6525	Goroka	2137	11.4.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other associated duties as directed.

MD.10 Medical Officer Clerk Class 3	\$5295-6525	Alotau	2138	11.4.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Inspection and report on conduct of institutions. Other associated duties as directed.

MD.11 Medical Officer Class 3	\$5295-6525	Popondetta	2139	11.4.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other related duties as directed.

MD.13 Medical Officer Class 3	\$5295-6525	Wewak	2140	11.4.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within Districts. Other related duties as directed.

MD.14 Medical Officer Class 3	\$5295-6525	Vanimo	2141	11.4.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other medical services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within Districts. Other related duties as directed.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Public Health - continued

MD.15 Medical Officer
Class 3 \$5295-6525 Kundiawa 2142 11.4.75

Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other related duties as directed.

MD.16 Medical Officer
Class 3 \$5295-6525 Mt. Hagen 2143 11.4.75

Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other related duties as directed.

MD.19 Medical Officer
Class 3 \$5295-6525 Kimbe 2144 11.4.75

Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other related duties as directed.

MD.20 Medical Officer
Class 3 \$5295-6525 Arawa 2145 11.4.75

Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties:- Administration of hospitals, aid posts and all other medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Other related duties as directed.

MT.41 Education Officer
Class 6 \$3955-4085 Port Moresby 2146 11.4.75

Qualifications:- University degree of an approved University, preferably in Science. Post-graduate or diploma in Education. Experience in teaching para-medical or nursing personnel an advantage. Administrative ability.

Duties:- Direct and co-ordinate subject tutoring activities at the Para Medical College. Programme and direct the work of tutoring staff including liaison work with School of Nursing, Medical Faculty and their relevant bodies. Provide guidance and aid to teachers in teaching methodology use of audiovisual aids and evaluation and assessments of students. Prepare and review curriculum guides.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

CH.89A Health Engineer Class 2	\$3955-4525	Port Moresby	2147	11.4.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in environmental health engineering or related experience.

Duties:- Carry out surveys of environmental or related experience reference to water supplies and liquid, solid and gaseous wastes; prepare reports and recommendations. Implement approved programmes for the monitoring of air and water pollution. Advise Government Departments, Government Authorities and private enterprise on environmental health engineering problems. Assist in the preparation of environmental pollution policies and legislation. Liaise with Bureau of Environment and Conservation, Department of Public Works and other Departments and Authorities as required, particularly in relation to design criteria, specifications construction and operation of water treatment, sewage and other waste treatment plant. Assist and participate in the training of staff in environmental engineering. Carry out other duties, consistent with the above as directed.

MD.22 Medical Officer Class 2	\$3955-4525	Lorengau	2148	11.4.75
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Qualifications:- Graduate of Medicine and Surgery of an approved University, or successful completion of a course of medicine studies approved by the Medical Board. Eligible for registration as a Medical Practitioner under the Medical Services Ordinance. Experience in Health Administration in a developing country.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspections and reports on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within Districts. Other related duties as directed.

MAL.6 Clerk Class 6	\$3185-3365	Port Moresby	2149	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Register and distribute all incoming mail and correspondence. Register all incoming files and ensure return to office of origin. File all actioned correspondence in respect of policy files. Provide general clerical assistance within the section. Operate a switchboard. Other duties as directed, consistent with the above.

AS.290A Clerk Class 6	\$3185-3365	Port Moresby	2150	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Analytical capacity and sound judgment. Proven capacity to conduct methods services. A good knowledge of office procedures and office machines. Field experience in Health Care or Health Improvement programmes desirable.

Duties:- Under direction, review clerical and technical work procedures in all Divisions of the Department. Prepare detailed reports and recommendations on such review. Implement procedural changes as required by the National Health Plan. Document procedures and prepare standard procedures. Train departmental staff in approved standard procedures. Lecture at departmental training courses as required. Other relevant duties as may be required.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

AS. 290. Clerk Class 6	\$3185 -3365	Port Moresby	2151	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Analytical capacity and sound judgment. Proven capacity to conduct methods services. A good knowledge of office procedures and office machines. Field experience in Health Care or Health Improvement programmes desirable.

Duties:- Under direction, review clerical and technical work procedures in all divisions of the department. Prepare detailed reports and recommendations on such review. Implement procedural changes as required by the National Health Plan Document procedures and prepare standard procedures. Train departmental staff in approved standard procedures. Lecture at departmental training courses as required. Other relevant duties as may be required.

MAL. 21. Operations Officer	\$3185 - 3365	Port Moresby	2152	11.4.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in Malaria Service or district administration field service or similar organisation, or qualified Health Inspector with wide experience in relation to Public Health programme. Proven administrative and organisational ability in the implementation of field programmes. Sound knowledge of the objectives, policy, principles and organisation of an anti-malarial campaign desirable.

Duties:- Plan, organise, implement and assess the operational aspects of the anti-malarial programme. Advise District Health Authorities, District Commissioners, and other District Administrative and private organisations on the operational aspects of the anti-malaria programme. Plan and direct operational aspects of the training programme and lecture at the National Malaria School. Conduct trials and evaluate new and improved equipment and methods of operation. Develop new and improved techniques of application and methods of operations. Other duties as directed.

M.H. 11 Health Extension Officer Grade 2.	\$2705 - 2865	As required	2153	11.4.75
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Qualifications:- Australian general nursing registration or possession of Territory medical assistant certificate and qualifications and experience in mental nursing. Proven administrative ability. Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Administer or assist with the administration of a mental hospital or mental annexe with particular reference to: (a) diagnosis and treatment of patients. (b) Provision of electro-shock therapy; (c) supervision direction and training of local officers. Other duties consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Public Health - continued

MS. 131 Clerk Class 5. \$2705 - 2865 Port Moresby 2154 11.4.75

Qualifications:- Satisfactory completion of form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in General Clerical Work desirable. Experience in Financial and Accounting work essential.

Duties:- Oversee the day to day activities related to the running of - Preparation of the Hospital Budget. Requisite internal audit of the above functions. Liaise with Accounts Section as required. Maintain records of accountable forms. Supervise the maintenance of Assets registers, and reconciliation of these with stocktakes. Institute in-service training procedures for all staff in the relevant sections. Other duties as directed.

AS. 271 Senior Technical \$2595 - 2755 Port Moresby 2155 11.4.75

Qualifications:- Qualifications at certificate level in electrical or mechanical engineering. Post certificate qualifications in the repair and maintenance of X-Ray and associated equipment or such other qualifications as may be acceptable to the Public Service Board. Wide knowledge of all types of X-Ray and associated equipment, ability to perform installation, operation and servicing procedures, related to X-Ray equipment, electro-medical apparatus, anaesthetic and resuscitation equipment.

Duties:- Operate a maintenance service of all X-Ray Equipment (diagnostic and therapeutic) Provide maintenance of the Cobalt unit at the Lae Radiotherapy Centre as required. Provide a maintenance service of all electro-medical apparatus, anaesthetic and resuscitation equipment. Make technical recommendations as required. Install equipment as required. Conduct on-th-job training as required. Advise on the proper care, maintenance, operation and storage of equipment in hospitals. Perform other duties as required.

MT. 43 Education Officer
Class 2 (English) \$2545 - 2785 Port Moresby 11.4.75

Qualifications:- Recognised qualifications in education. Appropriate degree or diploma from a recognised university an advantage. Ability to teach paramedical students at up to post secondary level on subject matter of tutorship.

Duties:- Carry out the teaching of specialist subject at up to post secondary standard to students and trainees enrolled in all courses at the college, i.e. basic, post-basic and diploma. Periodically assist in the review and updating of courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses for students. Other duties as directed.

MS. 833 Radiographer
Grade 2 \$2465 -2625 As required 2157 11.4.75

Qualifications:- Registered as a radiographer under the Medical Services Act. Sound experience in radiographic examinations.

Duties:- Carry out the more complex radiographic examinations. Supervise and train subordinate staff. Oversight the care and maintenance of radiographic equipment. Where necessary supervise and operate a small radiography department of a General Hospital. Perform other duties as required.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Health - continued

MS.372 Supervisor (Services) Grade 2	\$2465-2545	Arawa	2158	11.4.75
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Qualifications:- Wide experience in the supervision of housekeeping and domestic services in a large institution, hospital or residential preferred. Proven organising and supervisory ability.

Duties:- Control and direct the housekeeping services operating within the intermediate and public wards, the residential nursing and medical staff quarters and the maintenance of hospital grounds and hygiene services. Ensure that staff responsible for each of these areas work to comprehensive schedules covering all daily routine cleaning and such extra non-routine cleaning as may be required. Control and direct the laundry, linen services, general stores and transport activities at the hospital. Advise the Hospital Secretary on cleaning methods and materials. Train subordinate staff. Other related duties as directed.

A.S.167 Clerk Class 4	\$2255-2465	Port Moresby	2159	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Good working knowledge of Treasury Ordinance, Regulations and Instructions in relation to duties. Good knowledge of Supply procedure and method. Good experience in clerical work associated with supply.

Duties:- Collate draft estimates received from medical stores in accordance with the sectional consolidated intending programme. Prepare estimated costs. Draft consolidated indents, according to standard specifications from approved estimates. Collate monthly sectional commitments and prepare statistics on financial position of each expenditure vote. Check reimbursements to private pharmacists under the subsidized Drug Scheme. Other related duties as directed.

AS.290D Clerk Class 4	\$2255-2465	Port Moresby	2160	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Under direction, assist in the review of clerical and technical work procedures in all divisions of the Department. Prepare reports and recommendations on such reviews. Assist in the implementation of procedural changes as required. Document procedures and prepare standard procedure manuals. Other relevant duties as may be required.

AS.13 Clerk Class 4	\$2255-2465	Port Moresby	2161	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Direct, control and supervise the Staff Statistics Sub-section. Supervise maintenance of all statistical records of local and overseas staff. Provide monthly summaries to Public Service Board, Senior Staff Conferences, Divisional and section heads. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

AS.102 Library Officer Grade 1	\$1930-2125	Port Moresby	2162	11.4.75
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Qualifications:- Successful completion of the Registration Examination of the Library Association of Australia or equivalent.

Duties:- Provide professional library services effectively and economically at the Headquarters library. Prepare, introduce and administer rules, regulations, practices and procedures governing the operation of the Library system and Library staff. Ensure effective liaison on outstation library problems, and maintain distribution services. Other relevant duties as directed.

MAL.11 Clerk Class 3	\$1930-2125	Port Moresby	2163	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Raise staff movement advices. Maintain personnel records of Malaria Staff and a current staff posting register. Maintain leave diaries. Maintain records and progress reports of Training School graduates. Prepare estimates for inclusion in annual budget. Ensure that conditions of service pertaining to labourers are current. Liaise with staff section and Labour Department as required. Prepare routine correspondence and transmit directives to field staff as required. Perform other associated duties as directed.

MS.233 Staff Clerk Clerk Class 2	\$1865-1930	Arawa	2164	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain records of hospital staff. Ensure leave applications and movement advices are forwarded to Headquarters for processing. Maintain leave rosters. Make overtime calculations. Process wages for casual labour. Perform the duties of paymaster. Check attendance registers. Other associated duties as directed.

AS.168 Clerk Class 2	\$1670-1865	Port Moresby	2165	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. General clerical experience, preferably in relation to Administration Stores procedure and methods.

Duties:- Maintain indent register. Process indents for funding and despatch. Maintain adequate records of indent movement. Maintain record of sectional statistics. Maintain register of standard specifications. Maintain register of supply agreements concluded. Maintain sectional reference catalogues. Draft indents for approved ad hoc requisitions for special items. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

MS.170 Clerk Class 2 \$1670-1865 Port Moresby 2166 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. General clerical experience.

Duties:- Provide general clerical assistance to the Radiology Section. Maintain records and filing systems, appointment arrangements, preparation of requisitions, etc. Prepare routine statistical information. Draft routine correspondence. Other related duties as directed.

AS.290F Clerk Class 1 \$1280-1605 Port Moresby 2167 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Under direction, assist in the fact collection stage of methods assignments. Assist in the preparation and production of procedure manuals and methods reports. Maintain and update a reference service on technical subjects. Act as filing clerk to the method section. Other relevant duties as may be required.

MS.404 Overseer \$1200-1410 As required 2168 11.4.75

Qualifications:- Ability to control and direct general labourers. Ability to maintain attendance registers and keep other records.

Duties:- Control and direct a workforce of casual labourers. Maintain nominal roll. Keep such records as may be necessary. Other associated duties as directed.

MS.452 Storeman \$1140-1360 Arawa 2169 11.4.75

Qualifications:- Ability to read and understand requisitions and perform simple arithmetical calculations and write despatch notes. Capacity to learn storehouse procedures and duties.

Duties:- Identify stores received checking against receipt documentation - refer complicated cases and discrepancies to higher authority. Prepare and process receiving reports. Place stores into stock, making as necessary and storing in appropriate locations. Identify and select stores for issue in appropriate units of count, measurement or weight, entering details in vouchers. Transferring stores to assembly or despatch points. Maintain stores and storehouse area in proper order and condition. Perform duties in connection with stock-taking including grouping of materials, making and identifying. Packaging stores for despatch, including those with special requirements to ensure safe transit. Other associated duties as directed.

MS.255 Clerical Assistant
Grade 3 \$1735-1800 Arawa 2170 11.4.75

Qualifications:- Extensive clerical experience, practical experience in a medical library desirable. Knowledge of the care of medical records. Sound knowledge of statistics.

Duties:- Receive and file medical records. Initiate and maintain efficient cross-reference systems. On request, provide statistical data for hospital and research purposes. Prepare regular routine statistical information. Supervise subordinate staff. Other related duties as required.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Health - *continued*

MS.329 Keyboard Operator Grade 1	\$1540-1670	Port Moresby	2171	11.4.75
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Qualifications:- Successful completion of a course of training approved by the Public Service Board or successful completion of a test prescribed by the Board. Knowledge of office practices.

Duties:- Perform general typing duties. Carry out other related duties as directed.

DEPARTMENT OF THE PUBLIC SERVICE BOARD

39 Senior Projects Officer	\$5755-5985	Port Moresby	2172	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven ability to carry out complete investigations. Collate and evaluate inter-departmental data and prepare working papers or policy submissions on important Public Service issues.

Duties:- Carry out investigational assignments, prepare reports and programmes and formulate policy recommendation for submission to the Public Service Board. Carry out manpower and associated studies. Prepare analytical summaries and where appropriate, in liaison with the Inspector Localisation. Forward planning data and associated recommendations. Carry out other duties as directed, consistent with the above.

89 Public Service Inspector	\$5755-5985	Port Moresby	2173	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of legislation and instructions relating to the Public Service and of their application, and of industrial matters in the Public Service, particularly in relation to terms and conditions of employment and discipline.

Duties:- Control and direct the work of the Staff and Industrial Section. Advise and assist departments in: (i) the application and interpretation of Public Service Legislation and Instructions; (ii) major staff and industrial matters including terms and conditions of employment and discipline. Check draft instructions and circulars concerning terms and conditions of employment and discipline, and refer to approving authority. Exercise delegations in relation to terms and conditions of employment under the Legislation. Carry out inspections as required. Other associated duties as required, consistent with the above.

105C-D Assistant Public Service Inspector (2 positions)	\$3825-4085	Port Moresby	2174	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in the conduct of personnel and industrial investigations, the making of analyses and preparation of reports or such other qualifications and experience as may be acceptable to the Board.

Duties:- Conduct investigations into personnel and industrial principles, practices and approaches, prepare reports and make recommendations. Conduct studies and prepare reports and recommendations thereon, on special developments with service wide implications. Implement changes in personnel and industrial practices including the development and conduct of training programmes, the preparation of procedural manuals and guideline material and the provision of advice to client organisations. Maintain liaison with other Branches of the Department and with other agencies on matters of mutual or overlapping interval. Represent the Department on Committees or in discussions relating to the work of the Section. Carry out other duties, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Service Board - *continued*

Administrative College

AG.29 Lecturer	\$3185-3365			
AG.30 Lecturer (2 positions)	\$3825-4085	Port Moresby	2176	11.4.75

Qualifications:- Appropriate Diploma or University Degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in P.S.H.C. or similar courses or subjects within this area. Prepare and mark examinations and other forms of assessments for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

Note: Qualifications and experience in teaching Government, Politics and Geography would be particularly appropriate for these positions.

AG.16 Lecturer	\$3185-4085	Port Moresby	2177	11.4.75
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Qualifications:- Appropriate Diploma or University Degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in communication skills or subjects within this area. Prepare and mark examinations and other forms of assessments for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

AG.18 Lecturer	\$3185-4085	Port Moresby	2178	11.4.75
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Qualifications:- Appropriate Diploma or University Degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in communication skills or subjects within this area. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

DEPARTMENT OF PUBLIC WORKS

MF.2 Clerk Class 7	\$3825-4085	Port Moresby	2179	11.4.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Accountancy qualifications desirable. Sound and varied experience in government accounting procedures and practices and sound knowledge of associated legislation and instructions. Project costing experience desirable. Proven supervisory ability.

Duties:- Carry out the duties of Sub-Accountant. Co-ordinate and supervise the day-to-day operations of the general accounts, project accounts, trusts, machine and salaries sections. Exercise delegations under the Treasury Ordinance. Examine financial statements, accounts and associated documents and prepare reports and recommendations. Ensure satisfactory clearance of salaries and contingencies to projects, and advise Treasury and relevant field staff of expenditures. Supervise training of subordinate staff and assist in departmental training programmes. Examine, recommend and prepare detailed procedures relating to departmental accounting and costing activities.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Works - *continued*

EP.R1 Senior Technical Officer Grade 2	\$3465-3695	Port Moresby	2180	11.4.75
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Qualifications:- As approved, diploma or certificate from a recognised college or institution, or equivalent or such other qualifications and experience as may be acceptable to the Public Service Board. Extensive technical experience in mechanical and electrical engineering with experience in maintenance activities.

Duties:- Carry out the duties of Maintenance. Within broad guidelines: Control sub-professional engineering and associated activities and undertake technical engineering tasks of particular complexity associated with the development and specification of standardised maintenance practices for field application and guidance on mechanical and electrical engineering functions.

WQ.A1 Clerk Class 5	\$2705-2865	Mt. Hagen	2181	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Considerable experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Carry out the duties of District Works Clerk. With administrative and clerical guidelines: Provide clerical support to the professional and technical staff of the Western Highlands District by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities, those activities not requiring professional or technical qualifications for adequate discharge; for example: (i) examine and identify incoming correspondence, prepare summaries, attach relevant documentation, and undertake action as far as practicable in accordance with local requirements. (ii) prepare general correspondence and with technical guidance the technically orientated correspondence. (iii) undertake special/financial analyses and research activities. Control, co-ordinate and oversight staff and work performance in the District accounting; staff and office services work-calls which embrace for a self-accounting Department such activities as the operation of trust accounts, processing of accounts for payment, project accounting ledgers, operation of salaries and wages advance, payments of salaries and wages, registry. Exercise financial, staff, office services, procurement, and associated delegations and authorisations. Organise and allocate further work as required, evaluate accuracy and results of all work performance, and counsel and guide by on-the-job training support clerical staff to improve their effectiveness and productivity.

MO.R1 Clerk Class 5	\$2705-2865	Port Moresby	2182	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Considerable experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Carry out the duties of OIC Registry. Direct, control and supervise the activities of the Registry, including: (a) receipt, classification, registration, filing movement for action; (b) establishment and maintenance of index and cross index systems; (c) maintenance of re-submit systems; (d) despatch and stamp control; (e) movement control; (f) culling, archival and disposal action. Deal with urgent, confidential and classified papers, and ensure that they are handled accordingly. Train staff in all phases of registry procedures, issue appropriate working instructions, and assist in departmental training programmes. Revise file indices in the light of external and internal changes to ensure orderly growth of the filing system. Supervise the operations of the departmental registry to ensure co-ordination with the requirements of the various divisions and branches. Advise and assist other divisions, branches and sections in matters relating to the management of records. Oversight the subsidiary records systems in other branches to ensure standard procedures are being followed. Review procedures employed in the regional and district registries with a view to ensuring maximum efficiency of operation and issue appropriate instructions for the guidance of action officers.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Works - *continued*

BB5,8,9,12,14 Building Inspector (5 positions)	\$2465-2625	As required	2183	11.4.75
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Qualifications:- Qualified Building Tradesman. Extensive experience in building construction, preferably at Foreman level.

Duties:- Carry out the duties of Building Inspector. Carry out inspections of buildings in progress and on completion to ensure the observance of prescribed building standards and regulations. Prepare reports on inspections for submission to the Building Board.

W.A1 Clerk Class 4	\$2255-2465	Mount Hagen	2184	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- With administrative and clerical guidelines: Provide clerical support to the professional and technical staff of the Western Highlands Region by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities those regional activities not requiring professional or technical qualifications for adequate discharge. Undertake the Regional Headquarters staff work, such as organisation of approved transfers, staff statistics, housing requirements, and arrangement of staff entitlements. Provide advice to staff on entitlements, etc. (including for Apprentices and Casual Labourers).

* TV.P1 Foreman Artisan Grade 1	\$2910-2385	Manus	2185	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties:- Within broad guidelines: Control throughout the Manus District maintenance and minor installation aspects of plant and structures of a fixed types necessitating co-ordination and supervision of multi-disciplined trades activities. Provide managerial support to the District Manager; determine field resources requirements, set priorities and ensure resources availability as programmed for continuity of both departmental and contractor works; direct more important works. Co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists; undertake inspections, investigations and analyses of activities on aspects such as productivity, performance, accidents, resource utilisation, house-keeping standards, fire and security arrangements, client satisfaction; arrange remedial action as required. Develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc. to management as directed. Carry out other duties as directed, consistent with the above.

*TQ.P4 Foreman Artisan Grade 1	\$2190-2385	Madang	2186	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience in the trades specialisation together with demonstrated ability to control staff and a programme of work.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Works - *continued*

Duties:- Carry out the duties of Foreman (Welding and Fabrications). Under limited direction: Take charge of the welding and fabrication trades specialisation for the Madang District where supervisory responsibility (contract and staff) and the volume and range of plant are of average size and complexity, in particular: control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to project. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out individual inspections, including maintenance inspections and take action accordingly. Carry out staff supervision tasks as necessary, including completion and submission of time sheets etc. and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work according to instructions, inspect or direct inspection of work performed and including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. Instigate Board of Survey action on obsolete, uneconomical plant.

* TQ.P5 Foreman Artisan Grade 1	\$2190-2385	Madang	2187	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for control of staff and a programme of work.

Duties:- Carry out the duties of Foreman (Air Conditioning and Refrigeration). Under limited direction: Take charge of the air conditioning and refrigeration primary trades specialisation for the Madang District where supervisory responsibility (contract and staff) and the volume and range of plant are of average size and complexity, in particular: Estimate material and labour requirements for individual projects; authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship. Carry out staff supervision tasks as necessary, including completion and submission of time sheets, etc. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff.

* TQ.P6 Foreman Artisan Grade 1	\$2190-2385	Madang	2188	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience with some trades supervisory experience suitable for control of staff and a programme of work.

Duties:- Carry out the duties of Foreman (Hospital). Under limited direction: Take charge of a multi-disciplined trades taskforce responsible for the maintenance of plant and facilities (e.g. steam generation and transmission, kitchen, laundry water supply, sewerage, power plant and equipment) at the Madang Hospital. Control resources allocated and programme work accordingly. Instigate Board of Survey action on uneconomical equipment etc. Organise and oversight training of assistants and apprentices and on-the-job development of all staff. Oversight and report on hospital architectural maintenance and supervise trades staff undertaking such maintenance tasks.

* TT.P2 Senior Artisan	\$1995-2125	Vanimo	2189	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience to the trades specialisation together with demonstrated ability to control staff and a programme of work.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Works - *continued*

Duties:- Under limited direction: Take charge of the air conditioning and refrigeration primary trades specialisation for the West Sepik District. Control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work according to instructions. Instigate Board of Survey action on obsolete, uneconomical plant. Carry out other duties as directed, consistent with the above.

* TR.P5 Senior Artisan	\$1995-2125	Wewak	2190	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience to the trades specialisation together with demonstrated ability to control staff and a programme of work.

Duties:- Carry out the duties of Foreman (Air Conditioning and Refrigeration). Under limited direction: Take charge of the air conditioning and refrigeration primary trades specialisation for the East Sepik District. Control resources allocated and programme work accordingly. Estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work according to instructions. Instigate Board of Survey action on obsolete, uneconomical plant.

* TQ.P3 Senior Artisan	\$1995-2125	Madang	2191	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience with trades supervisory potential to control staff and a programme of work.

Duties:- Carry out the duties of Foreman (Water and Sewerage). Take charge of a trades taskforce responsible for the operation, maintenance and installation (extensions) to sewerage and water supply systems throughout the Madang District. Control resources allocated and programme work accordingly, including estimation of material and labour requirements for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results. Carry out staff supervisory tasks. Organise and supervise contract work, inspect or direct inspection of work performed and certify satisfactory completion of work or contracts as appropriate. Oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake physical trades tasks as supervisory workload permits.

* TR.P4 Senior Artisan	\$1995-2125	Wewak	2192	11.4.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience together with supervisory ability to control staff and a programme of work.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Public Works - *continued*

Duties:- Carry out the duties of Foreman (Welding and Fabrication). Under limited direction: Take charge of the welding and fabrication primary trades specialisation for the East Sepik District. Control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work. Undertake physical trades tasks as supervisory workload permits.

*MT.4B, MT.6 Technical Assistant

Grade 1 (2 positions)	\$1670-1800	Port Moresby	2193	11.4.75
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Qualifications:- Completion or exemption from Stage One Engineering Certificate Course, Lae desirable. Ability to undertake further technical education in the Engineering Certificate Course at the Lae Technical College. Interested in geology of engineering soils and aptitude to carry out laboratory testing of soils with careful attention to detail.

Duties:- Carry out the duties of Technical Assistant Grade 1. Undertake field sampling of soils with or without supervision and carry out testing of soils in a laboratory, including sieve analysis, determination of the moisture content, liquid limit, plastic limit, plasticity index, linear shrinkage and apparent specific gravity of a soil. Also, without close supervision carry out tests to determine the engineering properties of soils including organic matter content, sulphate content, PE value, Californis Bearing Ratio of soils, sheer consolidation and stabilisation tests on soils. Without supervision, carry out tests to determine the density and strength of concrete test cylinders, blocks and bricks.

DEPARTMENT OF TRANSPORT

C.C.9 Executive Assistant
(Land Transport)

\$5755-5985	Port Moresby	2194	11.4.75
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Qualifications:- Educational qualifications at tertiary level or equivalent qualifications acceptable to the Public Service Board. Administrative ability of high order. Some experience in policy research. Applicants must be either members of the Senior Executive Programme or available for immediate inclusion in the programme.

Duties:- The occupant will undertake a programme of training in the Land Transport Division. He will supervise and control the activities of part of the Division Organization subject to proving satisfactory. He may look forward to promotion to Assistant Secretary level C.C.11. Overseas training may be included in programme.

* MS.14 Officer-in-Charge

Office Services
(Clerk Class 5)

\$2705-2865	Port Moresby	2195	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant clerical experience at a supervisory level. Ability to organise and supervise staff. Good knowledge of administrative procedures.

Duties:- Maintain efficiency at office services organization including supervision of the Registry Section. Ensure satisfactory office accommodation, furniture and equipment, typing services, transport and telephone services and office maintenance and cleaning services. Regular stocktaking and inventories of office furniture and equipment. Organize travel and accommodation bookings and itineraries as required. Carry out other associated duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport - *continued*

MS.14 Officer-in-Charge

Office Services

Clerk Class 5

\$2705-2865

Port Moresby

2196

11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant clerical experience at a supervisory level. Ability to organise and supervise staff. Good knowledge of administrative procedures.

Duties:- Maintain efficiency of office services organization including supervision of the Registry Section. Ensure satisfactory office accommodation, furniture and equipment, typing services, transport and telephone services and office maintenance and cleaning services. Regular stocktaking and inventories of office furniture and equipment. Organize travel and accommodation bookings and itineraries as required. Carry out other associated duties as directed.

* M.7 Draftsman Grade 2

\$2465-2625

Port Moresby

2197

11.4.75

Qualifications:- An approved Certificate of a recognised college or institution or equivalent as recognised by the Public Service Board, or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Under general direction from the Executive Officer, prepare drawings and specifications of mechanical fittings involving 4 classes of vessels, prepare detailed super-structure design specifications, preliminary estimates and quantity list for vessels requiring modifications, or major refits or for any projects undertaken in slipway workshops. Train apprentices in basic principles of drafting to 5th year apprenticeship standard of Trade Drawing. Carry out other associated duties as directed.

* M.7 Draftsman Grade 2

\$2465-2625

Port Moresby

2198

11.4.75

Qualifications:- An approved certificate of a recognised college or institution or equivalent as recognised by the Public Service Board, or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Under general direction from the Executive Officer, prepare drawings and specifications of mechanical fittings involving 4 classes of vessels, prepare detailed super-structure design specifications, preliminary estimates and quantity list for vessels requiring modifications or major refits, or for any project undertaken in slipway workshops. Train apprentices in basic principles of drafting to 5th Year apprenticeship standard of Trade Drawing. Carry out other associated duties as directed.

SD.5 Training Officer
Grade 2

\$2355-2705

Port Moresby

2199

11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for training duties experience in public service clerical and administrative work. Previous experience in organising and conducting training courses.

Duties:- Control departmental aspects of A.P.E.T.S. Administrative College I.T.I. Nautical School, C.A.A. Training College and other external institutions students and courses, public service cadets and vacation training schemes. Control and conduct induction and procedural training courses. Provide study guidance, careers guidance interviews and courses for staff as required. Control the staff appraisal scheme. Investigate new developments in training. Undertake other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport - *continued*

SD.4 Training Officer Grade 2	\$2355-2705	Port Moresby	2200	11.4.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for training duties. Experience in public service clerical and administration work. Previous experience in organising and conducting training courses.

Duties:- Organise training courses including selection of documentations. Arrangements of presentation methods and briefing of session leaders. Conduct and supervise classroom training for new specialised or more difficult training courses. Assess in evaluating training needs and trainee progress and performance. Complete data for use in training documentation. Assess the effectiveness of training courses and prepare reports and recommendations. Prepare course outlines, study materials and instructional plans. Provide career guidance and courses for staff where necessary. Undertake other associated duties as directed.

MS.11 Clerk Class 4				
Recruitment Officer	\$1905-2255	Port Moresby	2201	11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Collage departmental recruitment requirements and maintain recruitment records. Supervise the preparation of vacancy information for external advertisement and other recruitment material as required. Liaise with relevant authorities on recruitment and staffing matters. Provide Tables and general information as required. Control establishment and posting records. Prepare staff posting lists. Ensure relating of recruitment promotions and staff transfers to staff ceiling and establishment. Maintain staff statistical data, prepare monthly staff statistical returns and other reports and returns as required. Prepare or supervise preparation of Gazette Notifications of vacancies and other promotions. Carry out other duties as directed, consistent with the above.

E.2 Keyboard Operator				
Grade 5	\$2705-2865	Port Moresby	2202	11.4.75

Qualifications:- Successful completion of a course of training approved by the Public Service Board or successful completion of a test approved by the Board. Ability to type at 35 w.p.m. and transcribe correctly from shorthand at 80 w.p.m. Extensive experience in secretarial work.

Duties:- Within broad guidelines: Provide a confidential secretarial service to the Secretary, in particular:- Undertake stenographic and typing duties; receive and distribute incoming papers and prepare straightforward replies; channel and review outgoing papers, maintain records and files; liaise, as necessary, between the Secretary and his subordinates, other officers and Minister's office; keep the Secretary's diary and appointment book and schedule his appointments and meetings; make travel arrangements and obtain travel briefs; screen telephone calls according to instructions; undertake minor clerical and other office type duties such as operation of a small filing or recording system, collating of documents, performance of receptionist duties, preparation of simple operations and adding or calculating machines, and maintenance and amendment of publications and instructions. Undertake work for the Secretary's staff when time permits or as directed by the Secretary.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport - continued

Civil Aviation Agency

CAI. Controller of Civil Aviation	\$7500	Port Moresby	2203	11.4.75
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Qualifications:- Academic qualifications desirable. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service Board. Relevant experience. Executive ability.

Duties:- Manage the work of the Civil Aviation Division. Perform the statutory functions of Controller of Civil Aviation the Civil Aviation (Interim Arrangements) Act and Regulations. Advise the Minister on policy aspects of civil aviation.

AT. 2 Clerk Class 8 (Licensing Officer)	\$4705-5065	Port Moresby	2204	11.4.75
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Qualifications:- Sound knowledge of the operational, economic and technical aspects of air transport. Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Academic qualifications desirable. Proven ability to analyse data and prepare reports at a responsible level. Experience in research and investigation work.

Duties:- Review continuously the performance of the air transport activity of Papua New Guinea in respect of International and Domestic airline operations. Assess the needs arising from new developments. Maintain a close knowledge of the progress of sea and surface transport systems with a view to co-ordination with them. Examine and make recommendations on licensing in respect to International and Domestic airline services and activities. Advise and assist in the negotiation of bi-lateral agreements and arrangements between Papua New Guinea and other countries in respect of services and operations of an International nature. Examine and make recommendations on timetables and traffic structures for International and Domestic airline services and applications for special, extra and charter flights from International and Domestic airlines operation and permits for the importation of additional aircraft. Prepare correspondence and summaries on air transport matters including replies to questions in the Papua New Guinea House of Assembly and Ministerial letters in respect of International and Domestic airlines activities. Investigate complaints from members of public and others etc., on airline services.

AT.3 Clerk Class 7 Licensing Clerk	\$3825-4085	Port Moresby	2205	11.4.75
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Qualifications:- Sound knowledge of the operational- economic and technical aspects of air transport. Satisfactory completion of Form 6 or the Public Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Academic qualifications desirable. Proven ability to analyse data and prepare reports at a responsible level. Experience in Research and investigation work.

Duties:- Review continuously the performance of the air transport activity of Papua New Guinea in respect of General Aviation Operations. Assess the needs arising from developments. Maintain a close knowledge of the progress of surface transport systems with view to co-ordination with them. Examine and make recommendations on licensing in respect to Third Level Airline, Charter and Aerial Work Services and activities. Assist in matters concerned with International activities. Examine and make recommendations on time tables for Third level airline services and applications for special extra and Charter flight applications from Third Level airline and other air service operators. Prepare correspondence and summaries on air transport matters including replies to questions in the Papua New Guinea House of Assembly and Ministerial letters in respect of General Aviation activities. Other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport - *continued*

Marine Operation Division.

M.35A Senior Artisan	\$1645-1995	Madang	2206	11.4.75
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Qualifications:- Experience in the repair and maintenance of marine diesel engines and associated marine equipment. Surveyor ability. Qualified as an Artisan Grade 2 with diesel mechanic experience. Supervisory experience.

Duties:- Supervise or carry out as appropriate repairs and maintenance of Government vessels and marine equipment in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

Maritime Division

M.31 Senior Storeman	\$1410-1540	Port Moresby	2207	11.4.75
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Qualifications:- Knowledge and experience of storehouse operations and of the materials stored. Ability to co-ordinate staff activities and resolve queries arising in the store house. Ability to control a number of staff.

Duties:- Responsible to the Executive Officer (Govt.Fleet) for the physical operation of the Marine Storehouse at Gordons to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Prepare and process stores documents: Participate in stocktaking by locating indentifying, counting and relocating stores as directed. Carry out other duties as directed.

M.17 Clerical Assistant Gr.3	\$1670 - 1800	Port Moresby	2208	11.4.75
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Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform all the duties listed: Record expenditure on repairs and maintenance of Government vessels; Prepare and record stores issue vouchers, local purchase orders and ration supply notes for stores equipment; ration and P.O.L. Prepare expenditure returns and maintain records or overtime.; Maintain records of surveys and attend to correspondence and reports relating thereto. Maintain records of conditions of Service for national officers. File correspondence and attend to telephone calls. Prepare reports and returns as directed. Carry out other duties as directed.

M25 Clerical Assistant Grade 2.	\$1540-1670	Alotau	2209	11.4.75
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Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform all the duties listed.

Duties:- Record expenditure on repairs and maintenance of Government vessels. Prepare wages sheets and act as Pay Clerk. Prepare and record stores Issue Vouchers, Local Purchase orders and Ration supply notes for stores, equipment, rations and P.O.L. Prepare expenditure returns and maintain records of overtime. Maintain records of surveys and attend to correspondence and reports relating thereto. Maintain records of National Officers conditions of Service. File correspondence and attend to telephone calls. Prepare reports and returns as directed. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport - *continued*

Plant and Transport Authority

* T.41 Clerk Class 6 \$3185-3365 Port Moresby 2210 11.4.75

Qualifications:- Accounting qualifications desirable. Comprehensive knowledge of Treasury Ordinance, Regulations and Instructions and Government Accounting procedures. Satisfactory completion of Form 4, or the Public Service Higher Certificate, or possession of such other educational as may be acceptable to the Public Service Board.

Duties:- Direct and oversight the activities of the Examination and Certifying sub-section. Act as Certifying for the Authority. Attend to correspondence and enquiries concerning the payment of accounts and funds distribution. Other related duties.

* T.38 Clerk Class 6 \$3185-3365 Port Moresby 2211 11.4.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Control and reconcile funds and trust accounts; prepare statements. Liaise with Regions and Districts; on commitments and expenditure. Instruct other officers on trust matters, prepare more important correspondence and submissions. Other duties as directed.

T.42 Clerk Class 4 \$2255-2465 Port Moresby 2212 11.4.75

Qualifications:- Satisfactory completion of Form 4, or the Public Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Scrutinise all claims for corrections, attend to enquiries and carry out appropriate follow-up action maintain creditors ledger of paid accounts and accountable forms Register. Other relevant duties.

T. 44 Clerk Class 4 \$2255-2465 Port Moresby 2213 11.4.75

Qualifications:- Completion of Form 4, or the Public Service Higher Certificate or such other qualifications as are acceptable to the Public Service Board. Knowledge of Government Accounting principles. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain appropriation ledger; and prepare reports; record all commitment and expenditure transactions. Control vocabulary stores drawings. Classify all salary and wages expenditure. Other duties as directed consistent with the above.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973SECTION 51NOTIFICATION OF PROMOTIONS AND TRANSFERS

The following promotions and transfers have been made with effect from the respective dates shown below. All promotions and transfers notified below are final and are not subject to appeal.

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos.No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department Where Applicable)</u>
DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES				
3	47 of 4.7.74	V.70-71 (2 positions)	24.10.74	Jimmy N'DRARAS (Department of Education)
DEPARTMENT OF BUSINESS DEVELOPMENT				
836	75 of 7.11.74	45, 46, 47 (3 positions)	17.1.1975	Memafu MALARA Samson Cassa KASSE
DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION				
881	75 of 7.11.74	AG.11	21.1.75	Pius John KAPATA
882	75 of 7.11.74	AG.17, AG.23, AG.33 (3 positions)	21.1.75	Lohia KORA
885	75 of 7.11.74	CI.20-22 (3 positions)	30.1.75	Joseph Kavo APAU Robin POLIS
884	75 of 7.11.74	CI.2B	14.1.75	Andy SIURE
866	75 of 7.11.74	H.28	3.2.75	Karo IGA
872	75 of 7.11.74	H.25	3.2.75	Jim Steve MARUM
874	75 of 7.11.74	M.27	5.1.75	Sese MOREA
864	75 of 7.11.74	H.53	3.2.75	Aloysious MATA
Corrective Institution Services				
887	75 of 7.11.74	CI.38,39 (2 positions)	30.1.75	Andrew DAMBOI
Office of Information				
902	75 of 7.11.74	GL.18-19 (2 positions)	4.2.75	Mu FEAREKA
912	75 of 7.11.74	ES.84	3.2.75	Tabua BAMA
DEPARTMENT OF EDUCATION				
924	75 of 7.11.74	DI.30	20.1.75	Semeri HITUNG FOREST
925	75 of 7.11.74	IA.5-7	20 1.75	Duffil HAROPE
931	75 of 7.11.74	DI.37	20.1.75	James MELARE
930	75 of 7.11.74	DI.2	20.1.75	Dika ITANA
936	75 of 7.11.74	DI.38	21.1.75	Koani KARUA
934	75 of 7.11.74	DI.15	21.1.75	Segela LALELA
2557	40 of 6.6.74	TT.4	7.12.74	George OBARA
2552	40 of 6.6.74	DS.1	26.11.74	Nasson Waminara PAULIAS

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
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Department of Education - *continued*

939	75 of 7.11.74	DI.7-10 (4 positions)	21.1.75	Lae LAVO Udia GAHUNA
938	75 of 7.11.74	DI.39,40 (2 positions)	21.1.75	Sebastian Joe PANDUR (Dept. of Agriculture, Stock and Fisheries)
648	67 of 3.10.74	E.7	8.1.75	Liriope MERO

DEPARTMENT OF FINANCE

363	61 of 5.9.74	B.28	22.1.75	Nelson WILLIAH
963	75 of 7.11.74	A.301	28.1.75	Joseph YANGAU
966	75 of 7.11.74	A.32	29.1.75	Maivara HURAE
957	75 of 7.11.74	A.148 (2 positions)	27.1.75	Sisina GUBA
945	75 of 7.11.74	MS.4	27.1.75	Stella Honor LAPAN
953	75 of 7.11.74	I.16	28.1.75	Mellie GULUA
398	61 of 5.9.74	T.150,151 (2 positions)	30.1.75	Remoa ASINU
952	75 of 7.11.74	B.22	28.1.75	Ruma VAI
949	75 of 7.11.74	MS.16	27.1.75	Geno Varage MAINO
962	75 of 7.11.74	A.217	28.1.75	Henri POSA
959	75 of 7.11.74	A.155	29.1.75	Vonsila KOLIAS
954	75 of 7.11.74	MS.20	29.1.75	Tau Gari FIDI (Department of Education)
956	75 of 7.11.74	A.132	31.1.75	Isi ANI

DEPARTMENT OF INTERIOR

980	75 of 7.11.74	FG.3	22.1.75	Benny MANJI
983	75 of 7.11.74	FG.4	22.1.75	Vagi Vele ASI
982	75 of 7.11.74	FG.5	22.1.75	Hahine MERO
981	75 of 7.11.74	FG.4	22.1.75	Heure DALA
984	75 of 7.11.74	FG.6	22.1.75	Hitolo MOREA

DEPARTMENT OF LABOUR AND INDUSTRY

992	75 of 7.11.74	FS.69,87,88 (3 positions)	16.1.75	John KAMOKABA (Department of Interior) Vincent BOSPINDIK Maniau Lengko YANGA
997	75 of 7.11.74	FS.52,53,54,57, 60,63,64 (7 positions)		Lari James MOREHARI Otto KABONANGA Hann LAGEA

DEPARTMENT OF LANDS, SURVEYS AND MINES

1026	75 of 7.11.74	DM.68	15.1.75	Gau MOREA
1025	75 of 7.11.74	DM.67	15.1.75	Garori MACKINGTON
1015	75 of 7.11.74	REG.41	16.1.75	Geno MEA (Transfer)
1019	75 of 7.11.74	MB.17	17.1.75	Pou MITASE
1016	75 of 7.11.74	ADM.11	17.1.75	Judah KARAU

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
Department of Lands, Surveys and Mines - <i>continued</i>				
1012	75 of 7.11.74	ADM.10	16.1.75	Gabriel TAGO
1021	75 of 7.11.74	REG.50,43,49,57 (4 positions)	17.1.75	Lohia LOHIA Moto MAGINI Nicholas Meros MATUI Jeremiah SINGOMAT
1023	75 of 7.11.74	ADM.17	17.1.75	Paul WAI
1011	75 of 7.11.74	L.2	16.1.75	Mark Dyle DEI
DEPARTMENT OF POSTS AND TELEGRAPHS				
253	54 of 1.8.74	PP.1	17.1.75	Julius TAMAH
252	54 of 1.8.74	PH.1	17.1.75	Patrick TOMAUSI
DEPARTMENT OF PUBLIC HEALTH				
559	61 of 5.9.74	MH.11D	4.12.74	Shem WOJEIBA
720	67 of 3.10.74	CH.156-158, 158B (4 positions)	23.1.75	Maimu KOPI Gladstone MAIBANI Vui MEA John Songan POMAT Boniface UMBA
DEPARTMENT OF THE PUBLIC SERVICE BOARD				
746	67 of 3.10.74	AC.81	14.1.74	Nelson Eddie PAULIAS
1076	75 of 7.11.74	240	4.2.75	Wammar BUIA
1073	75 of 7.11.74	241,242 (2 positions)	4.2.75	Tau HOBART Chamilou SAMOL (Department of Law)
1078	75 of 7.11.74	119	4.2.75	Larikapu HARE
1069	75 of 7.11.74	193A	4.2.75	Tau PO'O
1060	75 of 7.11.74	228A	21.1.75	Alois Lukumbani BRANCH
1079	75 of 7.11.74	121	4.2.75	Sama ARUA
DEPARTMENT OF PUBLIC WORKS				
1108	75 of 7.11.74	RR.A1	30.1.75	John Kanawi LITAU
1089	75 of 7.11.74	RV.A1	30.1.75	Patrick MUI
1115	75 of 7.11.74	TQ.L1	10.1.75	Sera BAUDE
1121	75 of 7.11.74	E.37	7.2.75	Kere RAUKE
1122	75 of 7.11.74	E.40	7.2.75	Hitavokore OPAVILA
1100	75 of 7.11.74	QW.A1	7.2.75	Ben Albert MOIDE
1103	75 of 7.11.74	TT.A1	7.2.75	Audo DOWAKI
1107	75 of 7.11.74	QR.A1	7.2.75	Donald Gill BELONA
1101	75 of 7.11.74	V.A1	7.2.75	Irau Raka KWARI
1105	75 of 7.11.74	VT.A1	7.2.75	Vagi IRU
1114	75 of 7.11.74	LG.30	10.2.75	Bill Baroa BOURAGA
1109	75 of 7.11.74	TV.A1	7.2.75	Thomas Popeu MALIKES
1095	75 of 7.11.74	TR.A1	7.2.75	Kalama Joseph FAGU'U

WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:

Department of Agriculture, Stock and Fisheries

In Gazette No. 83 of 5th December, 1974 Position No. F.2746-2753, Advertisement No. 1197.

Department of the Chief Minister and Development Administration

In Gazette No. 75 of 7th November, 1974 the following positions are withdrawn:-

Position No. H.16, Advertisement No. 869

Position No. H.29, Advertisement No. 877

Position No. H.16, Clerk Class 4, Advertisement No. 869

Position No. H.29, Clerk Class 2, Advertisement No. 877

In Gazette No. 40 of 6th June, 1974 Position No. AG.24, AG.29, AG.31, Advertisement No. 2545.

Office of Information

In Gazette No. 75 of 7th November, 1974 Position No. IN.13, Advertisement No. 897

In Gazette No. 67 of 3rd October, 1974 Position No. CCl, Advertisement No. 644

Department of Finance

In Gazette No. 2 of January, 1974 Position No. MS.47, Advertisement No. 1473

Central Planning Office

In Gazette No. 11 of 7th February, 1974 Position No. MP.2 Senior Manpower Officer Clerk Class 9, Advertisement No. 1370

Department of Foreign Relations and Trade

In Gazette No. 67 of 3rd October, 1974 Position No. C.117, Advertisement No. 664.

Department of Labour and Industry

In Gazette No. 2 of January, 1975 Position No. PR.11 Projects Officer Clerk Class 7, Advertisement No. 1519.

Department of Lands, Surveys and Mines

In Gazette No. 83 of 5th December, 1974 the following positions are withdrawn:-

Position No. LD.50,51 Clerk Class 3, Advertisement No. 1284

Position No. LD.52,53 Clerk Class 3, Advertisement No. 1285

Position No. LD.58,59,60 Clerk Class 3, Advertisement No. 1286

Department of Public Works

In Gazette No. 2 of 2nd January, 1974 the following positions are withdrawn:-

Position No. QQ.P4, Works Supervisor, Advertisement No. 1642

Position No. RQ.P1, Works Supervisor, Advertisement No. 1641

Position No. VQ.P1 Works Supervisor, Advertisement No. 1643

Position No. VR.P1 Works Supervisor, Advertisement No. 1644

Withdrawal of Notification of Vacancies - *continued*Department of Public Works - *continued*

Position No. RT.P1 Works Supervisor, Advertisement No. 1645
 Position No. VQ.P8 Technical Officer Grade 2, Advertisement No. 1647
 Position No. VQ.P6 Foreman Artisan Grade 1, Advertisement No. 1648
 Position No. QQ.P6 Foreman Artisan Grade 1, Advertisement No. 1649
 Position No. R.T.P5 Foreman Artisan Grade 1, Advertisement No. 1650
 Position No. WR.P1 Foreman Artisan Grade 1, Advertisement No. 1652
 Position No. VR.P2 Foreman Artisan Grade 1, Advertisement No. 1653
 Position No. VQ.P3 Technical Officer Grade 1 Advertisement No. 1654
 Position No. RQ.P4 Foreman Artisan Grade 1, Advertisement No. 1655
 Position No. R.R.P1 Foreman Artisan Grade 1, Advertisement No. 1659
 Position No. RT.P2 Foreman Artisan Grade 1, Advertisement No. 1660
 Position No. VQ.P2 Foreman Artisan Grade 1, Advertisement No. 1661
 Position No. QQ.P7 Foreman Artisan Grade 1, Advertisement No. 1662
 Position No. WQ.P2 Foreman Artisan Grade 1, Advertisement No. 1663
 Position No. RQ.P6 Foreman Artisan Grade 1, Advertisement No. 1664
 Position No. VQ.P7 Foreman Artisan Grade 1, Advertisement No. 1665
 Position No. WQ.P4 Senior Artisan Advertisement No. 1666
 Position No. WR.P2 Senior Artisan Advertisement No. 1667
 Position No. WR.P4 Senior Artisan Advertisement No. 1668
 Position No. WR.P5 Senior Artisan, Advertisement No. 1669
 Position No. VT.P2 Senior Artisan, Advertisement No. 1670
 Position No. RQ.P7 Senior Artisan Advertisement No. 1671
 Position No. VT.P1 Foreman Artisan Grade 1, Advertisement No. 1656
 Position No. RQ.P2 Foreman Artisan Grade 1, Advertisement No. 1658

Department of Transport

In Gazette No. 75 of 7th November, 1974 the following positions are withdrawn:-

Position No. P.6 Clerk Class 4, Advertisement No. 1149
 Position No. MS.5 Clerk Class 3, Advertisement No. 1154
 Position No. MS.3 Clerk Class 1, Advertisement No. 1161
 Position No. MS.16 Clerk Class 2, Advertisement No. 1156
 Position No. MS.24 Keyboard Operator Grade 1, Advertisement No. 1167
 Position No. AD.2A Clerk Class 4, Advertisement No. 1152
 Position No. MS.10 Clerical Assistant Grade 1, Advertisement No. 1169
 Position No. MS.32 Clerk Class 2, Advertisement No. 1155
 Position No. MS.13 Clerk Class 4, Advertisement No. 1151
 Position No. MS.4 Clerk Class 4, Advertisement No. 1150
 Position No. IA, Advertisement No. 1134
 Position No. P.16, Advertisement No. 1148
 Position No. P.23, P.24, Advertisement No. 1163
 Position No. P.21, P.22, Advertisement No. 1158
 Position No. P.3, Advertisement No. 1127
 Position No. P.15, Advertisement No. 1144

In Gazette No. 83 of 10th January, 1975, Position No. MS.29, Advertisement No. 1370

GAZETTE CORRECTIONS

In Gazette No. 8 of 6th February, 1975 under the heading "Withdrawals of Notifications of Vacancies" sub-heading "Department of Chief Minister and Development Administration" (Office of Information), it was necessary to withdraw only 7 positions. The following positions were withdrawn incorrectly:-

Position No. GL.4 Government Liaison Officer Grade 4 is withdrawn and not GL.4-9 as advertised previously.

Position No. GL.73 Government Liaison Officer Grade 2 is withdrawn and not GL.62-73 as previously advertised.

Position No. GL.120-124 Clerk Class 2 are withdrawn and not GL.120-139 as previously advertised.

Gazette Corrections - *continued*

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Lands, Surveys and Mines" Position No. DM.66, Advertisement No. 1570 was advertised incorrectly. It should read Technical Officer Grade 1 and not Technical Assistant as previously advertised.

In Gazette No. 8 of 6th February, 1975 under the heading "Vacancies" sub-heading "Department of Labour and Industry" position No. LA.3, Inspector Grade 1 (Weights and Measures), Advertisement No. 1850 was advertised without an asterisk and should read *LA.3 and not as previously advertised.

PUBLIC SERVICE (INTERIM ARRANGEMENTS)ORDINANCE 1973PROMOTIONS - SECTION 36

Under the provision of Section 36 of the above-mentioned Ordinance, the following officers have been promoted from Assistant Patrol Officer, \$1280-1605 to Patrol Officer, \$1670-2320:-

With effect from 19th December, 1974: Linus Yagi LAI, William SIBIA, Titus SUMA.

With effect from 16th January, 1975: Taylor GILINI.

With effect from 22nd January, 1975: Mara ALLI, Gerson AMEN, Amino BALE, George CHAPOK, George DUI, Philip EKA, Gawaga EWABO, Ejiro TRURAPA, Napoleon KAEMALA, David KASURI, Billy KAVANAMUR, James Maweni KOIKOI, Chapau LILI, John MALAWA, John MOREA, Lengisan NOAN, Mathew PABARIKIA, Martin PAINING, John PERIL, Smais PHILLIPUS, Hetaro SIOVE, Maraga SOLOMON, Peter TOROT, Leo TUALIR, Clement ULA, Philip VAKORE, Thomas Pambit WINDI.

With effect from 5th February, 1975: Marik ARONGO, Albert BAROKU, Duncan BOROGAO, Otto GANAIL, Bai GILA, Papaig GUASI, John Paul HOMBOMIA, Herman ITAGAU, Peter KAIMU, Francis KALAI, Paul KAMEL, Naipat KEAE, Tapkon KEPAS, Lugabai KONAUI, Cyrillus LOMAN, Roger MAGAUTU, Philip MAPAH, Pius MISAN, Eric MOSOKE, John NONGLA, Olmi OTTO, Luk PENA, Shemaue TAYA, Bingeding TENGENG, Izape TOTA, Gendua VAGIRE.

With effect from 19th February, 1975: Urgan Peter ABA, Edward Muriki ABABA, Joseph A. AGULUA, Michael DIRIE, Vari FORE, Aruba GAMI, Vaiha GASOWARE, Kevin INUWAI, Melek B. KALIT, Gabriel KIEKI, George LESI, Mugagor MULUL, Jack OGA, Philip OPRI, Stephen POKPOK, Peter SAILOIA, Anton SALAWANI, Gabriel TOWAIRA, Irenius WIBEAWA.

With effect from 19th March, 1975: Michael Kusimb PEGEM

The following officers were promoted from Trainee Community Development Officer, \$1280 to Community Development Officer Grade 1, \$1670-2320:-

With effect from 30th January, 1975: Marie Theresa HEBEI, Moro KAUTETE, Ronnie KEPAS, Wari KOUPA, Isabel LAVUTUL MARIT, Matresia MAUNG, Doresi METU, Ezekiel PAPI, Lomot POPICH, Vigura ROBO, Hendri MOKU SAUIWALI, Veronica SIUNE, Sisenta TAPEN, Tito TOVARTABARATA, Millie WANI, Bruno WONE.

With effect from 19th February, 1975: Gini ABE, Thomas VOGUSANG

With effect from 25th February, 1975: Agnes KILA

With effect from 11th March, 1975: Francis KANING, Catherine NANIA.

With effect from 26th March, 1975: Thomas KAWANG

Under the provisions of Section 36 of the above mentioned Ordinance, the following officer has been promoted from Technical Assistant Grade 1, \$1670-1800 to Engineer Class 1, \$2945-3565 with effect from 7th December, 1973: Andrew TEMU.

DEPARTMENT OF THE HOUSE OF ASSEMBLY

VACANCIES

Applications are invited from officers of the National Public Service of Papua New Guinea for the following new and vacant positions in the Department of the House of Assembly. Applicants should state their full name; date of birth; present position and salary classification; date of appointment to the Public Service; and qualifications and experience.

- | | |
|--|---|
| Position RI.2: | - Legislative Research Specialist Grade 3
\$4705-5065 |
| Qualifications: | - Appropriate University Degree. Sound experience in research work. Ability to accept a high level of responsibility and work on own initiative. Fluency in Melanesian Pidgin essential. |
| Duties:- | - Undertake research projects of a more intensive type than average. Maintain general information service to Members, using the most appropriate methods available. Organise and conduct briefing sessions as directed. Develop access to specialised advice. |
| Position RI.4 | - Legislative Research Specialist Grade 2 (2 positions)
\$3825-4085 |
| Qualifications | - Appropriate University Degree. Previous experience in research work. Ability to speak Melanesian Pidgin. |
| Duties | - Undertake research projects as directed. Assist in maintaining general information services to Members. Assist in major research projects. |
| Positions RI.12, RI.13 | - Legislative Research Specialist Grade I
\$2705-3365 |
| Qualifications | - Appropriate University Degree. Potential for research work. Broad understanding of the ethics of a parliamentary service. |
| Duties | - Undertake research projects under supervision and prepare reports as required. Maintain information collection and collation services and assist with the compilation of general information material for distribution to Members of the House of Assembly. Assist with compilation of material for courses, seminars and individual briefing material. Develop expertise in the use of audio-visual techniques in the distribution of information. |
| NOTE: Previous applicants for positions No. RI.4, RI.12 and RI.13 which were advertised in the February Gazette need not reapply and will be considered. | |
| Positions IT.4, IT.7, IT.11 | Interpreter (3 positions)
\$1670-3365 |
| Qualifications | - Qualified for Second Division. Fluency in English and either Melanesian Pidgin or Hiri Motu. Satisfactorily passed the elementary proficiency test in interpreting. |

DEPARTMENT OF THE HOUSE OF ASSEMBLY

Vacancies - *continued*

Duties:-

- Engage in simultaneous interpretation during sittings of the House of Assembly. Prepare precis of Bills and other documents and translations of precis and original documents. Check typescripts of Hansard against tape recordings. Assist in explaining bills and documents to Members.

NOTE: Progress within the salary range is subject to passing prescribed proficiency examinations. Arrangements will be made to test applicants not already having passed the elementary proficiency test in interpreting.

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Position GS. 2

- Staff Clerk \$2255-2465

Qualifications:

- Satisfactory completion of Form IV or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of personnel, salaries and wages procedures, involving good knowledge of Public Service Ordinance, regulations and determinations. Previous experience in personnel or staff field.

Duties:-

- Maintain personal files and records for staff and members. Prepare and process variations, leave applications and superannuation documents. Prepare staff statistics.

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Positions PS. 6, PS. 7

- Senior Attendant \$1865-1930

Qualifications:

- Competent in English, Melanesian Pidgin and/or Hiri Motu languages. Ability to supervise subordinate staff.

Duties:

- Ensure the efficient operation of the attendant staff in an allocated area of the precincts. Assist the Principal Attendant in the discharge of his responsibilities as required. Undertake attendant duties as required.

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Position DB-11

- Principal Tape Transcription Typist \$2255-2465.

Qualifications:

- Ability to type competently at 35 w.p.m. Ability to train transcription typists. Some knowledge of Parliamentary form and procedures.

Duties:

- Supervise and train transcription staff. Supervise production of daily hansard. Supervise typing of hansard fair copy. Assist with the preparation of hansard copy.

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DEPARTMENT OF THE HOUSE OF ASSEMBLY

Vacancies - *continued*

- Position DB. 12 - Senior Tape Transcription Typist \$1995-2125.
- Qualifications: - Ability to type completently at 35 w.p.m. Proven ability as an audio typist. Ability to supervise staff.
- Duties: - Assist Principal Tape Transcription Typist, with overall training and supervision of tape transcription typist arrange attendance roster and liase with Administrative Staff for transport for Tape Transcription Typists dueing meetings of the House. Assist with transcription duties where necessary. Assist with preparation of hansard copy.
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- Positions DB.13 - DB.21 - Tape Transcription Typist \$1865-1995 (7 positions)
- Qualifications: - Ability to type competently at 35 w.p.m. Proven ability as an Audio Typist. Ability to operate audio equipment.
- Duties: - Maintain log of proceedings of the House. Type verbatim transcription of proceedings from tape recordings according to parliamentary proforma. Operate audio equipment. Ensure correct continuity of transcript especially in relation to translated passages. Produce records of proceedings of Standing and Select Committees, Court Hearings, Meetings of special Boards, Committees, Commissions, as directed.

NOTE: Suitable audio training will be provided for successful applicants and competent typists without audio-typing experience should also apply.

Applications for all positions advertised in the Department of the House of Assembly should be forwarded to the Clerk of the House of Assembly, P.O. Box 596, PORT MORESBY, and must reach him not later than 27 March 1975.

DEPARTMENT OF THE HOUSE OF ASSEMBLY

APPOINTMENTS

His excellency The High Commissioner having received a report from the Speaker of the House of Assembly and also having received the advice of the Executive Council has made the following appointments to the Department of the House of Assembly pursuant to section 28(I) (a) of the Public Service (Interim Arrangements) Ordinance.

Yuntuvi Bao, as Officer in Charge, Research and Information
\$6445-6675. Position No. RI 1 with effect from 30 January
1975.

Apelis Maniot, as legislative Research Specialist Grade 2
\$3825-4085. Position No. RL 3 with effect from 30th January
1975.

Vere Bau, as Chief Interpreter \$5755-5985. Position IT 1
with effect from 30 January 1975.

Sio Nisina, as Serjeant-At-Arms \$3825-4085. Position
No. PS 4 with effect from 30 January 1975.

Gamenu Laga as Principal Attendant \$1995-2125. Position
No. PS 5 with effect from 17 October 1974.

Sabella Yangur, as Clerk of Committees \$3825-4085. Position
No. PS 19 with effect from 17 October 1974.

John Yenimbil, as Parliamentary Officer \$2255-2465. Position
No. PS 14 with effect from 17 October 1974.