

Port Moresby: E. C. Awo, Government Printer.—2058/5,000.—4.75.



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. 25]

PORT MORESBY, THURSDAY, 3rd APRIL

[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 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 LABOUR AND INDUSTRY

*T.1 Director (Level 1)	\$7365	Port Moresby	2103A	9.5.75
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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. Management experience at senior level. Clear knowledge of planning and development requirements in the tourism area, familiarity with tourism industry structure and relationships and direct supervisory experience in tourism research.

Duties:- Direct the activities of the Office of Tourism with the objective of interalia: a) Developing a professional national tourist authority in P.N.G.; b) ensuring the early preparation of a viable national tourism plan consistent with the broad Government socio-economic objectives; c) Ensuring the development of appropriate control procedures, information servicing and public education programmes. Attend such regional and international tourism meetings (PATA, WTO, ETO) as may be directed by the Secretary in collaboration with the Minister. Act as specialist advisor to the Tourism Co-ordinating Committee. Represent the Government on the Tourism Advisory Council, in a non-voting advisory capacity.

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*

*T.2 Assistant Director (Planning and Development) Clerk Class 11	\$7135	Port Moresby	2103B	9.5.75
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Qualifications:- Appropriate University Degree with major studies in relevant subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in data collection and analysis survey design and techniques and in investment analysis, preferably in the tourism area. Familiarity with physical planning techniques desirable. Executive ability.

Duties:- Direct the activities of the Planning and Development Branch including: the collection and analysis of statistics; the design and conduct of research surveys; the preparation of tourism plans on a national and regional basis; the preparation of an inventory of tourist attraction, facilities, and services; the development of industry standards, operating criteria and control mechanisms; the evaluation of investment proposals; the evaluation and planning of industry manpower and training needs; the surveillance and operation of control and related measures; the co-ordination of public/private sector relationships; the co-ordination of industry manpower and training policies; the identification of future needs in respect of tourism plans, infrastructure and equipment. Carry out other duties as directed.

*T.3 Clerk Class 9 Planning Officer	\$5755-5985	Port Moresby	2103C	9.5.75
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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. A high level of analytical and conception skill is desired, together with some experience in the evaluation of investment proposals.

Duties:- Responsible for the activities of the Development Planning Section. Prepare national and regional tourism plans. Direct the preparation and maintenance of an inventory of tourism attraction, facilities and services. Evaluate investment proposals in the tourism area. Evaluate and plan industry manpower and training needs. Develop industry standards, operating and criteria and control mechanism. Carry out other duties as directed.

*T.11 Assistant Director (Information and Education Services) Clerk Class 9	\$5755-5985	Port Moresby	2103E	9.5.75
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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. Management expertise in publishing, marketing or public relations. Good planning and administrative ability. Tertiary qualifications desirable.

Duties:- Direct the activities of the information and Education Services Branch including: the Public Relations function; the servicing of visitor information requirements; the provision of visitor reception facilities; the design and arranging of production of information and publicity materials; the evaluation of industry promotional activity; the conduct of public education programmes, and liaison with local and international operators in respect of publicity and marketing activities. Liaison with the Office of Information where appropriate. Carry out other duties as directed.

*T.8 Research Officer Clerk Class 8	\$4705-5445	Port Moresby	2103F	9.5.75
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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. Experience in statistical collection and analysis and in the design and conduct of research surveys. Tertiary qualifications desirable.

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*

Duties:- Collect, collate and analyse statistics and other data in the tourism area. Design, conduct and commission quantitative and qualitative research in the tourism area. Prepare reports and recommendations. Carry out other duties as directed.

T.6 Assistant Development Officer Clerk Class 7	\$3825-4085	Port Moresby	2103G	9.5.75
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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. Experience in education and/or industrial relations. Some practical experience in the area of manpower/training policy. Tertiary qualifications desirable.

Duties:- Assist the Development Officer in the discharge of his duties with particular reference to: Liaison and co-ordination with public and private sector authorities in relation to manpower and training policies. Carry out other duties as directed.

T.4 Assistant Planning Officer Clerk Class 7	\$3825-4085	Port Moresby	2103H	9.5.75
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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. Analytical skills and experience.

Duties:- Assist the Planning Officer in carrying out the functions of: national and regional planning including the preparation of a tourism inventory; the evaluation of investment proposals; the evaluation and planning of manpower and training needs; and the development of industry standards, operating criteria and control mechanisms.

T.7 Assistant Development Officer Clerk Class 7	\$3825-4085	Port Moresby	2103I	9.5.75
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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. Experience and knowledge relevant to the duties of the position, preferably in tourism. Tertiary qualifications desirable.

Duties:- Assist the Development Officer in: the implementation and surveillance of control and related mechanisms, in liaison and co-ordination with public and private sector authorities in tourist development matters; in the identification of future developmental needs; in the implementation and maintenance of policy measures in the area of cultural and environmental protection and conservation. Carry out other duties as directed.

T.12 Publications Officer Grade 3 (Clerk Class 7) Publication and Visual Aids Officer	\$3825-4085	Port Moresby	2103J	9.5.75
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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. Satisfactory services as an Assistant Publications Officer or assessed equivalence in terms of experience. Extensive experience in publications work and production or communications aids. Organising and training ability.

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*

Duties:- Direct and supervise the activities of the Information Services Section. Assess the suitability for publication of information and publicity material prepared by the Section. Design, prepare and edit the more important information and publicity material. Plan and co-ordinate the regular production of periodical publications and information pamphlets. Liaise with publishing, printing and filming organisations for the production of information and publicity material including audio visual and other aids. Liaise with the Office of Information where appropriate. Maintain and service visitor information and reception facilities. Carry out other duties as directed.

T.9 Assistant Research Officer Clerk Class 6	\$3185-3365	Port Moresby	2103K	9.5.75
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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. Practical experience in data collection and analysis. Tertiary qualifications desirable.

Duties:- Assist the Research Officer in: statistical collection and analysis; the design and conduct of research survey work. Carry out other duties as directed.

T.13 Assistant Publication & Visual Aids Officer Publications Officer Grade 2 (Clerk Class 6)	\$3185-3365	Port Moresby	2103L	9.5.75
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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. Satisfactory service as an Assistant Publications Officer or assessed equivalence in terms of experience. Extensive experience in publications work.

Duties:- Assist the Publicity and Visual Aids Officer in the discharge of his duties, particularly:- Undertaking the design and preparation of information and publicity materials. Undertaking or arranging the selection of informations, writing and translation of material. Arranging and oversighting the production of materials and liaison with government and commercial printers. Carry out other duties as directed.

*T.5 Development Officer Clerk Class 9	\$5755/5985	Port Moresby	2103D	9.5.75
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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. Experience in the implementation of Government policies, including experience in dealing with the private sector. Knowledge or experience in the manpower and training area. Tertiary qualifications desirable.

Duties:- Responsible for the activities of the Development Operations Section. Implement and carry out surveillance of control and related mechanisms. Liaise and co-ordinate with public and private sector authorities in relation to manpower and training policies. Liaise and co-ordinate with public and private sector authorities in the implementation of national and regional planning measures in the tourism area. Identify future needs in terms of tourism, infrastructure, facilities, attraction etc. Carry out other duties as directed.