



Papua New Guinea Government Gazette

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PORT MORESBY, THURSDAY, 3rd JULY

[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:
 Salary Range 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 transferring 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.....
 ofrelating to Position No.....
 designated.....in the Department of.....

Surname: Other Names:
 Present Department: Branch: Location:
 Date commenced working with 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, (Telegraphic Address - SELECTION), 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 précis 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

MS.147	Clerk Class 7 (Method Officer)	K3825-4085	Port Moresby	1	8.8.75
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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 accepted by the Public Service Board. Proven analytical ability and soundness of judgment. Sound experience in administrative procedural work. Experience in methods reviews desirable.

Duties:- Review existing departmental work procedures and develop simplified standardised procedures to aid accelerated localisation.

MS.117	Clerk Class 4	K2255-2465	Port Moresby	2	8.8.75
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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:- Maintain and register Gazettals of Boards, Members and Statutory appointments, Ordinances and Regulations administered by the Department in correct and up to date order.

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

MS.58-59 Library Assistant K1540-1670 As required 3 8.8.75
Grade 2
(2 positions)

Qualifications:- Satisfactory completion of Form 2, or equivalent, plus completion of Stage 1 of the Territory course for Library Assistant or equivalent training and experience.

Duties:- Undertake more important non-professional library duties in a library providing professional services.

MS.61-62 Library Assistant K1200-1410 As required 4 8.8.75
Grade 1
(2 positions)

Qualifications:- Satisfactory completion of Form 1 or equivalent and aptitude for routine library duties.

Duties:- Check and sort consignments of books inwards and outwards.

DEPARTMENT OF BUSINESS DEVELOPMENT

X.21 Executive Assistant K5755-5985 Port Moresby 5 8.8.75

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. Executive ability of a high order. Extensive experience in the field of commercial education at Post Secondary Level.

Duties:- The successful applicant will undertake a programme of training in the Training and Staff Development Branch, in particular the duties of Assistant Secretary, Staff Development and Training (C.C.10 Position, No. 330) with the view to early promotion to that position subject to satisfactory performance.

9 Clerk Class 4 K2255-2465 Port Moresby 6 8.8.75
(Accounts)

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 and supervise junior staff as appropriate.

Duties:- Perform duties of Departmental Accountant including maintenance of records of commitment and expenditure, preparation of financial statements and estimates of expenditure, procurement of government and other stores and supplies. Supervise and train subordinate staff. Exercise financial delegations. Other duties as directed.

*92 Technical Assistant K1995-2125 As required 7 8.8.75
Grade 2

Qualifications:- Successful completion of appropriate trade or technical qualifications in Carpentry, Plumbing, Painting etc. Some experience in scheduling and costing of materials desirable. Aptitude for duties of an advisory nature.

Duties:- Provide technical advice and assistance to Papua New Guinean entrepreneurs in establishing and maintaining production and quality at acceptable levels in service industries, such as building, painting, plumbing, electrical installation etc. Liaise with other officers within the Division. 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 Business Development - continued

*41.J	Clerical Assistant Grade 3	K1670-1800	As required	8	8.8.75
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed. Experience in allied or similar work.

Duties:- Under immediate direction of the District Business Development Officer, undertake all Clerical duties associated with the efficient operation of the District Office including: filing of inwards correspondence, maintaining outward records of all correspondence including postage stamp records, preparing returns as required, making travel arrangements for District staff and preparing routine correspondence for signature by District staff.

DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

*L.2A	Assistant Commissioner Clerk Class 10	K6445-6675	Port Moresby	9	8.8.75
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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. Executive and administrative ability of a high order. Previous experience in accounting work desirable. Knowledge of local government principles and policies desirable.

Duties:- Direct and control the activities of the Finance Branch. Prepare policy submissions on local government financial policy and planning. Develop financial policies for local government council operations. Deputise for the Commissioner as required. Other duties consistent with the above.

CS.49	Clerk Class 5 (Staff Officer, Civil Defence, New Guinea Islands.)	K2705-2865	Rabaul	10	8.8.75
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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 administrative, stores and accounting procedures. Organising ability. Field or district experience, service in armed forces or previous experience in civil defence desirable. Knowledge of functioning and activities of volunteer services organisations desirable. Experience in training and instructing personnel desirable. Knowledge of communications an advantage.

Duties:- Assist District Controller, Local Controllers and leaders of Civil Defence Sections in organisation of civil defence and emergency services at local level in accordance with policy. Liaise with senior District departmental representatives, Executive members of service organisations and community leaders as necessary for the development of local civil defence organisations. Assist in training Civil Defence Services and sections; organise and act as executive officer for local training courses, carry out instructional duties and arrange demonstrations and exercises as required. Be responsible for preparation and maintenance of local headquarters operations rooms and operational equipment. Control and supervise maintenance of civil defence stores, transport and equipment, issue stores and equipment as authorised by Director or Controller. Perform general administrative duties and maintain training, financial, equipment, and associated records; prepare correspondence; procure stores and equipment as directed.

L.23E- L.23F	Finance Inspector Grade 1 (2 positions)	K2360-2565	As required	11	8.8.75
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Qualifications:- Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications as may be acceptable to the Public Service Board.

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

Duties:- Conduct audits and inspections of smaller and less complex local government authorities including those situated in isolation from Regional Headquarters; provide advice and guidance to council staff and advisers. Prepare reports and draft observations and correspondence arising from audits and inspections, and from critical examination of estimates. Assist Finance Officers of a Higher Level on feasibility studies into proposed ventures, in evaluating applications for loans, and in the compilations of statistical data. Undertake other duties consistent with the above.

Office of Information

*GL.47	Government Liaison Officer, Grade 4	K4705-5065	Port Moresby	12	8.8.75
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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 administrative and executive ability. Understanding of the Factors affecting economic, social and political change in a developing country. Demonstrated ability to communicate effectively with people and train staff. Experience in the organisation and implementation of large scale community education programmes.

Duties:- Responsible to the Assistant Director (Government Liaison) for the conduct of Government Liaison and Community Education Programme in a major district. Implement in the Field such Programmes by organising courses, seminars and training sessions designed to stimulate political, social and economic awareness. Responsible to the District Commissioner in the District to which posted for co-ordinating Government liaison activities undertaken by Field Officers of the Division of District Administration, other Departments and organisations involved in the programme. Conduct courses for Field Officers of all those Departments whose officers might be involved in some aspects of government liaison and community education work and assist as required, other agencies involved in Seminar activities. Prepare appropriate government liaison material for distribution and for radio broadcasting. Plan and prepare audio-visual aids as locally required. Liaise closely with other Departments actively engaged in achieving government liaison objectives. Continually evaluate and assess the effect and impact of the government liaison and community education programmes in the district to which posted, and to report thereon to the Assistant Director (Government Liaison) and respective District Commissioners. Carry out other duties consistent with the above, as directed.

*GL.9	Government Liaison Officer, Grade 4	K4705-5065	Port Moresby	13	8.8.75
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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. Knowledge and understanding of Government's political, social and economic policies. Field experience in communications or extension works, or similar experience in an allied field. Ability to speak and write Lingua Franca.

Duties:- Initiate, develop and implement a wide range of community education and important Government liaison projects, including: (a) plan the approach contacts, methods and techniques of important projects (b) Liaise with field officers, research and production branches to arrange the detailed planning, co-ordination and implementation of projects, including the design, production and supply of audio visual and written material, etc. (c) In particular, plan, design and implement the production of fully visual style publications (illustrated booklets, pamphlets, comics etc) for important projects. Advise illustrative material. (d) maintain close liaison with other departments and agencies to ensure that their aims are understood and that appropriate information and data is supplied. Undertake 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 the Chief Minister and Development Administration - *continued*Office of Information - *continued*

PL.12	Library Assistant Grade 4	K2100-2230	Port Moresby	14	8.8.75
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Qualifications:- Extensive and satisfactory experience as a Library Assistant, Grade 2 or higher. Sound knowledge of departmental or public library practices and procedures.

Duties:- Undertake more important non-professional library duties in a departmental library providing professional services. Undertake more important non-professional library duties relating to the management of the public library system or in the operation of the central public library. Assist with the provisions of services to public libraries including their inspection and stocktake.

PL.66	Library Officer, Grade 1	K2035-2235	Arawa	15	8.8.75
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Qualifications:- Satisfactory completion of Form 4, or such other qualifications as may be acceptable to the Public Service Board. Satisfactory completion of the 2-year course provided for library officers at the administrative college or comparable training. Ability to control sub-ordinate staff.

Duties:- To be in charge of a small full-time branch library with sub-ordinate staff. To provide a service to country borrowers. To liaise with schools in the area.

PL.5	Library Officer Grade 1	K2035-2235	Port Moresby	16	8.8.75
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Qualifications:- Successful completion of the Registration Examination of the Library Association of Australia or equivalent.

Duties:- Provide sub professional library services effectively and economically in a minor departmental library system or at major centres of the public library system. Prepare, introduce and administer rules, regulations, practices, as required, and procedures governing the operations of the library system and library staff. Plan and carry out training programmes. Other relevant duties.

PL.78	Library Officer Grade 1	K2035-2235	Port Moresby	17	8.8.75
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Qualifications:- Qualified for appointment as library officer. Satisfactory experience as a library officer.

Duties:- Manage small full time branch library and supervise sub-ordinate staff. Provide a service to country borrowers. Assist libraries in rural areas as required. Liaise with schools in the area. Arrange publicity generally for library services in the district. Perform other duties as required.

*P.148	Technical Assistant Grade 2	K1995-2125	Port Moresby	18	8.8.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate; suitable completion of twelve months training as Technical Assistant, Grade 1, or such other qualifications or experience as may be acceptable to the Public Service Board.

Duties:- Assist the Technical Officer, Technical Services, as required. Attend auxiliary division classes undertaking part-time certificate studies. Attend technical classes as required. Assist in the maintenance of audio-film-television studio equipment. Assist in the installation of audio-lighting-film-television equipment. 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 the Chief Minister and Development Administration - *continued*Office of Information - *continued*

PL.82 Library Officer K1775-1905 Port Moresby 19 8.8.75

Qualifications:- Form 4. Successful completion of the 2-year course for Library Officers at the Administrative College or comparable training.

Duties:- Record all periodicals received. Follow up any periodicals not received. Prepare periodicals orders. Arrange for binding of periodicals.

PL.13 Library Officer K1775-1905 Port Moresby 20 8.8.75

Qualifications:- Form 4. Successful completion of the 2-year Course provided for Library Officers at the Administrative College or comparable training. Well established reading habits.

Duties:- To be responsible to the Officer-in-charge for the operation of a Lending Service to country borrowers. Other duties as directed. Note: Initially the occupant will undergo on-the-job training for the Position, working beside an overseas employee. The duration of such training has yet to be determined - set PSB. 2-2-4 of 22-3-72.

PL.63 Library Officer K1775-1905 Port Moresby 21 8.8.75

Qualifications:- Form 4. Successful completion of the 2-year course provided for Library Officers at the Administrative College or comparable training.

Duties:- To be responsible to the Officer-in-charge for the successful operation of the Children's Section at the Port Moresby Library. Visit schools and clubs to promote wider use of the library. Arrange related activities such as readings, recordings, film screenings, etc. Carry out other duties as required. In consultation with users and people with appropriate background, prepare lists of books and other materials suitable for purchase for a Children's Library.

PL.23-24 Library Assistant K1775-1905 Rabaul 22 8.8.75
Grade 3
(2 positions)

Qualifications:- Satisfactory experience as Library Assistant, Grade 2, and good knowledge of departmental or public library practices and procedures.

Duties:- Assist with more important non-professional library duties in a departmental library providing professional services. Undertake more important non-professional library duties in a public library at a major centre.

PL.9 Library Assistant K1775-1905 Port Moresby 23 8.8.75
Grade 3

Qualifications:- Satisfactory experience as Library Assistant, Grade 2, and good knowledge of departmental library or public library practices and procedures.

Duties:- Assist with more important non-professional library duties in a departmental library providing professional services. Undertake more important non-professional library duties in a public library at a major centre. Provide non-professional departmental library services at H.Q. or at major institutions or branches. Provide non-professional library services at Intermediate centres.

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*Office of Information - *continued*

PL.77	Library Assistant Grade 2	K1645-1775	Port Moresby	24	8.8.75
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Qualifications:- Satisfactory completion of Form 2, or equivalent, plus completion of Administrative College Course for Library Assistants, or equivalent training, or equivalent experience.

Duties:- Undertake more important non-professional library duties in a departmental library providing sub-professional services. Provide non professional departmental library services at minor institutions or branches. Provide non professional public library at minor centres.

PL.76	Library Assistant Grade 2	K1645-1775	Rabaul	25	8.8.75
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Qualifications:- Satisfactory completion of Form 2, or equivalent, plus completion of Administrative College Course for Library Assistants or equivalent training, or equivalent experience.

Duties:- Undertake more important non-professional library duties in a departmental library providing sub-professional services. Provide non-professional departmental library services at minor institutions or branches. Provide non professional public library services at minor centres.

PL.27	Library Assistant Grade 2	K1645-1775	Madang	26	8.8.75
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Qualifications:- Satisfactory completion of form 2, or equivalent, plus completion of Administrative College Course for Library Assistants, or equivalent training, or equivalent experience.

Duties:- Undertake more important non professional library duties in a departmental library providing sub professional services. Provide non professional departmental library services at minor institutions or branches. Provide non professional public library services at minor centres.

PL.33	Library Assistant Grade 2	K1645-1775	Port Moresby	27	8.8.75
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Qualifications:- Satisfactory completion of Form 2, or equivalent, plus completion of the Administrative College Course for Library Assistants, or equivalent training, or equivalent experience.

Duties:- Undertake more important non-professional library duties in a departmental library providing sub-professional services. Provide non professional departmental library services at minor institutions or branches. Provide non professional public library services at minor centres.

*P.149-150	Technical Assistant Grade 1 (2 positions)	K1670-1800	Port Moresby	28	8.8.75
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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. Capacity to undertake training in technical duties.

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*Office of Information - *continued*

Duties:- Assist the Technical Officer, Technical Services, as required. Attend auxilliary Division Classes, undertake part-time certificate studies, attend Technical classes as required. Assist in the maintenance of audio-film-television studio equipment. Assist in the installation of audio-lighting-film-television equipment. Other duties as required.

PL.79	Library Assistant Grade 2	K1645-1775	Port Moresby	29	8.8.75
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Qualifications:- Satisfactory completion of Form 2, or equivalent, plus satisfactory experience or completion of Administrative College Library training Course, or equivalent.

Duties:- Undertake more important non professional library duties in a departmental library providing sub professional service. Provide non professional departmental library services at minor institutions or branches. Provide non-professional public library services at minor centres.

*P.151-154	Trainee Technical Officer (4 positions)	K1280-1800	Port Moresby	30	8.8.75
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Qualifications:- Successful completion of Stage 1 of the Engineering Certificate Course provided by the Technical Division of the Department of Education, or a qualification accepted by the Public Service Board as equivalent.

Duties:- Undertake theoretical and practical training as required including the second and subsequent stages of the Engineering Certificate Course. Under direction, carry out adjustments and repairs to audio visual equipment.

*P.7	Keyboard Operator Grade 1	K1645-1775	Port Moresby	31	8.8.75
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Qualifications:- Ability to type 35 w.p.m. essential; ability to type and correctly set out all forms of correspondence, schedules, tabular statements, etc. especially from handwritten drafts.

Duties:- Carry out general typing and other appropriate office duties as required.

DEPARTMENT OF EDUCATION

HE.4	Clerk Class 8	K4705-5065	Port Moresby	32	8.8.75
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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 desirable. Experience in education research and/or planning desirable. Proven ability to analyse problems, initiate enquiries and prepare reports.

Duties:- Undertake research and conduct investigations into matters related to higher education. Analyse manpower projections and other information and prepare estimates of enrolments in higher education required to produce the outturn necessary to meet projected requirements for high level indigenous manpower. Investigate and prepare reports on requirements for higher education to meet needs in specific vocational areas. Collect and analyse relevant data to determine consequences of current and/or planned policies in higher education and their alternatives. Examine and prepare reports on proposed enrolments and professional matters raised in financial submissions. Collect statistical and other information, compile and maintain accurate records relevant to the development of higher education. 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*

+TE.3	Professional Assistant (E.O.7)	K4365-4705	Port Moresby	33	8.8.75
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Qualifications:- Trained Teacher's Certificate or equivalent (including Dip. Ed). Successful, relevant experience in teaching and administration of schools. Proven administrative and planning ability. Personal qualities of leadership and initiative.

Duties:- Assist the Superintendent (Operations) in matters relating to:- (a) Divisional establishment projects (b) building programmes for Technical Colleges, Schools and Vocational Centres (c) Distribution of materials and other resources to technical institutions. Analyse staff inspection reports submitted by Technical Inspectors to maintain a continuous review of overall qualitative distribution of staff in technical institutions, submit summary of analysis to Superintendent (Operations) for examination. Facilitate the operation of governing council, boards of governors and boards of Management in the development of technical institutions. Carry out such other duties as directed consistent with the above.

M.538, 540 & 685	Registrar Clerk Class 4 (3 positions)	K2255-2465	Madang Port Moresby Lae	34	8.8.75
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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 and 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:- Control and supervision of the Schools Administrative Section, including: general office, student records, stores, and library; catering and housekeeping services; grounds and buildings maintenance and hygiene; supervision and training of clerical and domestic staff; control of expenditure and preparation of estimates. Preparation of correspondence, reports and returns on management matters. Direction of grounds development projects. Carry out such other duties as directed consistent with the above.

L.153A	Clerk Class 2	K1385-1710	Port Moresby	35	8.8.75
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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 and who think they can do this work should apply.

Duties:- Assume responsibility for preparation of pay sheets for Scholarship Schemes. Make up and pay allowance to U.P.N.G. Scholarship students and make reconciliations. Process other accounts associated with Scholarship students. Make regular summaries of charges against Scholarship votes. Attend to related correspondence. Carry out other duties as directed, consistent with the above.

L.94A	Keyboard Operator Grade 3	K2100-2230	Port Moresby	36	8.8.75
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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. Supervisory and training ability.

Duties:- Under general direction supervise the mini typing pool in particular: determine work priority through liaison with the Branch Heads and allocate work to the Staff; set work and productivity standards, evaluate result and take action as necessary; oversight the layout of work and direct staff as necessary; ensure that presentation of typed materials is in the form set by the Public Service Board; train Junior Staff, assess their skills and give appropriate guidance; ensure cleanliness and efficiency of machines and refer to the Divisional Clerk for servicing and maintenance needs as necessary; counsel staff; keep sufficient supplies for the group; carry out as far as practicable, typing duties. 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*

L.97A Keyboard Operator K1970-2100 Port Moresby 37 8.8.75
Grade 2

Qualifications:- Successful completion of a Course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Appropriate experience.

Duties:- Type work for duplication and publication including manuscript, galley, offset, examination and test and curriculum materials. Other duties, as directed, consistent with the above.

L.97B Keyboard Operator K1645-1775 Port Moresby 38 8.8.75
Grade 1

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:- General typing, including correspondence, reports, returns, etc. Other duties as directed, consistent with the above.

DEPARTMENT OF FINANCE

A.19 Clerk Class 6 K3185-3365 Port Moresby 39 8.8.75

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. Accountancy qualifications desirable. Ability to undertake investigation and prepare reports. Experience in Government Accounting.

Duties:- Under direction, undertake investigations into Accounting principles and practices with particular emphasis on their relationship to Government accounting. Undertake research into accounting policies and review in existing legislation. Prepare reports and recommendations. Assist the senior Investigator in major investigations. Other duties as directed.

A.175 Clerk Class 5 K2705-2865 Popondetta 40 8.8.75

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 Services Ordinance, Regulations, Determinations and General Orders. Appropriate experience in Government Accounting. Accountancy qualifications or part completion of Accountancy studies desirable.

Duties:- Represent the Department of Finance as required. Examine accounts submitted for payment and approve payments; prepare accounting media for Area Finance Officer. Initiate 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.

Vacancies - *continued*

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

A.38 Clerk Class 5 K2705-2865 Port Moresby 41 8.8.75

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 knowledge of Treasury and Public Service Ordinances, Regulations etc. Proven experience and competence in all aspects of salaries procedures. Ability to train sub-ordinate staff.

Duties:- Supervise and control the distribution of work of the Salaries Section. Amalgamate deduction slips and superannuation schedules and prepare summary schedules. Prepare salary vouchers. Ensure that bank deposit slips and cash pay schedules balance with sector control totals. Train sub-ordinate staff. Carry out other duties as directed, consistent with the above.

A.228 Clerk Class 4 K2255-2465 Wewak 42 8.8.75

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:- Pay all accounts payable at the Treasury, sign cheques and make cash payments. Maintain an Imprest Advance on the temporary advance register. Reconcile the bank account. Reimburse Outstations for cash payments. Maintain a record of dishonoured and unrepresented cheques. Receive and account for all monies paid into treasury. Prepare Receivers Statements, Bank Deposits, and endorse cheques. Maintain and mark off a remittance register. Maintain Receivers Trust Account. Carry out internal checks and collectors, their collectors statements, and the frequency of deposits.

A.275 Clerk Class 4 K2255-2465 Goroka 43 8.8.75

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 the Outstations Examination Section. Examine and process returns from District Finance Offices and Outstations. Examine and check sections officers work prior to certification. Ensure all outstations account regularly. Follow up queries concerning O/S returns. Train Accounting Officers. Other related duties.

A.247 Keyboard Operator K1995-2125 Rabaul 44 8.8.75
Grade 3

Qualifications:- Qualified, with extensive experience and proven ability in Accounting Machine operation. Ability to operate Comptometer desirable.

Duties:- Post and balance appropriation ledger. Operate comptometer. Prepare vouchers for posting to ledger with predetermined totals. 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

MS.47 Clerk Class 3 K1930-2125 Port Moresby 45 8.8.75

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:- Arrange procurement of Departmental requirements of periodicals, magazines, journals, etc. Assess annual requirements of periodicals, magazines, journals etc. Collate requests for annual finance documents and their distribution. Responsible for the updating of distribution lists for Treasury Instructions, Circulars, Circular memoranda etc. Arrange for the printing of all Instructions and Circulars issued by the Department. Responsible for indexing and printing of amendments to the Treasury manual. Preparation and printing of the vote Index.

A.132 Clerk Class 3 K1930-2125 Port Moresby 46 8.8.75

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:- Assist the Paying Officer in the collection of Public Moneys. Prepare receiver statements and bank deposits. Check out internal checks on Collectors statements. Banking duties as required. Other duties as directed.

A.176 Clerk Class 2 K1670-1930 Popondetta 47 8.8.75

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 duties as directed.

A.301 Clerk Class 2 K1670-1930 Mt. Hagen 48 8.8.75

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:- Assist paying and receiving officer in his daily duties. Issue receipts for money collected. Prepare Receivers Statements. Bank daily receipts. Cash Outstation cheques. Pack and forward cash to Outstations. Assist the paying and receiving officer with customs duties. 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.187	Clerical Assistant Grade 3	K1670-1800	Lae	49	8.8.75
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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 registers 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 duties as directed.

A.116	Clerical Assistant Grade 2	K1540-1670	Port Moresby	50	8.8.75
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Qualifications:- Qualified for Clerical Assistant Grade 1. Experience in office work.

Duties:- Record movement of inwards and outwards registered claims. Assist Registration Clerk (Personal Claims) in maintenance of personal claims and claimants registers and index. Provide general assistance as required. Undertake other duties as directed.

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

+C.3	Tariff & Legislation Officer, Class 8	K4705-5065	Port Moresby	51	8.8.75
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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. Extensive experience and sound knowledge of Customs and Excise procedures and all relevant legislation.

Duties:- Prepare submissions and correspondence and determine more important issues relating to Customs and Excise tariff and legislation matters. Review appeals against tariff classifications. Maintain tariff guide and supplement and General orders. Prepare circular instructions to collectors. Conduct interviews and attend meetings. Approve more involved cases of drawback and refunds.

C.29	Senior Training Officer, Class 7	K3825-4085	Port Moresby	52	8.8.75
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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. Successful completion of Instructional Course for Training Officers, preferably within the Public Service, or equivalent instructional or teaching qualifications desirable. Extensive experience in Customs and Migration procedures. Experience in Public Service Administrative and clerical work, preferably related to Customs and Migration functions. Proven training ability. Experience in Papua New Guinea Public Service training and conditions desirable.

Duties:- Direct and co-ordinate all training activities in the Division, with particular attention to; integration of on-the-job training and classroom training; selection of staff for institutional training, advanced and special courses; follow-up training and assessment; evaluation of progress and requirements; effective and optimum utilisation of local staff; maintenance of trainee and student records. Formulate and plan all divisional training, revise continuously existing training and localisation programmes and prepare reports and recommendations. Conduct higher level training courses; conduct sessions in lower and mid-level courses as required. Prepare and ensure distribution of training handbooks, procedure manuals and other written training aids.

Vacancies - continued

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

C.193 Collector of Customs K3825-4085 Madang 53 8.8.75
Class 7

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. Extensive knowledge of all legislation, functions and procedures in relation to Customs, excise, migration, shipping and air transport matters. Sound administrative ability.

Duties:- Control, supervise and direct the activities of a Customs area and administer all relevant legislation. Exercise statutory delegations and powers and institute legal action as required. Deal with more important correspondence and conduct interviews in connection with more complex Customs, Excise and Migration matters. Certify refunds and drawbacks of Duty, Excise and Levy where applicable.

C.162 Assistant Collector K3185-3365 Rabaul 54 8.8.76
(Revenue) Class 6

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 Customs practices and procedures, particularly in connection with Invoice examination.

Duties:- Control, supervise and direct staff engaged in invoice examination duties, cashier, postal assessment and general office duties. Responsible for the efficient functioning of the Customs office. Conduct interviews and prepare correspondence and revenue returns. Check cash receipts against Import entries and Collectors Statements. Check refunds and drawback of Duty, Excise and Levy. Act as Deputy to the Collector.

C.106 Assistant Collector K3185-3365 Port Moresby 55 8.8.75
(Airport) Class 6

Qualifications:- Satisfactory completion of an Invoice Examination Course, and wide experience in Customs and Migration matters, particularly in connection with the clearance of passengers and airfreight cargo.

Duties:- Control, supervise, and direct Customs and Migration operations at Jacksons Airport. Act as divisional representative on matters raised by airline representatives or Civil Aviation officials which relate to Customs and Migration procedures or requirements. Oversee the operations of the Duty Free Shop and associated warehouses, and the clearance of under bond airfreight cargo. Arrange rostering of staff connected with airport duties. Arrange facilitated clearance procedures for dignitaries, diplomatic personnel etc.

C.140,C.172 Assistant Collector K2705-2865 Lae, Rabaul 56 8.8.75
Class 5
(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. Wide experience in Customs and Excise procedures particularly in connection with clearance of cargo and passengers and the operations of licensed warehouses.

Duties:- Control, supervise and direct staff engaged in wharf examination, migration, ship boarding, warehouse and excise duties. Conduct interviews and prepare correspondence. Prepare all returns other than revenue returns. Carry out periodic inspections of licensed warehouses and wharf areas and check all associated registers. Prepare overtime rosters for all duties other than airport duties.

Vacancies - continued

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

C.9	Internal Auditor Grade 2, Class 5	K2705-2865	Port Moresby	57	8.8.75
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Qualifications:- Knowledge of Customs and Excise revenue matters and requirements relating to imports and exports. Internal audit experience desirable.

Duties:- Assist in detailed examination of import and export entries in respect of:- description of goods; tariff and rate of duty; unit of quantity and quality; quantity/value relation; import/export levy. Record all duty short paid notes and ensure such are accounted for. As directed carry out internal audits of minor customs stations. Prepare returns of exports and imports. Check imports of dangerous drugs and compile associated returns.

C.63,C.125,C.194	Senior Invoice Examining Officer Class 5	K2705-2865	Port Moresby Lae Madang	58	8.8.75
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(3 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. Wide experience in Customs practices and procedures. Sound knowledge of the Customs Act and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of Invoice Examination Course or minimum of 3 years Invoice Examination experience essential.

Duties:- Control, supervise and direct the activities and staff of the Invoice Examination Section. Allocate work to Invoice Examining Officers and carry out percentage recheck of work allocated. Ensure satisfactory rate of checking of entries is maintained; arrange overtime where necessary. Allocate priorities in checking of entries. Supervise the operation of facilitated clearance procedures. Ensure Report of Duty Short Paid Notes issued are brought to account, finalise queries from Internal Audit Section in relation to passed entries. Report on any evidence of fraudulent transactions.

M.75-77	Senior Technical Officer, Grade 1	K2529-2945	As required	59	8.8.75
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(3 positions)

Qualifications:- Successful completion of appropriate Trades Apprenticeship and of departmental Shipwright training course or alternative qualifications acceptable to the Public Service Board. Minimum of 2 years experience as Shipwright in a supervisory capacity. Successful completion of departmental Shipwright Surveyor course, or alternative qualifications acceptable to the Public Service Board.

Duties:- Survey Wooden Hull vessels under Papua New Guinea Registrations in accordance with the Regulations. Prepare Survey reports and maintain records appropriate to surveys. Carry out regular inspection of Wooden Hull vessels of the Government Fleet in the regions. Prepare schedules of work required for maintenance of these vessels and estimate cost of repairs. Examine plans and specifications of proposed new Wooden Hull vessel and dinghies having regard to the adequacy of scantlings, sea worthiness and safety. Carry out survey on life saving appliances, navigation, lights, fire appliances and other items of ships equipment. Other duties as directed.

C.169	Accounting Machinist Grade 2	K2295-2360	Rabaul	60	8.8.75
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Qualifications:- Qualified as key-driven calculator operator.

Duties:- Responsible for efficient processing of documents requiring machine calculations as necessary. Allocations of work to machine operators. Carry out general machining and calculating duties.

Vacancies - continued

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

C.179 Travelling Customs Officer, Class 4	K2255-2465	Rabaul	61	8.8.75
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Qualifications:- Experience in matters relating to Customs, Migration, Aliens registration and Invoice Examinations.

Duties:- Carry out boarding duties in respect to migration and alien registration; ship's stores and articles in possession of officers and crew; manifests; passengers' baggage examination; crew lists and musters; liaison with quarantine authorities. Check import and export entries and effect registration. Act as Collector of Public Moneys in respect of duty and other charges and maintain safe custody of cash. Index entries to manifests, supervise delivery of cargo and prepare cargo reports.

C.105 Excise Officer Class 4	K2255-2465	Port Moresby	62	8.8.75
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Qualifications:- Sound knowledge of Customs and Excise matters and in particular those relating to beer and tobacco products. Knowledge of P.O.L. installation procedure desirable.

Duties:- Perform duties under Excise and Customs legislation in relation to licensed warehouses engaged in the production of excisable goods or storage of "under bond" petroleum products. Supervision of stock, registers and checking of stock on hand. Check daily diary. Supervise transfer and exportation of excisable and dutiable goods. Supervise destruction of excisable and dutiable goods. Maintain registers and check refunds of duty.

C.65,C.66,C.68,C.69 Invoice Examining Officer Class 4	K2255-2465	Port Moresby Lae Wewak	63	8.8.75
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(7 positions)

Qualifications:- Sound knowledge of the Customs Act and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of Invoice Examination course or minimum of two years invoice examination experience essential.

Duties:- Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to Imported goods. Issue report of Duty Short Paid Notice. Advise Senior Invoice Examining officer of any irregularities detected during examination of documents that may require further investigation. As required, be part of an investigation team in investigations involving fraud or suspected fraud.

C.178 Boarding Officer Class 4	K2255-2465	Rabaul	64	8.8.75
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Qualifications:- Experience in Customs, Migration, Aliens registration and knowledge of appropriate legislation.

Duties:- Carry out ship boarding duties in regard to: migration and aliens registration; ships stores and articles in possession of officers and crew; manifests; passengers baggage examination; crew lists and musters; liaison with quarantine authorities. Prepare overseas shipping clearances. Maintain shipping registers and raise statutory charges in respect of licences, duty on ships stores and merchants overtime. Supervise coastal shipping clearances. Examine claims for drawback of duty.

Vacancies - *continued*

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

C.108, C.109 Clerk (Airfreight) K1930-2125 Port Moresby 65 8.8.75
Class 3
(2 positions)

Qualifications:- Sound knowledge of Customs procedures, tariff and prohibited and restricted imports and exports.

Duties:- Control inward "under bond" airfreight and maintain associated registers, including assessment and collection of duty; recording of duty free airfreight; acquittance of registers and verification of shortages, surpluses and pillages. Liaise with quarantine authorities. Authorise and issue transit permits and despatch note.

DEPARTMENT OF THE INTERIOR

MB.2 Meteorologist K5295-5525 Port Moresby 66 8.8.75

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. Ability and experience in providing service to user interests.

Duties:- Conduct climatological studies in accordance with directives and as required by user interests. Conduct research and investigations into the application of meteorological knowledge and data to the solution of scientific problems in the fields of agriculture, industrial development, forestry, hydro-meteorology and for objective forecasting studies into problems associated with the provision of forecasting and warning services within P.N.G. and advise on scientific and technical aspects. Liaise with educational and other authorities, mass media, commerce and industry, including Governmental bodies to obtain clear specifications of problems in which the participation of the P.N.G. National Meteorological Service is desirable. Supervise the provision and maintenance of facilities, including instrumentation and communications.

*FB.1A Deputy OIC K3495-3715 Port Moresby 67 8.8.75
(Fire Services)

Qualifications:- Extensive experience as officer of a recognised Civil Fire Brigade, fully qualified to inspect, operate and maintain all types of fire equipment. Thorough knowledge of causes of fire, prevention, and method of extinction and of Fire Brigade administration and organisation including Fire Brigade rescue work. Good administrative ability. All delegation as delegated to the Officer-in-charge under the Fire Services Ordinance Regulations and determination.

Duties:- Assist the Chief Fire Officer with the overall efficient and economical operation of the Papua New Guinea Fire Service, including general administration. Assist the Chief Fire Officer with the training of all Fire Brigade personnel, including instruction in causes of fire, fire prevention and methods of extinction; fireground tactics and techniques and instruction in the use, operation and maintenance of all types of Fire Service equipment. Other duties as directed.

GP.22 Overseer (Printing) K3185-3365 Port Moresby 68 8.8.75
Grade 2

Qualifications:- Qualified compositor. Thorough knowledge and wide experience in composing room methods, particularly government work, both machine and hand. Mechanical knowledge of machines. Ability to plan and organise all work of the sections. Ability to control and supervise staff.

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:- Control and direct the work of the Composing Section. Direct make up and composition of all work produced in the section; assist with planning work, including publications. Ensure that maintenance of all plant and equipment in the section is carried out. Maintain liaison with overseers in charge of other sections. Supervise on-the-job training of apprentices and other staff. Other duties as directed.

GP.48	Overseer(Printing) Grade 2	K3185-3365	Port Moresby	69	8.8.75
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Qualifications:- Qualified letterpress machinist. Thorough knowledge of all phases of letterpress printing including sound mechanical knowledge of presses. Ability to plan, organise and directly supervise all work of section. Ability to control and supervise staff.

Duties:- Control, plan and organise work production of letterpress machine section. Maintain close liaison with other section heads also with printing engineer. Responsible for quality and standard of all work and maximum production. Responsible for ensuring that time dockets are correctly kept and work progress reports are forwarded to Assistant Government Printer daily. Responsible for safe keeping of job tickets, job copies and ensuring all materials are noted thereon. Other duties as directed.

MS.38	Clerk Class 5	K2790-2940	Rabaul	70	8.8.75
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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:- Senior Departmental representative for the Administrative Division and Home Affairs Division in the District. Liaise with other Departments on inter District matters. Exercise delegations including those concerning finance, housing allocation, furniture issues, tenancy agreements, take over of buildings. As directed carry out negotiations for purchase or lease of premises. Prepare and submit reports and returns as directed. Train subordinate staff. Other relevant duties as directed.

GP.157	Design and Layout Officer	K2705-2865	Port Moresby	71	8.8.75
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Qualifications:- Good knowledge of all aspects of the printing industry in the field of effects design and layout. Ability to carry out art work, produce work layouts. Experience in typographical planning and design.

Duties:- Assist in preparation of work of clients effecting design and layout. Co-operate with clients in all matters of layout and design. Liaise with all sections in regard to matters concerning design and layout, advise production control officer on such matters. Other duties as directed.

MS.49	Clerk Class 2	K1775-2035	Rabaul	72	8.8.75
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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:- Maintain commitment and expenditure record. Inspect vacated accommodation and take follow up action. Maintain records of housing allocations, prepare tenancy agreements, maintain rental records, process variations. Carry out the duties of secretary of the housing allocation committee. Train sub-ordinate staff. 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 LANDS SURVEYS AND MINES

MB.5	Technical Officer Grade 2	K2465-2625	Port Moresby	73	8.8.75
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Qualifications:- Diploma or Certificate in Engineering Surveying or Survey Drafting, or equivalent. Sound knowledge of map compilation techniques and in aerial photo interpretation including experience in photogrammetry.

Duties:- Prepare and set up mapping sheets by photogrammetric means, for P.N.G. Mapping series, which includes:- examination of aerial photographs for semantic information and metric quality preparation index map from lay down of prints, plotting principal points and indicating pass points to points on diapositives. Perform other related duties as directed.

MB.71	Technical Officer Grade 2	K2465-2625	Port Moresby	74	8.8.75
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Qualifications:- Qualified cartographer or equivalent qualification in surveying. At least 2 years experience in photogrammetry and machine operation. Completion of Course in photogrammetry desirable.

Duties:- Operate photogrammetric instruments in the preparation of topographic maps and numerical output as required. Assist in training of junior staff. Other related duties as directed.

MB.5(a)	Technical Officer Grade 1	K2190-2385	Port Moresby	75	8.8.75
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Qualifications:- Completion of acceptance course in cartography or surveying. Knowledge of map compilation techniques. Aptitude for stereoplottting.

Duties:- Operate photogrammetric instruments in the preparation of topographic maps and digital output as required. Other related duties as directed.

DEPARTMENT OF LAW

M.68	Clerk Class 3	K2035-2230	Port Moresby	76	8.8.75
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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. Typing ability desirable.

Duties:- Assemble Court papers and prepare the day's papers for the Magistrate. Check that all is ready for the day's court work and bring court papers to the Magistrate prior to the court beginning sitting each day. Assist the Magistrate in the court, make out warrants and orders of the court and record court proceedings and evidence either verbatim or in abridged form, if required by the Magistrate. Be responsible for recording all details - filing away of documents and keep them in safe custody and carry out any necessary follow-up action required. Other duties as directed.

DEPARTMENT OF POSTS AND TELEGRAPHS

TR.1	Clerk Class 9	K5405-5635	Port Moresby	77	8.8.75
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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. Equivalent and recognised qualifications as a Training Officer. Appropriate University Degree with Diploma of Education desired. Proven administrative ability and executive ability of a high order.

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*

Duties:- Control and manage the Posts and Telegraphs Training College. Collaborate with other Branch and Division Heads to ensure that training programmes conform with field needs. Assess instructions/performances and advise on teaching techniques and training aids, evaluate and make recommendations for improvements regarding existing methods and systems of training. Arrange and control the training programme of the College to fit field priorities with College resources.

F.5 Clerk Class 8 K4810-5170 Port Moresby 78 8.8.75

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 commercial accounting, costing and budgeting procedures and proven managerial ability or other appropriate tertiary qualifications or similar desirable.

Duties:- Plan, control and operate the Department's commercial budgets system, in particular: (a) analyse progress with projects day by day to exercise proper controls and economics. (b) Examine departmental costs, expenditure and earnings, and investigate trends and economic situations to have set aside, funds to meet anticipated costs.

F.2 Clerk Class 8 K4810-5170 Port Moresby 79 8.8.75

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 managerial ability and comprehensive knowledge of commercial and cost accounting, P.N.G. audit ordinances, and analytical techniques, applicable to appraisal of financial statements required,

Duties:- Manage the operations of the Department's commercial accounting system in accordance with approved audit requirements, involving for example: (a) preparation of financial statements comprising balance sheet, profit and loss statements and comparative statements of expenditure and revenue. (b) review and analysis of financial statements for management and general investigations into service costs including unit course studies.

EX.16 Assistant Methods Officer K3290-3370 Port Moresby 80 8.8.75

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.

Duties:- Review common work procedures for Stores, Supply, Accounting, Registry, Personnel work, etc. and develop improved and/or standardised procedures. Prepare detailed reports and recommendations on such reviews. Document procedures and prepare procedural manual for standardised recurring work.

S.36 Senior Stores Supervisor K2565-2715 Port Moresby 81 8.8.75

Qualifications:- Extensive knowledge of and experience in all aspects of storekeeping functions, including material handling. Proven ability to control, direct and instruct storekeeping and material and handling staff.

Duties:- Under general direction: Control and complete physical storekeeping function of the Department's stores organisation where managerial responsibility in terms of staff, nature and level of storehandling and scale of activity is highly complex, in particular:- (a) ensure efficient and safe performance of storehouse activities including evaluation of performance against established standards and accuracy of records maintained. (b) arrange transfer of supplies between storehouses to meet management requirements and co-ordinate allocation of household equipment.

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

EC.107 Draftsman Grade 2 K2570-2650 Port Moresby 82 8.8.75

Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Design and prepare drawings of Departmental plant, equipment, and buildings, involving investigations, computations and/or physical design of mechanical or structural requirements. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Design and prepare documentation for Telecommunications plant installations. Undertake engineering survey work and association computation, and prepare more complex drawings required for decisions in respect of feasibility, design, establishment and location of Telecommunications plant and equipment.

EC.127 Draftsman Grade 1 K2295-2360 Port Moresby 83 8.8.75

Qualifications:- An approved certificate of a recognised College or Institution, or equivalent, as may be acceptable to the Public Service Board, or six years relative experience plus the successful completion of an eligibility test as approved by the Public Service Board.

Duties:- Prepare the simpler designs and drawings of Departmental plant, equipment and buildings, including investigations, computations and/or physical design of mechanical and structural requirements. Prepare circuits and wiring diagrams for production, installation and maintenance purposes. Design and prepare documentation for less involved telecommunications plant installations.

EC.102 Plan Records Officer K2295-2360 Port Moresby 84 8.8.75

Qualifications:- Qualified as plan record assistant, Grade 1. Sound knowledge of relevant practices and procedures, appropriate technical experience and drafting skill. Ability to take charge and supervise staff.

Duties:- Under technical direction: Prepare and amend difficult plans of underground cable and conduits showing details of location, make up, installation and reticulation; undertake related calculations and field investigations. Gather information and prepare plans, recording the location of plant of other authorities likely to cause obstruction to proposed work. Draw maps and survey plans required for underground cable and conduits records. Assist with the design of and draw simple cable reticulation systems where standards are available.

EC.85 Teletechnician Officer K2295-2360 Port Moresby 85 8.8.75
Grade 1

Qualifications:- An 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.

Duties:- Repair and manufacture radio equipment. Recondition unfit radio equipment. Conduct routine performance acceptance tests on new radio equipment as required. Document workshop orders associated with above. On the job and special training of sub-ordinate staff. Care and maintenance of tools and equipment. Implement approved safety measures in the section. 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*

EC.105 Plan Records K2100-2165 Port Moresby 86 8.8.75
Assistant Grade 2

Qualifications:- Qualified as Plan Records Assistant, Grade 1. Good knowledge of Plan records procedures and appropriate technical experience and ability to prepare records and other plans under supervision.

Duties:- Under supervision: Prepare and amend straight-forward plans of underground cables and conduits in accordance with approved procedures, perform associated calculations. Prepare straight-forward maps and survey plans required for underground cables and conduit plan records. Carry out other duties as directed consistent with the above.

EC.131 Drafting Assistant K2100-2165 Port Moresby 87 8.8.75
Grade 2

Qualifications:- Qualified as Drafting Assistant, Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans, under supervision.

Duties:- Prepare detailed drawings forming part of an overall design. Prepare drawings of existing plant and equipment. Prepare less involved circuit diagrams. Prepare or modify less involved floor plans or site layouts. Prepare less involved charts, graphs etc. Carry out routine fact finding inspections.

EC.103B Plan Records K2100-2165 Port Moresby 88 8.8.75
Assistant Grade 2

Qualifications:- Qualified as Plan Records Assistant, Grade 1. Good knowledge of plan records procedures and appropriate technical experience and ability to prepare records and other plans under supervision.

Duties:- Under supervision: Prepare and amend straight-forward plans of underground cables and conduits in accordance with approved procedures, perform associated calculations. Prepare straight-forward maps and survey plans required for underground cable and conduit plan records. Carry out other duties as directed, consistent with the above.

S.33 Driver Grade 1 K1305-1345 Port Moresby 89 8.8.75

Qualifications:- Licensed motor vehicle driver with provision of licenses in other categories as required by duties.

Duties:- Drive cars, utilities, trucks and other vehicles as required. Perform minor routine maintenance on vehicles as required. Maintain simple records. Carry out other duties as directed, consistent with the above.

DEPARTMENT OF PUBLIC HEALTH

D.8 Dentist Class 3 K5295-5525 Port Moresby 90 8.8.75

Qualifications:- Registered as a Dentist under the Medical Service Ordinance. Good academic standing. Creditable research and publications ability to teach.

Duties:- Conduct classes and examinations in specified subjects for Dentists, Dental Nurse, Dental Orderly and Dental Technician training. Prepare syllabi and content of specified subjects to correlate with the content of courses undertaken by other lecturers. Show in the supervision of all clinical subjects taught at the Dental College. Provide specialist and consultative services for the Territory or Oral Surgery or Periodontics. Undertake administrative duties assigned by the Principal.

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.8 Personnel Officer K4705-5065 Port Moresby 91 8.8.75

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 in Personnel administration, thorough knowledge of Public Service legislation and instructions, and administration organisation and procedures. Proven ability to make assessments and prepare reports and recommendations. Proven ability in the direction and management of personnel work.

Duties:- Direct and supervise the functions of the Personnel Branch, including Recruitment, establishments and staff and industrial section. Interpret and apply Public Service legislation to Department's Public Servants. In close liaison with Department of Labour, maintain satisfactory conditions of service for non-public staff. Act as Departmental Industrial Relations Officer. Exercise delegations under Public Service Ordinance and associated legislation and instructions. Oversight establishment, staffing and recruitment reviews and prepare reports and recommendations. Ensure effective liaison with Australian hospitals and Queensland Radium Institute for continual secondment of staff. Direct preparation of annual salary estimates and reviews and annual reports on Branch activities. Ensure appropriate training of Branch staff and assist in Departmental training programmes. Other duties as directed.

D.10 Dentist Class 2 K3955-4525 Port Moresby 92 8.8.75

Qualifications:- Registered as a Dentist under the Medical Services Ordinance. Post graduate qualifications and teaching ability desirable.

Duties:- Conduct classes and examinations in specified subjects for Dentists, Dental Nurse, Dental Orderly and Dental Technicians training. Prepare Syllabi and content of specified subjects to correlate with the content of courses undertaken by other lecturers. Share in the supervision of all clinical subjects taught at the Dental College. Undertake administrative duties assigned by Principal.

AS.20 Clerk Class 6 K3240-3405 Port Moresby 93 8.8.75

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. Extensive experience in general clerical and personnel work. Sound knowledge Public Service Ordinance and associated legislation, determinations and instructions. Administrative and supervisory ability essential. Ability to prepare reports and correspondence.

Duties:- Supervise the work of the Staff Section. Exercise delegations under Public Service Ordinances and associated legislation and deal with more complex staff matters. Assist Personnel Officer in reviews and general personnel administration. Supervise maintenance of staff and statistical records and statistics, and preparation of periodical returns and reports. Collate and finalise draft salary estimates and Branch's annual and other reports. Supervise training of Branch staff and assist in departmental training. Other duties as required.

AS.156 Legislation and Information Officer K2825-4085 Port Moresby 94 8.8.75
Clerk Class 7

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 understanding of Departmental policies and practices and of Administration organisation. Ability to prepare draft legislation and public relations material.

Duties:- Secure effective liaison with staff of department and relevant organisation and: (a) prepare lay drafts of legislation initiated by Department. (b) facilitate the processing of legislation through Department of Law, Administrator's Executive Council and House of Assembly. (c) prepare and distribute public relations material (d) Draft speeches and correspondence as appropriate (e) Assemble and collate policy material as required. Assist in the development of policy submissions. 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 Public Health - continued

AS.90 Clerk Class 6 K3240-3405 Port Moresby 95 8.8.75

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. Extensive clerical and administrative experience. Good knowledge of administration organisation, procedures and practices, especially with staff, stores and finance. Good background knowledge of Territory locations and communications. Proven ability to organise and supervise staff.

Duties:- Maintain an efficient office services organisation, including Supply, Registry, Typing Pool, and General Services. Review and recommend on sectional and district clerical staffing requirements. Assist in collation and preparation of Annual and other reports. Ensure adequate administrative arrangements for movement of personnel, both staff and visitors and patients, to Australia. Review departmental transport requirements and recommend priorities and allocations. Review departmental office, furniture and equipment requirements and recommend priorities and allocations. Ensure maintenance of registers of assets and property. Liaise with appropriate authorities on major construction and maintenance projects. Ensure co-ordination of arrangements for supplies, other than pharmaceutical. Ensure effective In-Service training of junior staff.

D.2 Executive Officer K2360-2565 Port Moresby 96 8.8.75
Clerk Class 4

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 practical knowledge of Departmental organisation, practice and procedure. Sound knowledge of Departmental accounting practice and stores procurement procedure. Proven administrative ability.

Duties:- Organise and maintain the efficient functioning of the Dental Health Service Headquarters office and advise on administrative, personnel and financial policy within the section. Arrange the procurement, distribution and delivery of dental stores, supplies and equipment throughout Papua New Guinea and prepare associated correspondence. Oversight Dental section's funds and expenditure. Prepare draft financial estimates and returns and maintain liaison with accountant on funds allocation and preparation of budgets. Examine and collate reports, returns and statistics from field staff and prepare associated correspondence. Maintain liaison with student sources and Staff Inspector on matters relating to recruitment, training and conditions of service of staff, and the posting of officers. Carry out other duties as directed consistent with the above.

AS.159 Clerk Class 4 K2360-2565 Port Moresby 97 8.8.75

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 the work should apply.

Duties:- Responsible for collecting, checking and coding hospital admissions and discharges return. Responsible for the preparation of computer coding sheets. Responsible for collecting, checking and coding death certificates. Responsible for the collection of Epidemiological Returns and publication of monthly bulletin. Supervise and train staff in coding. Check coding performed by coding clerks. Correspondence to hospitals regarding Admissions and Discharge, and Death Certificates. 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 Public Health - *continued*

D.13 Senior Nurse K2290-2490 Port Moresby 98 8.8.75

Qualifications:- Eligible for registration as a Nurse in a prescribed nursing category under the Papua New Guinea Medical Services Ordinance. Administrative ability and (local officer) two years sound relevant experience, plus pass in Advance Level Training Course or (local officer) five years sound relevant experience or (Overseas Officer) Australian General and Midwifery Nursing Certificate or equivalent.

Duties:- Organise, co-ordinate and supervise Dental College Clinical facilities including sterilisation and laundry. Dispense medicines under the direction of a qualified dentist. Act as theatre sister overseeing trainee dental orderlies in the theatre, undertaking on the job training. Responsible for the management of the College Hostel. Responsible for student welfare as directed. Responsible for student counselling and health. Carry out other duties as directed, consistent with the above.

AS.279 Clerk Class 2 K1670-1930 Port Moresby 99 8.8.75

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.

Duties:- Compilation and despatch of National Health Resources questionnaires. Check validity and correctness of completed questionnaires. Code information for computer analysis and check coded information. Other duties as directed.

DEPARTMENT OF THE PUBLIC SERVICE BOARD

81 Training Officer K3825-4085 Port Moresby 100 8.8.75
Grade 4
Clerk Class 7

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. Appropriate tertiary qualifications or part completion thereof essential. Sound knowledge of tertiary courses. Experience in dealing with student problems.

Duties:- Supervise the work of the Tertiary Subsection. Plan and oversight the promotion of the cadetship and free place schemes; supervise the administration of the schemes, including:- control and regular counselling and advice to cadets and free place holders; deal with more difficult cases; plan the vacation employment of cadets and free place holders and the evaluation of that employment; liaise with senior staff at tertiary institutions on matters pertaining to the cadetship and free place schemes. Investigate and advise on proposals for training in non-public service institutions. Undertake other duties consistent with the above.

Administrative College

A.1 Principal K7365 Port Moresby 101 8.8.75

Qualifications:- Honours Degree in Arts, Economics, Law or a related discipline. Ability to administer an Administrative College. Experience in the planning of training programmes and the conduct of residential courses. Wide experience in Public Administration. Experience in the education and training problems of a developing country desirable.

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 - continued

Duties:- Responsible for the efficient management of the Administrative College, including planning, direction and control of; residential courses of general education, administrative and management training for Public Service personnel and approved public and private organisations. Provide specialist advice on training policies and practices and administrative and executive training schemes. Supervise and control College staff and students in residence. Act as Chairman of the Board of Studies and Member of the Advisory Group and ensure policy decisions are implemented. Liaise with similar training institutions in Australia and overseas. Ensure adequate library services are maintained at the College.

*AG.14 Lecturer (Diploma Studies)	K4075-5065	Port Moresby	102	8.8.75
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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 Diploma Studies or Subjects within this area. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College Courses. Participate in extra curricular activities for students. Conduct and Report on research in relevant disciplines.

*AC.9 Clerk Class 4	K2255-2465	Port Moresby	103	8.8.75
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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:- Responsible for Course Affairs Section of College Administration, in particular Student Selection and reception of new students for long courses, answering correspondence on courses and course content, not involving matters of policy. Liaison with Departments on progress of students. Supervision of Examinations Clerk and responsibility for all aspects of Examination arrangements. Assistance to the Registrar in preparation of handbooks, and other publicity material. Other duties as required.

AC.22 Clerk Class 3	K193C-2125	Port Moresby	104	8.8.75
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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:- Maintain efficient registry service for the College, including:- receipts, classification and registration of all papers and correspondence, the movement of files and other registered papers, the despatch of all mail and documents, and accountability for postage. Supervise the printing and duplicating services. Train Registry Staff.

AC.39, AC.40 Cook Grade 2 AC.40B (4 positions)	K1540-1800	Port Moresby	105	8.8.75
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Qualifications:- Successful completion of an approved course of training as a cook or similar. Qualifications and experience assessed as equivalent.

Duties:- Arrange menus, prepare and cook meals including dishes of a more unusual and complex nature. Supervise kitchen staff and dining-room staff. Receive, inspect and ensure proper storage of food supplies. Supervise cleaning and maintenance of kitchen, associated areas, equipment and utensils. Train kitchen staff. Take charge of the kitchen in the absence of the Supervisor. 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 WORKS

MS.1 Clerk Class 9 K5755-5985 Port Moresby 106 8.8.75

Qualifications:- 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. Extensive experience in Stores administration, procurement and supply activities together with demonstrated managerial ability of a high order.

Duties:- Carry out the duties of Superintendent (Supply). Under Board policy control and direction:- Manage the Department's complete supply function; in particular, interpret policy as it affects the work of the function. Set work standards and objectives. Control and organise staff. Allocate work and evaluate results against objectives and standards set. Evaluate recommendations made by staff. Develop support staff. Liaise with clients and other departments, consultants, etc. Make critical supply decisions, solve the most complex and novel problems, and direct or participate in special and in-depth studies and investigations as required. Act as departmental consultant and represent the Department on Supply and associated Tender Board activities. Participate with higher management in the formulation of policies. Approve and prepare reports to higher authorities and other areas.

VR.A.1 Clerk Class 5 K2790-2940 Goroka 107 8.8.75

Qualifications:- 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. 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 Eastern 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 - examine and identify incoming correspondence, prepare summaries, attach relevant documentation, and undertake action as far as practicable in accordance with local requirements. Prepare general correspondence and with technical guidance, the technically orientated correspondence. 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, which embrace for a self-accounting department, such activities as the operation of trust accounts, processing of accounts for payment, project accounting ledgers, operations of salaries and wages advance, payment of salaries and wages, registry, typing, supply, accommodation, staff movements, and transport. Undertake such activities as required. 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.

*BB.5,*BB.8, *BB.9 Building K2565-2715 As required 108 8.8.75
*BB.12,*BB.14 Inspectors
(5 positions)

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.

Vacancies - *continued*

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

*MF.Y2 Clerk Class 4 K2360-2565 Port Moresby 109 8.8.75

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 other Authorities Trust Fund Ledger. Raise claims on Commonwealth and Administration Departments Instrumentalities and other outside authorities, including Local Government Councils. Reconcile ledger monthly. Investigate outstanding and disputed claims. Prepare correspondence and queries arising therefrom. Carry out other duties as directed consistent with the above.

MP.H5 Clerk Class 3 K2035-2230 Port Moresby 110 8.8.75

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.

Duties:- Carry out the duties of Clerk - Special Project: Undertake special projects especially of a statistical or analytical nature. Prepare establishment and staffing aspects of draft financial estimates, reviews and appropriations, annual and other reports. Deal with enquiries and correspondence and liaise with other sections, departments and organisations. Supervise and train subordinate staff.

RE.11 Senior Stores K2100-2230 Rabaul 111 8.8.75
Supervisor Grade 1

Qualifications:- Thorough knowledge and experience of all aspects of storekeeping and materials handling. Ability to control storehouse operations and staff.

Duties:- Carry out the duties of Senior Stores Supervisor, Grade 1. Oversee the physical operation of all storehouses. (Maintenance store, spare parts store, projects store) Control proper functions of various storehouses under his control. Train storehouse staff in on-the-job methods in all aspects of stores operations. Plan storage for anticipated receipts. Undertake periodical stock checks and assist at stocktaking.

RE.5 Stores Supervisor K1775-1905 Rabaul 112 8.8.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control storehouse operations and staff.

Duties:- Carry out the duties of Stores Supervisor. Supervise physical operation of maintenance store, to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Supervise subordinate staff duties of receipt, issue, storage and preservation stocks. Ensure observance of quality control requirements in relation to stocks received. Investigate and report on discrepancies and initiate action in case of transit loss or damage.

Vacancies - *continued*

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

*XS.2-60 Assistant Overseer K1670-1800 As required 113 8.8.75
(50 positions) (Civil Engineering)

Qualifications:- Experience in the maintenance and construction of roads, bridges, culverts, airfields, etc. and knowledge of drainage and earthworks desirable. Knowledge of operations of earthmoving equipment. Ability to keep labour and plant records. Ability to supervise the work of plant operators, bridge carpenters, etc.

Duties:- Carry out routine maintenance of airfields, roads and culverts, simple maintenance of wharves and bridges, and assist in construction of minor new projects. Supervise the operation of earthmoving equipment. Direct the work of plant operators, bridge carpenters and other subordinate staff. Supervise labourers employed on construction and maintenance of roads, etc. Maintain labour and plant records and provide simple, accurate written reports. Assist with surveys and setting out.

*XQ.39-44. XQ.47, Overseer
XQ.49-68 (Labours) K1200-1410 As required 114 8.8.75
(27 positions)

Qualifications:- Ability to direct and supervise the work of labour parties.

Duties:- Control and direct operations of the labour party attached to the section field unit. Care for and maintain tools and equipment.

DEPARTMENT OF TRANSPORT

*R.3 Clerk Class 10 K6095-6445 Port Moresby 115 8.8.75

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. Extensive experience in the investigation and planning of roads desirable. Aptitude for policy work.

Duties:- Control, direct or participate in the investigation of policies and the formulation of plans relating to determination of standard location, programming and priority of the design and construction of roads. Investigate and recommend the priority and standards of road projects, arrange feasibility studies and prepare draft works programme items for submission of Planning Division; Prepare standards committee and other reports as required. Liaise with the Planning Division, other Departments and Authorities to determine that roads are programmed to meet economic, political and social requirements, ensure that roads are designed, constructed and located consistent with the long term plans for development by the Planning Division. Represent the Department at meetings, etc. on matters related to the Roads function. Undertake other duties as directed.

P.25 Clerk Class 6 K3475-3825 Port Moresby 116 8.8.75

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 previous clerical experience.

Duties:- Act as Secretary at Divisional Meetings, Consultant Selection Meetings and of Joint Programmes of studies. Maintain records of commitments on special services. Vote Co-ordinate aid programmes and liaise with Aid Co-ordinating Committee. Liaise with Central Planning Office on Operations room. Maintain distribution list for reports, and distribute. 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

Civil Aviation Agency

*DCA.781	Training Officer Grade 3	K3240-3405	Port Moresby	117	8.8.75
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Qualifications:- Extensive experience in the design of training courses and their presentation. Proven skill in instruction techniques. Appropriate academic qualifications are highly desirable.

Duties:- Plan and conduct a programme of personal development for trainees. Create courses for efficient reading and study, courses specified to encourage an active interest in civic activities, basic supervisory and management training courses and a course designed to enlarge the English speaking vocabulary to one which allows technical and operational word mastery.

DCA.1236	Airways Operations	K2790-2940	Lae	118	8.8.75
DCA.1238	Officer Class 3				
	(2 positions)				

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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency.

Duties:- Perform pilot briefing duties and provide flight information; Search and rescue and communications services to pilots of aircraft using aeronautical mobile service.

DCA.1271	Airways Operations Officer Class e	K2790-2940	Madang	119	8.8.75
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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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency.

Duties:- Perform pilot briefing duties and provide flight information, search and rescue communications services to pilots of aircraft using aeronautical mobile service.

DCA.1285	Airways Operations Officer Class 3	K2790-2940	Rabaul	120	8.8.75
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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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency.

Duties:- Perform pilot briefing duties and provide flight information, search and rescue and communications services to pilots of aircraft using aeronautical mobile service.

*DCA.783	Training Officer Grade 1	K2360-2565	Port Moresby	121	8.8.75
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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 of the Third Division are also eligible.

Duties:- Prepare and deliver lectures and practical demonstrations in non operational/technical subjects at the Civil Aviation Training College. As necessary, assist in the preparation of appropriate training aids.

Plant and Transport Authority

*T.37	Clerk Class 8	K4705-5065	Port Moresby	122	8.8.75
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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. Formal accounting qualifications desirable, thorough knowledge of Government Accounting principles essential.

Duties:- Responsible for the efficient maintenance of the Authority's accounts. Advise Area Managers on their financial progress and furnish them with monthly balance sheet. Exercise delegations. Prepare special financial statements and reports. Interpret control information. Maintain master accounts ledgers. Attend Budget meetings. Carry out other duties 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.

Adv.No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (and Former Departments where applicable)
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DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

1718	8 of 6.2.1975	F.1739-F.1741 (3 positions)	19.5.1975	AISA A. Peter CLERK Nomba
1731	8 of 6.2.1975	F.2100-F.2103 (4 positions)	27.5.1975	BUMANA William T. SOLULU Tuo ETEDBOYO Almos A.
1717	8 of 6.2.1975	V.45-50 (6 positions)	13.5.1975	PAHAU Bernard
1694	8 of 6.2.1975	RE.12	14.5.1975	TABUA Napoleon C.
1693	8 of 6.2.1975	SR.37A	14.5.1975	TILIP John S.
1977	15 of 6.3.1975	F.2746-2749 (4 positions)	29.5.1975	BORABA Napier TENARI Roy W. WAMU Saru DILU T. Peter
1720	8 of 6.2.1975	FQ.10-16 (7 positions)	7.5.1975	TOLANA Lohia

DEPARTMENT OF BUSINESS DEVELOPMENT

449	2 of 2.1.1975	121-129 (9 positions)	20.3.1975	SAKI Nawali SUSAK Micah ORAKA Michael FRANCIS Pius KAGUHONAMA Joshua
838	75 of 7.11.1974	131-136 (6 positions)	12.5.1975	GARKANA Anton LEVO Uari NALME Begena KOROTI L. Albert THAMO Jude KIAPIN Lolong
840	75 of 7.11.1975	153-158 (6 positions)	12.5.1975	ANIS J. Gerard KISAKUI Manoi MERO Saea ALU Ara SUKOT Kalamendi POLIT Gabriel B.

DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

1744C	8 of 6.2.1975	L.13	17.5.1975	DALELE Vickson Vanatho (Dept. of Finance)
1746A	8 of 6.2.1975	L.19-23B (5 positions)	7.5.1975	MATALALE John R. VALUKA Alois
860	75 of 7.11.1974	SD.1	4.4.1975	LIOSI Napoleon
861	75 of 7.11.1974	H.3	15.4.1975	VARO Luis
862	75 of 7.11.1974	SD.1	4.4.1975	TUBUORA O'Reilly
2003	15 of 6.3.1975	SD.40	23.5.1975	KILA Kusen

Adv.No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And former departments where applicable)
Department of the Chief Minister and Development Administration - <i>continued</i>				
2008	15 of 6.3.1975	SD.129,131,132, 134-136 (6 positions)	23.5.1975	RORI Rawa NALU Malum
Office of Information				
1254	83 of 5.12.1974	ES.68	13.5.1975	MIARA Oa
1768	8 of 6.2.1975	P.2	7.5.1975	YANGAS Joyce Samoa (Dept. Business Develop.)
1258	83 of 5.12.1974	ES.69	13.5.1975	NASON Emmanuel Barat (Dept. of Chief Minister & Dev.Admin.)
1761	8 of 6.2.1975	P.53	7.5.1975	KOVEA Pasana
1754	8 of 6.2.1975	P.17	7.5.1975	GUREKI Iava
1757	8 of 6.2.1975	P.45	7.5.1975	SINARI Joseph (Dept. of Education)
1759	8 of 6.2.1975	P.19-21 (3 positions)	7.5.1975	SAMBUBA Vivienne
DEPARTMENT OF EDUCATION				
1773	8 of 6.2.1975	E.12	15.5.1975	PERUKA Tau
1779	8 of 6.2.1975	ES.69-ES.69A-G (8 positions)	15.5.1975	DIGMAI Kenny MALALA Leo (Transfer)
1780	8 of 6.2.1975	E.11	15.5.1975	SABADI Nanai
1774	8 of 6.2.1975	ES.71-ES.71A-E (6 positions)	15.5.1975	BAKANI Gabriel
DEPARTMENT OF FINANCE				
1467	2 of 2.1.1975	A.5	20.3.1975	IAVA Joseph Sioa
1784	8 of 6.2.1975	L.28	16.5.1975	IKO Avia
DEPARTMENT OF FOREIGN RELATIONS AND TRADE				
1271	83 of 5.12.1974	C.200	19.5.1975	GENET Kikia
DEPARTMENT OF FORESTS				
1799	8 of 6.2.1975	AS.1	13.5.1975	VANI Ruma Vaieka (Dept. (of Agric.Stock & Fishrs) (Transfer)
1802	8 of 6.2.1975	AA.2	13.5.1975	HELAI Jack
1806	8 of 6.2.1975	DH.2	13.5.1975	KAGAMBA Tony
2053	15 of 6.3.1975	AS.7	3.6.1975	SERE Tau Rawa
DEPARTMENT OF INTERIOR				
1830	8 of 6.2.1975	MS.25	9.5.1975	MEATA Sevese
1834	8 of 6.2.1975	LC.15-24 (10 positions)	9.5.1975	ASE Bill B. NEALAU Jack Y. (Transfer) (Dept. of Education)
1831	8 of 6.2.1975	LC.11-14 (4 positions)	9.5.1975	PASANGU Thomas YALA George (Dept. of C.M. & D.A.)

Adv.No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Departments where Applicable)
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Department of Interior - *continued*

1831 (continued)

				BIKTA Thomas (Dept. of Public Health)
				SOWENI David J. (Dept. of C.M. & D.A.) (Police Adm. Branch)
1832	8 of 6.2.1975	MS.488	12.5.1975	TIPLAS James
2086	15 of 6.3.1975	FG.18	30.5.1975	DIUA Ogi
2080	15 of 6.3.1975	FG.7	30.5.1975	DAUA Resena
2079	15 of 6.3.1975	FG.15	30.5.1975	LOGAE Kore
2084	15 of 6.3.1975	FG.8	30.5.1975	BANIAN Gertrude
2064	15 of 6.3.1975	MS.8	30.5.1975	ARAU Arooa
2062	15 of 6.3.1975	FG.14	30.5.1975	MOROTI Seaea
1838	8 of 6.2.1975	MS.82	12.5.1975	JAKU Jamesop A.
2057	15 of 6.3.1975	PH.10A	29.5.1975	POKANAU John
1840	8 of 6.2.1975	LC.31-34 (4 positions)	9.5.1975	WOLKONGAT Joseph (Transfer) KINGI Kemberom (Transfer) THOMAS Dave (Transfer)

DEPARTMENT OF LABOUR AND INDUSTRY

1849	8 of 6.2.1975	ET.16	8.5.1975	KILA Kwamala
2089	15 of 6.3.1975	LA.12	9.6.1975	TAVIRI Aiapi

DEPARTMENT OF LANDS SURVEYS AND MINES

1573	2 of 2.1.1975	L.22	23.4.1975	KAMA Kabanua
1017	75 of 7.11.1974	A.35	14.5.1975	TANI Lawrance
1013	75 of 7.11.1974	A.34A	14.5.1975	PEWAMU K. Hsine (Dept. of Education)
1543	2 of 2.1.1975	V.20	1.5.1975	IKUPU Paul Aihi

DEPARTMENT OF LAW

1596	2 of 2.1.1975	RG.1	27.3.1975	PANEY Philip
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DEPARTMENT OF POSTS AND TELEGRAPHS

1294	83 of 10.1.1975	EX.12	14.3.1975	KAMARA Penias D.
1868	8 of 6.2.1975	PS.55	28.5.1975	GOBU Kone
2126	15 of 6.3.1975	PS.77	28.5.1975	URALIA Panuel
1878	8 of 6.2.1975	TR.25	14.5.1975	MANOA Dorothy
1874	8 of 6.2.1975	PS.94	28.5.1975	ITEGU Lawrence
1872	8 of 6.2.1975	PS.84	28.5.1975	HAU Joseph A.
2127	15 of 6.3.1975	PS.76	28.5.1975	YALKITI Joe C.
1873	8 of 6.2.1975	PS.80	28.5.1975	MULAI Joseph
258	54 of 1.8.1974	PH.3	15.5.1975	KAWADAWARETA Michael
1871	8 of 6.2.1975	PP.7	14.5.1975	RANG Benjamin

Adv.No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Departments Where Applicable)
DEPARTMENT OF PUBLIC HEALTH				
1917	8 of 6.2.1975	MS.843-845 (3 positions)	20.5.1975	KUKIN Joseph DEMBU Lucas KUMBIT C.
1901	8 of 6.2.1975	CH.24	21.5.1975	MINGKWA Geoawa T.
1899	8 of 6.2.1975	HE.5-13 (9 positions)	20.5.1975	VAVIA Koana NOAN Henry TUKA Andrew S.
1898	8 of 6.2.1975	MT.181	20.5.1975	TOKOME Reuben T.
1902	8 of 6.2.1975	MT.186	26.5.1975	SEMOSO J. Cajentan
1907	8 of 6.2.1975	MT.178	26.5.1975	GURMAY Reuben B.
1916	8 of 6.2.1975	D.3	26.5.1975	GIBUNA Mamuna
1906	8 of 6.2.1975	D.80-90 (11 positions)	26.5.1975	MAIARI Avae KILA Gamoga KORALEN Cornelius SABADI James MASON Diana ATHERTON Iga KAIRE Avee LANGREEI Hubert KWATENA Daniel ARAPE Vincent
1918	8 of 6.2.1975	AS.46	21.5.1975	WAMALA Ralema
1910	8 of 6.2.1975	MS.138	21.5.1975	KANAWAI Tani B.
1909	8 of 6.2.1975	MD.27	21.5.1975	WALI Ted. O.
1913	8 of 6.2.1975	D.146	26.5.1975	HAWIEMBE Theodore
1208	83 of 5.12.1974	AS.91	21.5.1975	MOREA Saini

DEPARTMENT OF TRANSPORT

Plant and Transport Authority

1950	8 of 6.2.1975	T.448	23.5.1975	AILA Aisi Gabe (Dept. of Finance)
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WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following notifications of vacancies are withdrawn:

Department of the Chief Minister and Development Administration

In Gazette No. 44 of 5th June, 1975, the following positions are withdrawn:-

Position No. CMP.5, Clerk Class 11, Advertisement No. 2744

Position No. CMP.6, Clerk Class 9, Advertisement No. 2752

Position No. CMP.3, Clerk Class 8, Advertisement No. 2753

Office of Information

In Gazette No. 37 of 15th May, 1975, the following positions are withdrawn:-

Position No. GL.9, Government Liaison Officer, Grade 5, Advertisement No. 2452.

Position No. IN.11, Information Officer Grade 4, Advertisement No. 2454.

Withdrawal of Notification of Vacancies - continued

Department of Finance

In Gazette No. 15 of 6th March, 1975 the following positions are withdrawn:-
Position No. A297, Clerk Class 6, Advertisement No. 2017
Position No. A184, Clerk Class 7, Advertisement No. 2016

Central Planning Office

In Gazette No. 44 of 5th June, 1975, Position No. CG.5, Economist Class 9, Advertisement No. 2795.

Department of Forests

In Gazette No. 2 of 2nd January, 1975, the following Positions are withdrawn:-
Position No. DM4, Forest Officer Class 3, Advertisement No. 1504.
Position No. DM.46-47, Forest Officer, Grade 4, Advertisement No. 1506.
Position No. DM.6, Forester Grade 3, Advertisement No. 1510
Position No. DM.9, Forester Grade 3, Advertisement No. 1511.
In Gazette No. 37 of 15th May, 1975, the following positions are withdrawn:-
Position No. L.6, Clerk Class 4, Advertisement No. 2543.
Position No. L.3, Clerk Class 4, Advertisement No. 2544.
Position No. AS.3, Clerk Class 3, Advertisement No. 2550.

Department of Posts and Telegraphs

In Gazette No. 44 of 5th June, 1975, Position No. TR.1, Clerk Class 9, Advertisement No. 2847.

Department of Public Health

In Gazette No. 37 of 15th May, 1975, the following positions are withdrawn:-
Position No. MAL.4, Clerk Class 6, Advertisement No. 2674.
Position No. AS.289, Clerk Class 8, Advertisement No. 2669.
In Gazette No. 44 of 5th June, 1975, the following positions are withdrawn:-
Position No. CH.100, Health Inspector Grade 2, Advertisement No. 2884.
Position No. CH.99, Health Inspector Grade 2, Advertisement No. 2886.
Position No. CH.95, Health Inspector, Grade 2, Advertisement No. 2887.
Position No. CH.101, Health Inspector Grade 2, Advertisement No. 2888.

Department of Public Works

In Gazette No. 24 of 3rd April, 1975, Position No. LG.32, Technical Officer Grade 1, Advertisement No. 2379.
In Gazette No. 44 of 5th June, 1975, the following positions are withdrawn:-
Position No. EA.14, Senior Technical Officer Grade 1, Advertisement No. 2905.
Position No. EA.13, Senior Technical Officer, Grade 1, Advertisement No. 2906.
Position No. EA.16, Technical Officer Grade 2, Advertisement No. 2907.
Position No. EA.15, Draftsman Grade 2, Advertisement No. 2908.
Position No. EA.20, Technical Officer, Grade 1, Advertisement No. 2909.

Department of Transport

In Gazette No. 15 of 6th March, 1975, the following positions are withdrawn:-
Position No. M.17, Clerical Assistant Grade 3, Advertisement No. 2208.
Position No. M.25, Clerical Assistant Grade 2, Advertisement No. 2209.

Plant and Transport Authority

In Gazette No. 44 of 5th June, 1975, the following positions are withdrawn:-
Position No. T.22-33, Plant Inspector, Advertisement No. 2915.
Position No. T.233, Workshop Supervisor Grade 1, Advertisement No. 2916.
Position No. T.159 Foreman Artisan Grade 1, Advertisement No. 2917.
Position No. T.360A, Foreman Artisan Grade 1, Advertisement No. 2918
Position No. T.357, Foreman Artisan Grade 1, Advertisement No. 2919
Position No. T.326, Foreman Artisan Grade 1, Advertisement No. 2920.

GAZETTE CORRECTIONS

In Gazette No. 37 of 15th May, 1975, under the heading "Notification of Vacancies" sub-heading "Department of Agriculture Stock and Fisheries" the designation of the following Positions should read as follows:-

Position No. F.1735 Rural Development Technician Grade 3, Advertisement No. 2435.

Position No. F.1729, Rural Development Technician Grade 4, Advertisement No. 2436.

In Gazette No. 15 of 6th March, 1975 under the heading "Notification of Vacancies" sub-heading "Department of the Public Service Board" "Administrative College", Position No. AG.27,30, Advertisement No. 2176, should read *AG.27,30, and not as previously advertised.

In Gazette No. 37 of 15th May, 1975, under the heading "Notification of Promotions and Transfers" sub-heading "Department of Law" the promotion of Buri William KIDU, Advertisement No. 1292, the Position Number should read CS.1 and the date of effect should read 20.2.1975.

In Gazette No. 37 of 15th May, 1975, under the heading "Notification of Promotions and Transfer-" sub-heading "Department of Law" the following Positions should read:-

RG.37, Advertisement No. 1601, date of effect 15.4.1975 and Former Department where applicable (Department of Business Development).

RG.55, Advertisement No. 1608.

RG.11, Advertisement No. 1614

RG.51, Advertisement No. 1607

RG.40, Advertisement No. 1604 the Former Department where applicable should read (Department of Business Development)

In Gazette No. 37 of 15th May, 1975, under the heading "Vacancies" sub-heading "Department of Education" the designation of Position No. F.1 Clerk Class 9, Advertisement No. 2461 should read Clerk Class 8 and not as previously advertised.

In Gazette No. 44 of 5th June, 1975, under the heading "Notification of Promotions and Transfers" sub-heading "Department of Agriculture Stock and Fisheries" the Promotion of Cathrine Honua MAHURU should read under the Department of Lands Surveys and Mines.

In Gazette No. 37 of 15th May, 1975, under the heading "Notification of Vacancies" sub-heading "Office of Information" the following Positions should read with asterisks.

*GL.15, Advertisement No. 2451.

*GL.31,43-45,49, Advertisement No. 2453

*GL.33,69-73, Advertisement No. 2456

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1974PROMOTION - SECTION 36

Under the provision of Section 36 of the above-mentioned Ordinance, this Officer has been promoted from Research Assistant, Grade 1, K2255-2465, to Rural Development Technician, Grade 1, K1670-1800, with effect 26th November, 1974: John TOKIOS.

Under the provision of Section 36 of the above-mentioned Ordinance, the following officers have been promoted from Lines Assistant, Grade 2, K1410-1540, to Lines Supervisor, Grade 1, K1670-1800, with effect from 28th October, 1974: Vincent WAK, Laxom MARUM.

PUBLIC SERVICE EXAMINATIONSDEPARTMENT OF POSTS AND TELEGRAPHS

Post Offices Branches Examination No. 170 for Postal Officer, Grade 3, held 7th May, 1975. The following Candidates were successful in the above examination.

Kulau TABU, Peter SOKAVA, Daimen AURI, Fabian YELIA, Awui MURURU,
Akuarapa ASENA, Heni HUI, Angelo WARUPI, Nau BUGA, Alois KAMBE.

E. C. Awo—Papua New Guinea Government Printer, Port Moresby.—1557/4,500.—7.75.