



Papua New Guinea National Gazette

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PORT MORESBY, THURSDAY, 6th NOVEMBER

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

APPLICATIONS FROM OVERSEAS SERVING OFFICERS

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 quadruplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

The Co-Ordinator,
 Public Service Selection Unit,
 P.O. Box 1430,
 BOROKO.

Service particulars required:-

APPLICATIONS FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

Surname: Other Names:
 Present Department: Branch: Location:
 Date Commenced working with 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 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 Services Commission, Waigani, or the Public Services Commission, P.O. Box 819, Rabaul, or the Public Services Commission, P.O. Box 2069, Yomba, Madang District.

+An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

H.1 Principal R.D.O. Grade 5	K5800-6030	Mt. Hagen	776	5.12.75
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Qualifications:- Diploma in Agriculture, or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position. Administrative ability.

Duties:- Maintain the effective and efficient organisation and operation of H.A.T.I. Direct the implementation of National Policies of agricultural education at the Institute level. Ensure that agricultural policies do in practice, at the Institute level, complement those of other sections of the Department. Liaise with outside organisations and institutions in Papua New Guinea.

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*

*E.E.5 Clerk Class 9	K5755-5985	Port Moresby	777	5.12.75
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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 Services Commission. Considerable experience in rural economic survey research and planning.

Duties:- Agricultural Economist Plans, implement and Co-ordinate economic studies and analysis, using benefit/cost and investment analysis techniques of specific commodity, area, and project developments. Plan, implement and Co-ordinate economic analysis of Departmental submissions for international credit and aid explain. Prepare reports and develop appropriate evaluation techniques appropriate to the above. Co-ordinate the economic content of national commodity policy statements on the basis of above evaluation. Liaise with other departmental and Government Officers involved with economic and marketing surveys and planning of the rural sector. Supervise the work and training of junior Agricultural economist engaged in economic analysis of the rural industries. Perform other duties as directed.

WMR. 1 R.D.O. (Wildlife Superintendent) Grade 4	K4770-5120	Port Moresby	778	5.12.75
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Qualifications:- Diploma in Agriculture, or equivalent or such educational qualifications acceptable to the Public Services Commission, extensive experience in Wildlife Management and thorough knowledge of Wildlife resource utilisation. Desirable knowledge of fauna legislation and enforcement. Proven administration and organising ability.

Duties:- Take charge of organisation and supervision of National Wildlife Projects aimed at obtaining and documenting technical and ecological data on Wildlife and its habitat or fauna reserves, for example:- Co-ordination of Intra-and-inter departmental activities where appropriate. Preparation of operational plans, financial estimates and logistic plans. Staff Control Organise and supervise feasibility surveys and make recommendations on the development of Wildlife Management areas and Wildlife reserves.

Investigate and develop close liaison with industry consumer groups, and provincial authorities too; promote and assist in improving Wildlife Conservation and utilization procedures. Act as a point of reference for field staff and provincial authorities for technical and organisational matters related to specific project and general Development Programmes. Perform other duties as directed.

+H.2. Deputy Principal Rural Development Officer Grade 4	K4770-5120	Mt. Hagen	779	5.12.75
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Qualifications:- Diploma in Agriculture or equivalent or such qualifications as may be acceptable to the Commission. Experience and background appropriate to the duties of the position.

Duties:- Assist and deputise for the Principal in the exercising of responsibility for the functioning of the Institute. Co-ordinate management and professional activities of the Institute as required. Carry out such duties expected of a lecturer.

Vacancies - *continued*

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

+P.2. Deputy Principal Rural Development Officer Grade 4	K4770-5120	Popondetta	780	5.12.75
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Qualifications:- Diploma in Agriculture or equivalent or such qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties:- Assist and deputise for the Principal in the exercising of responsibility for the functioning of the Institute. Co-ordinate management and professional activities of the Institute as required. Carry out such duties of a lecturer as required.

WTA. 1 Ecologist Class 2	K3975-4525	Moitaka	781	5.12.75
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Qualifications:- Degree in science or its equivalent from an equivalent University Post Graduate qualification desirable. Post Graduate experience in Wildlife Research and Management Training or degree in education.

Duties:- Plan and conduct experiment and wildlife training in a specified field of wildlife conservation research and management. Evaluate Education and training operations and prepare report for Departmental and the Branches use. Review technical papers, reports, etc. in the field of wildlife conservation including Research, Management or Utilisation and prepare training projects applying this to the specified field. Prepare wildlife training and education course programme or circular and train and supervise staff in training section. Perform other duties in wildlife training and education as directed.

WRH. 2 Ecologist Class 2	K3975-4525	Port Moresby	782	5.12.75
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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 Services Commission. Post Graduates experience in fauna and flora Biology or Ecology.

Duties:- Undertake Professional Ecologist tasks of usual complexity and under professional supervision the more complex and novel tasks associated with wildlife research functions, for example:- Plan and conduct experiments in a specific field of wildlife on conservation research on management. Evaluate operations and prepare reports on wildlife conservation. Review technological progress in the field of wildlife conservation including research. Management utilisation and prepare project applying the work to the specified field. Prepare scientific and technical papers. Control the work of sub-professional staff as required. Other duties as directed consistent with the above.

WRB. 2 Ecologist Class 2	K3975-4525	Port Moresby	783	5.12.75
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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 Services Commission. Experience in fauna and flora Biology or Ecology.

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

Duties:- Undertake professional Ecologist tasks of usual complexity, and under professional supervision the more complex and novel tasks associated with wildlife research functions. For example:- Plan and conduct experiments in a specific field of wildlife conservation research on management. Evaluate operations and prepare reports on wildlife conservation. Review technological progress in the field of wildlife conservation including research, management or utilisation and prepare project applying the work to the specific field. Prepare scientific and technical papers. Control the work of sub-profession staff as required. Other duties as directed consistent with the above.

V.8. 10-11-17

Lecturer

Rural Development Officer

Grade 3

(10 positions)

K3940-4190

Vudal

784

5.12.75

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

Duties:- Act as lecturer in charge of a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects.

E.E.16 Clerk Class 7

K3845-4105

As required

785

5.12.75

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 Services Commission. Experience in the economics of rural industries.

Duties:- Assist provincial or area staff in the preparation of rural development plans, in important and more complex areas. Undertake economic, marketing and Statistical research and surveys or rural industries necessary for the formulation and implementation of area; provincial and national rural development plans. Provide advice on the farm management, economic and marketing aspects or rural enterprises to departmental staff and rural producers. Collect, compile and analyse Statistical and other. Survey data necessary for the above. Assist in departmental training programmes. Other duties as directed.

V.19. Education Officer

Class 4

K3435-3520

Vudal

786

5.12.75

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 Services Commission. Diploma of Education or similar teaching qualifications. Lecturing experience.

Duties:- Lecture in Mathematics and general academic subjects at tertiary level. Evaluate, analyse and make recommendations to ensure that curricula content is kept up to date and in line with modern teaching principles.

Vacancies - *continued*

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

P.8. Associate Lecturer, Rural Development Officer Grade 2	K3155-3295	Popondetta	787	5.12.75
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Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Assist the lecturer in the specified field of Agriculture by conducting classes, tutorials and demonstrations and by assisting students' progress.

WRH. 8 WRH.10 Ecologist Class 1 (2 positions)	K2865-3585	Port Moresby	788	5.12.75
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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 Services Commission.

Duties:- Under professional supervision, undertake professional Ecologist tasks of a straightforward nature requiring only the application of established Principles techniques and methods to Wildlife conservation activities. Perform experiments, and carry out investigations on specified field of Wildlife conservation, assist in on-the-job training of sub-professional staff. Assist in the preparation of scientific and technical articles and reports. Perform other duties as directed consistent with the above.

V.72 Education Officer Class 2	K2805-3015	Vudal	789	5.12.75
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Qualifications:- Trained Teacher's Certificate or equivalent, appropriate University degree desirable. Experience in teaching at Secondary level. Teaching experience desirable.

Duties:- Lecture in English and general academic subjects at appropriate level to Diploma students.

E.E.4 Clerk Class 5	K2790-2940	Port Moresby	790	5.12.75
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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 Services Commission. Good Post-graduate experience in the economics of Rural Industry.

Duties:- Carry out any of the following combinations:- Assist in Economic Survey of Primary industries or of rural areas; collect, compile and analyse statistical and other data and make economic assessments. Assist in compilation of reports in industries or areas and in the preparation of materials for publication. Perform field work and farm visiting to test and check statistical techniques and carry out sample surveys, and organise collection of data by field staff. Assist in investigation into management and development of Primary industry ventures. Assist in compiling reports and assessments of the data obtained for use in the development of Farm plans and development budgets and in providing advice to financial institutions and Primary producers. Perform field visits and interviews with producers, liaise closely with field staff. Assist in the preparation of articles on various aspects of farm management and budgeting. 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 Agriculture Stock and Fisheries - *continued*

MS.139 Clerk Class 5	K2790-2945	Port Moresby	791	5.12.75
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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 Services Commission. Knowledge of relevant legislation etc. Experience in Government Accounting procedures and practices; especially in respect to cash crop and/or livestock accounting. Ability to undertake investigation and prepare report.

Duties:- Responsible for efficient accounting procedures in respect of purchase, sale, and transfer of Livestock, under the small holder development programme and D.A.S.F. Establishment cattle. Investigate and take recommendations on discrepancies values at less than K1000.00 in returns, for necessary on the spot audits to be carried out in the field. Analyse reasons for discrepancy, submit report on individual situations to the financial delegate concerned and report on any inefficiencies encountered with field staff. Prepare reconciliations on expenditure and revenue on the purchase and resale of Livestock. Examine livestock returns for A.I.D. Station and permanent. Maintain on other Departmental stations; maintain stock cards and prepare correspondence. Carry out other such duties as directed consistent with the above.

P.26. Rural Development Technician Grade 2	K2405 2775	Popondetta	792	5.12.75
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Qualifications:- Certificate in Agriculture, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Attached to the Livestock Section at the College. Undertake training duties and practical demonstrations to students in connection with all aspects of Livestock Management tests to students and evaluate results in co-operation with the Lecturer in charge. Maintain records.

R.53 Drafting Officer Grade 2	K2735-2875	Port Moresby	793	5.12.75
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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:- Preparation of soils maps and plans from airphotos and ground survey notes, assist in Training Staff, provide drafting assistance to field parties as required and other duties as directed.

P.28 Field Supervisor Grade 2	K2545-2665	Popondetta	794	5.12.75
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Qualifications:- Certificate in Agriculture, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Station Manager, Popondetta Agricultural Training Institute. Organise and supervise staff, allocate farm machinery and supervise mechanical cultivations including planting, harvesting and processing of crops. Maintain routine records and submit returns as required. Undertake training duties consistent with the above. A wide experience in station management duties and ability to maintain the college grounds and farm to a high 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*

V.23. Instructor Grade 1 (Farm Mechanics)	K2470-2600	Vudal	795	5.12.75
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Qualifications:- Qualified tradesman. Ability to give instructions and to supervise in the trade. Personal attributes suited to working as an Instructor at a residential college.

Duties:- Teach technical skills in farm mechanics by classroom exposition and practical demonstrations. Assist in evaluating theoretical and practical knowledge of trainees/students. Assist in maintaining college and departmental machinery and equipment.

P.25. Rural Development Technician Grade 2	K2275-2405	Popondetta	796	5.12.75
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Qualifications:- Certificate in Agriculture, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Attached to the crops section at the college. Undertake training duties and practical demonstrations to students in connection with all aspects of annual and permanent crop production. Supervise staff engaged on routine work. Maintain records. Give practical tests to students and evaluate results in co-operation with the Lecturer in charge.

P.27. Development Technician Grade 2	K2275-2405	Popondetta	797	5.12.75
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Qualifications:- Certificate in Agriculture or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Attached to Extension Section at the College. Undertake patrols with students and carry out extension training duties both in the village and at the College. Give practical tests to students and evaluate results in co-operation with the Lecturer in charge.

F1845 F1856 Livestock Assistant Grade II (2 positions)	K1690-1820	Port Moresby	798	5.12.75
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Qualifications:- Qualified as a Livestock Assistant, proven ability in Livestock work including specialised skills.

Duties:- Under supervision carry out any of the following combinations:- Assist in disease control measures in rural communities, carry out treatments for wounds, diseases and parasites; maintenance of station equipment; artificial insemination work, oversee the day to day operations of small segment of station, operate and maintain the more complex farm and processing machinery; assist in recording of data and collection of samples associated with trials and experiments. Carry out directed supervision of Livestock Assistants Grade 1 and ancillary employees. Perform other duties as directed.

Vacancies - continued

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

CMM.4. Clerk Class 8	K4770-5120	Port Moresby	799	5.12.75
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Qualifications:- Administrative and research ability. Fluency in Pidgin desirable. A 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 Services Commission.

Duties:- Undertake research projects as allocated by Assistant Secretary Ministerial Services. Undertake special duties requested by individual Ministers. Assist with keeping records of informed Ministerial discussions. Assist with organisation of central Ministerial Offices.

SD.3 Clerk Class 6	K3365-3520	Port Moresby	800	5.12.75
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to conduct satisfactory interviews and to assess potential of staff. Good general knowledge of training aims and objectives.

Duties:- Control and Staff Appraisal Scheme. Conduct career and study guidance interviews and counsel staff as required. Design career plans, and recommend appropriate training where required. Prepare reports and recommendations on staff development programmes in respect of local staff.

SD.169,171-176 Community Development Assistant Grade 3 (7 positions)	K2100-2230	As required	801	5.12.75
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Qualifications:- Previous experience as Community Development Assistant Grade 1. Ability to carry out group and case work under supervision.

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

SD.181-182 Community Development Assistant Grade 2 (2 positions)	K1645-1775	Port Moresby	802	5.12.75
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Qualifications:- Pass at Form 2 level. Satisfactory completion of training period as Community Development Assistant.

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

Vacancies - *continued*

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

CMM.2, Keyboard Operator Grade 4	K2385-2665	Port Moresby	803	5.12.75
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Qualifications:- Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Knowledge in secretarial work.

Duties:- Stenographic and secretarial abilities as directed by Assistant Secretary, Ministerial Services. Carry out such other duties consistent with the above.

Office of the Auditor-General

*+AG.7 Senior Audit Inspector	K5755-5985	Port Moresby	804	5.12.75
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Qualifications:- Qualifications in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound background of departmental and/or audit experience. Ability for high level financial analysis.

Duties:- Direct, supervise and control a group of sub-sections; prepare work plans for appraisal audits and special investigations; recommend annual work programme. Participate in the more complex and important audits and investigations of the accounts of Departments and Authorities. Examine reports and submissions relating to Department and Authorities, financial statements, the Auditor-General's Reports and the Public Accounts Committee; make recommendations and observations to higher authority. Deal to finality with matters not involving policy or major issues. Conduct special investigations as directed. Interview and confer with senior executive officers of Departments and Authorities on the more important matters of policy, major issues, etc. Conduct correspondence with Departments and Authorities, as appropriate, within sphere of responsibility. Undertake other relevant duties as directed.

Police Administrative Branch

PR.17 Clerk Class 3	K2210-2405	Port Moresby	805	5.12.75
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Qualifications:- Sound knowledge of the extra duty provisions of the Royal Papua New Guinea Constabulary determinations or related Public Service Determination Calculation. Ability to direct and train staff. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Control and direct the work of the overtime section. Distribute workload; deal with more complex overtime claims. Attend to more complex correspondence and queries. Supervise and training of Section Staff. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

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

M684 Clerk Class 4 K2535-2735 Port Moresby 806 5.12.75

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 Services Commission. 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 also apply.

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

M153 Mess Supervisor K2275-2405 Madang 807 5.12.75
Grade 2

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

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

DEPARTMENT OF FINANCE

*FP.4 Clerk Class 9 K5800-6030 Port Moresby 808 5.12.75

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 Services Commission. Extensive experience in monetary policy and the operations of financial institutions. Proven capacity for research, critical analysis and preparation of policy submissions.

Duties:- Within broad guidelines:- Develop and review policies for control of specified aspects or segments of central banking, Government commercial banking, other banking and fringe banking activities and undertake research of considerable complexity to assist in the development of more involved policies. Prepare complex policy submissions and reports. Review selected overseas banking and financial institutions legislation to establish relevance to P.N.G. legislation. Represent the Department as necessary on committees and discussions relating to the above. Carry out other duties as directed consistent with the above.

Vacancies - continued

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

+*A.22 Senior Finance Officer Clerk Class 9	K5800-6030	Port Moresby	809	5.12.75
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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 Services Commission. Accounting qualifications highly desirable. Extensive experience and background in government accounting. Proven administrative ability and experience. Thorough knowledge of Treasury Ordinance, Instructions and Accounting procedures.

Duties:- Co-ordinate the operations of:- Salaries Sub-section; Trusts Sub-section; Warrant Control Sub-section; Machining Sub-section. As required by the Assistant Secretary (Accounting Services), advise on policy matters and matters of accounting co-ordination on request from Area Finance Officers. Deal with important correspondence relating to accounting operations of the Finance and Subsidiary Departmental Systems. Ensure prompt attention to Inspection Reports, indicating breakdowns in established procedures.

I.8 Inspector (Finance) Grade 2 Clerk Class 7	K3940-4190	Lae	810	5.12.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Service Ordinance, and Regulations. Sound experience in government accounting procedures. Ability to instruct Accounting Officers. Proven experience in audit and inspection work or appropriate experience on allied or similar work. Accountancy qualifications desirable. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties:- Supervise and instruct the staff of the New Guinea Mainland Regional Office. Inspect accounting records at Sub-Treasuries and Treasury establishments in the New Guinea Mainland Region in accordance with approved inspection and audit programmes. Inspect and audit accounting records at outstations in the New Guinea Mainland Region, in accordance with approved inspection and audit programmes. Determine reasons for inaccuracies in accounts and records audited and advise and instruct accounting officers on accounting aspects; correct procedures and where appropriate assist in remedial action.

I.15 Inspector (Finance) Grade 1	K3365-3520	Rabaul	811	5.12.75
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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 Services Commission. Accountancy qualifications desirable. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Services Ordinance and Regulations. Sound experience in government accounting procedures. Ability to instruct accounting officers. Experience in audit and investigation work or in allied or similar field an advantage. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - continued

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

Duties:- Conduct inspections at branches of Treasury and departmental establishments in accordance with approved inspection and internal audit programmes. Inspect and audit a accounting records at outstations in accordance with approved inspection and audit programmes. Determine reasons for inaccuracies in accounts and records audited and advise and instruct Accounting Officers in correct procedures. Where appropriate assist in remedial action.

+*FP.21 Investigator Clerk Class 6	K3365-3520	Lae	812	5.12.75
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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 Services Commission. Sound knowledge of Prices Ordinance, Determinations etc. Experience in accounting, preferably including cost accounting. Progress towards Accountancy qualifications desirable.

Duties:- Assist in the exercise of price control in Papua New Guinea in accordance with legislation. Carry out the statutory functions of Authorised Officer. Carry out prices investigations and investigate requests for increased profit margins on a regional basis; submit detailed reports and recommendations. Institute prosecutions as directed; prepare legal documents; appear in Court. Liaise with the Departments of Law and Police on prices control matters. Carry out other duties as directed consistent with the above.

+*FP.23 Investigator Clerk Class 6	K3365-3520	Goroka	813	5.12.75
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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 Services Commission. Sound knowledge of Prices Ordinance, Determinations, etc. Experience in accounting, preferably including cost accounting. Progress towards Accounting qualifications desirable.

Duties:- Assist in the exercise of price control in Papua New Guinea in accordance with legislation. Carry out prices investigations and investigate requests for increased profit margins on a regional basis; submit detailed reports and recommendations. Institute prosecutions as directed; prepare legal documents; appear in Court. Liaise with the Departments of Law and Police on prices control matters. Carry out the statutory functions of Authorised Officer.

I.9 Inspector (Finance) Grade 1 Clerk Class 6	K3365-3520	Lae	814	5.12.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Service Ordinance and Regulations. Sound experience in audit and inspection work or an allied or similar work an advantage. Accountancy qualifications desirable. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Duties:- Conduct inspections at Branches of Treasury and departmental establishments in accordance with approved inspection and internal audit programmes. Submit reports of inspections completed and make recommendations, where necessary. Determine reasons for inaccuracies in accounts and records audited and advise and instruct Accounting Officers in correct procedures and where appropriate assist in remedial action.

L.14 Training Officer Grade 3	K3365-3520	Port Moresby	815	5.12.75
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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 Services Commission. Successful completion of instructional course for Training Officers or equivalent qualifications. Ability to supervise and guide subordinate staff engaged in the management and conduct of training courses.

Duties:- Manage and conduct training courses and sessions covering new, specialised or more difficult subject matter or utilizing special training methods or techniques. Propose methods for selecting staff to undergo training and for difficult or specialised training and report on the effectiveness of the training. Investigate new developments in training and management needs. Other related duties.

L.5 Training Officer Grade 2	K2945-3085	Port Moresby	816	5.12.75
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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 Services Commission. Aptitude for training duties. Experience in Public Service clerical and administrative work. Previous experience in organising and conducting training courses.

Duties:- Organise training courses; including selection of documentation and arrangement of presentation methods and briefing of session leaders. Conduct and supervise classroom training in basic procedural training. Evaluate trainee progress and performance and report on the effectiveness of training provided. Complete data for use in training documentation. Develop and prepare course outlines, study materials and instructional plans. Conduct career guidance interviews and counsel staff as required. Other related duties.

*FP.27 Clerk Class 4	K2535-2735	Goroka	817	5.12.75
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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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out the statutory functions of an authorised officer, including;

- Visits to retail and wholesale establishments for purposes of policing the Ordinance.
- Investigations to determine correctness of prices in the light of ruling Prices Orders.
- Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Ordinance.

Carry out other duties as directed consistent with the above.

Vacancies - *continued*

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

+*FP.39 - Clerk Class 4 K2535-2735 Port Moresby 818 5.12.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out the Statutory functions of an authorised officer, including:

- (a) Visits to retail and wholesale establishments for purposes of policing the Ordinance.
- (b) Investigations to determine correctness of prices in the light of ruling prices orders.
- (c) Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Ordinance.

Carry out other duties as directed consistent with the above.

*FP. 46 Clerk Class 4 K2535-2735 Port Moresby 819 5.12.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out Statutory functions of an authorised officer, including:

- (a) Visits to retail and wholesale establishments for purposes of policing the Act.
- (b) Investigations to determine correctness of prices in the light of ruling Prices Orders.
- (c) Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Act.

Carry out other duties as directed, consistent with the above.

L.7 Clerk Class 4 K2535-2735 Port Moresby 820 5.12.75

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 Services Commission. 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:- Control Departmental aspects of Commonwealth Practical Training, Administrative College and A.S.O.P.A. students and courses, Public Service Cadets and vacation training schemes. Provide study guidance. Act as local Recruitment Officer for Department of Finance for school leaver clerks, graduates and accounting machinists. Visit schools and institutions on recruitment visits. Liaise with the Public Services Commission on recruitment. Assist with placement of staff. Prepare reports and returns on abovementioned matters. Other related duties.

A.30 Clerk Class 3 K2210=2405 Port Moresby 821 5.12.75

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 Services Commission. 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.

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

Central Planning Office

*CG 6-7)				
*CR 6-7) Assistant Economist				
*CA.7) Class 5-7 (5 positions)	K3825-4085	Port Moresby	822	5.12.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of other such educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Assist senior officers with research on economic development. Carry out research on less important aspects of economic development and prepare reports. Assist in economic development projects in any branch or section of the office or in government departments or instrumentalities.

Taxation Branch

T.145-Clerk Class 6	K3365-3520	Port Moresby	823	5.12.75
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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 Services Commission. Good knowledge of Stamp Duties Ordinance, wide experience in stamp duty assessing or an allied field. Ability to undertake investigations of financial records and statements and comprehend legal documents. Officers with Form 4, or Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Supervise and direct the staff and activities of the Stamp Duties Office. Undertake the more difficult or complex assessments of stamp duties payable. Conduct the more important interviews with and reply to the more important correspondence from solicitors, accountants, banking companies, business firms and members of the public. Prepare submissions to:

- Governor General for waiver of penalty
- Secretary or his Delegate for "Secretary's Opinion".
- Crown Solicitor for legal opinion.

T.77 Clerk Class 2	K1950-2210	Port Moresby	824	5.12.75
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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 Services Commission. 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:- Review taxpayers and group employers individual accounts to determine those cases where recovery actions are warranted and either arrange for the issue of a reminder notice, or refer cases to O.I.C. Accounts for further direction. Keep under constant review cases where extensions of time for payment have been granted or where recovery action is deferred for other reasons. Prepare and issue Section 272 garnishee notices. Prepare and issue summonses and Supreme Court Writs.

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

MC.1 Clerk Class 11	K7180	Port Moresby	825	5.12.75
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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 Services Commission or appropriate tertiary qualifications preferred. Demonstrated capacity for management and supervision. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Responsible to the Secretary for the efficient management of the Branch and for policy and legislative matters relating to Migration and Citizenship. Exercise delegations under Migration Act, Passports Act, Aliens Act and Citizenship Act and supporting regulations and prepare working submissions for Secretary or Minister. Develop working arrangements for the administration of Migration and Citizenship legislation. Review Migration and Citizenship policy, and prepare submissions. Represent the Government on Migration matters as a member of boards and committees. Prepare ministerial and cabinet submissions.

*MC.3 Clerk Class 9	K5800-6030	Port Moresby	826	5.12.75
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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 Services Commission. Sound knowledge of Migration and Citizenship matters. Demonstrable capacity to supervise. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Supervise, control and direct the Migration and Citizenship Branch. Oversee the efficient administration of:- (a) Migration Act; (b) Citizenship Act; (c) Passports Act; (d) Aliens Act. Investigate, decide, prepare correspondence and conduct interviews on more complex migration matters, such as what are these complex migration matters. Prepare submission for consideration by the Chief Migration Officer. Represent to the Chief Migration Officer at meetings involving migration administrative matters. Perform other Duties as directed consistent with the above.

MC.12 Clerk Class 7	K3940-4190	Port Moresby	827	5.12.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Relevant knowledge of related legislation. Ability to carry out investigations and prepare reports. Ability to supervise and train junior staff.

Duties:- Responsible to Senior Migration Officer. Supervise and direct the Control and Investigations Section. Co-ordinate and liaise with Entry and Citizenship sections. Investigate serious breaches of: (a) Migration Act; (b) Citizenship Act; (c) Passport Act; (d) Aliens Act. Initiate legal proceedings in liaison with legal authorities and policies. Carry out interviews with suspected offenders, prepare recommendations for Senior Migrations Officer relating to deportation and cancellation of entry permits. Prepare reports and legal briefs. Liaise with Migration Officer Entry with regard to the Permit Waiting List.

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.21 Clerk Class 6 K3365-3520 Port Moresby 828 5.12.75

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 Services Commission. Experience in supervising staff and Administration office procedures.

Duties:- Responsible for the efficient operation of the Office Services Section. Prepare and submit all Divisional returns. Maintain staff records; arrange postings as directed. Prepare draft estimates of revenue and expenditure. Attend to routine literature censorship matters; maintain associated registers. As directed, carry out other duties consistent with the above.

MC.5 Clerk Class 5 K2945-3085 Port Moresby 829 5.12.75

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 Services Commission. Sound knowledge of Migration Labour legislation. Capacity for report writing and ability to work with minimal supervision.

Duties:- Investigate, examine and process applications received from immigrants for periods of stay in excess of six months, for the purpose of:- Employment (to liaise with the Department of Labour and Industry where applicable on determining applications where occupations fall within a restricted or prohibited category under the Employment (Training and Regulation) Act. Residence; i.e. spouses, fiancées, other dependants etc. Research workers and members of film teams. Missionaries. Students. Prepare appropriate correspondence and conduct interviews.

MK.19 Clerk Class 5 K2945-3085 Port Moresby 830 5.12.75

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 Services Commission. Knowledge of relevant citizenship legislation desirable.

Duties:- Responsible to the Citizenship Officer - accept and process routine applications for naturalisation and registration as P.N.G. citizens (including provisional citizenship). Prepare correspondence relating to the above. Conduct interviews with applicants in Port Moresby and other centres throughout P.N.G. as required.

MK.10 Clerk Class 2 K1950-2210 Port Moresby 831 5.12.75

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 Services Commission. 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:- Accept and process applications from persons seeking permits to re-enter Papua New Guinea. Assist in Counter duties.

MC.8 Clerk Class 2 K1950-2210 Port Moresby 832 5.12.75

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

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*

Duties:- Maintain registers relating to Aliens residing in or visiting Papua New Guinea. Maintain continuous check to ensure compliance with Aliens Act by arriving and departing Aliens. As necessary, carry out duties as Aliens Registration Officer. Prepare correspondence relating to Aliens Registration.

MC.21 Clerk Class 2 K1950-2210 Port Moresby 833 5.12.75

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 Services Commission. 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:- Prepare passports for signature by the authorised officer. Maintain registers of passports. Prepare minor correspondence in relation to passport matters. Ensure adequate stocks of passports and application forms on hand.

MC.7 Clerk Class 1 K1560-1885 Port Moresby 834 5.12.75

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 Services Commission. 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:- Perform routine migration duties at Counter. Assist Clerk (Bonds) Position No. MC.8 as required.

MC.22 Clerk Class 1 K1560-1885 Port Moresby 835 5.12.75

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 Services Commission. 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 and assessed ability to carry out duties of the position.

Duties:- Assist in the preparation of passports and travel documents for signature by authorised officer. Assist in the maintenance of register of passports. Prepare minor correspondence. Other duties as directed consistent with the above.

Vacancies - continued

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

DH.17 Forester Grade 3 K3940-4190 Goroka 836 5.12.75

Qualifications:- Diploma of Forestry, or equivalent, or such other educational qualifications as are acceptable to the Public Services Commission. Considerable forestry experience and proven administrative ability.

Duties:- Control and direct all forestry activity within the District including harvesting control, plantations, nurseries, extension stations, roading, district surveys, etc. Conduct and supervise research projects as required. Ensure adequate supervision and training of subordinate staff. Other duties as required.

DD49A Technical Assistant
Grade 2 K2275-2405 Port Moresby 837 5.12.75

Qualifications:- Form 2 or equivalent or satisfactory relevant experience in government service. Sound experience and proven ability in the operation of photographic equipment and processing for straightforward reproduction work. Ability to satisfactorily carry out all duties listed.

Duties:- Operate aerial contact printer and contact frame producing photographic work including composite separation negatives incorporating screens and tints. Make colour proofs from negatives. Assist in the operation of large process camera. Care and maintenance of equipment.

DD49B Technical Assistant
Grade 2 K2275-2405 Lae 838 5.12.75

Qualifications:- Form 2 or equivalent or satisfactory relevant experience in government service. Sound experience and proven ability in the operation of photographic equipment and processing for straightforward reproduction work. Ability to satisfactorily carry out all the duties listed.

Duties:- Operate small reproduction camera for line copying of botanical drawings and tone copying of botanical specimens. Photographic processing and general dark room duties. Care and maintenance of equipment.

DEPARTMENT OF THE INTERIOR

PM.23 Clerk Class 5 K2945-3085 Madang 839 5.12.75

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 Services Commission. Sound knowledge of accommodation policies, procedures, good administrative and supervisory ability.

Duties:- Act as Chairman of District Housing Allocation Committee. Exercise delegations including those concerning finance, housing allocation, furniture issues, tenancy agreements, takeover of building. As directed carry out negotiations for purchase or lease of premises. Prepare and submit reports as directed. Train subordinate staff. Other related duties as directed.

Vacancies - continued

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

PH.10C Mess Supervisor Grade 2	K2275-2405	Port Moresby	840	5.12.75
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Qualifications:- Sound experience in the preparation of menus, preparation and cooking of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of stores procedure.

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

PH.10E Mess Supervisor Grade 2	K2275-2405	Rabaul	841	5.12.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores procedure.

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

PH.10D Mess Supervisor Grade 2	K2275-2405	Lae	842	5.12.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores Procedure.

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

Vacancies - *continued*

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

PH.4 Clerk Class 3	K2210-2405	Port Moresby	843	5.12.75
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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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Control all Hostel, Hotel/Motel, and Guest House bookings in Port Moresby. Prepare salary deductions schedules and liaise with Staff/Salary Sections of departments. Raise Debit Notes for subsidised accommodation and liaise with Sundry Debtors (Finance) Section. Other duties as directed.

PH.11-15; 17-19; 164 Mess Supervisor Grade 1 (9 positions)	K2145-2275	Port Moresby	844	5.12.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government Stores Procedure.

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

PH.20A Mess Supervisor Grade 1	K2145-2275	Lae	845	5.12.75
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Qualifications:- Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and training ability. Knowledge of Government stores procedure.

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

PM.34 Clerk Class 2	K1950-2210	Madang	846	5.12.75
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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 Services Commission. 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.

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:- Maintain commitment and expenditure record. Inspect vacated accommodation and take follow-up action. Maintain records of housing allocation, prepare tenancy agreements, maintain rental records, process variations. Carry out the duties of secretary of the Housing Allocation Committee. Other duties as directed.

PH.9-10 Storeman (2 positions)	K1420-1640	Port Moresby Lae	847	5.12.75
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Qualifications:- Ability to read and understand requisitions and perform simple arithmetical calculations and write despatch notes. Capacity to learn storehouse procedures and duties.

Duties:- Identify stores received, checking against receipt documentation, refer complicated cases and discrepancies to higher authority. Prepare and process receiving reports. Identify and select stores for issue in appropriate units of count, measurement or weight, entering details in vouchers. Packaging stores for despatch, including those with special requirements to ensure safe transit. Other duties as directed.

PH.8 Senior Storeman	K1690-1820	Port Moresby	848	5.12.75
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Qualifications:- Knowledge and experience of storehouse operations and the materials stored. Ability to co-ordinate staff activities, and resolve queries arising in the storehouse. Ability to control and instruct staff.

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

DEPARTMENT OF LANDS SURVEYS AND MINES

*DH.20 Chief Draftsman Grade 1	K4315-4595	Port Moresby	849	5.12.75
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Qualifications:- Qualified as Draftsman Grade 1. Extensive technical drafting knowledge and experience and considerable managerial capacity. Extensive experience in all phases of survey drafting including land and title survey drafting. Sound knowledge of Departmental procedures, Land Act and Survey Regulations.

Duties:- Direct and supervise work of the Plan Drawing Examination and General Duties Drafting Sections; administrative and professional supervision of drafting offices in the Regions. Supervise the training of staff in all phases of survey drafting. 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 Lands Surveys and Mines - *continued*

*V.9 Valuer Grade 2 K3365-3520 Port Moresby 850 5.12.75

Qualifications:- Appropriate qualifications in Valuation, or possession of such educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation knowledge desirable. Ability to collect and analyse data and information; Knowledge of statistical analysis. Knowledge of economics and/or accountancy desirable.

Duties:- Collect and analyse all data relating to valuations. Undertake research programmes as directed by the Valuer General. Other duties consistent with those undertaken by a qualified valuer.

*V.40 Valuer Grade 2 K3365-3520 As required 851 5.12.75

Qualifications:- Appropriate qualifications in valuation or possession of such educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of land administration matters.

Duties:- Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Other duties consistent with those undertaken by a qualified valuer.

LD.30 Clerk Class 4 K2535-2735 Port Moresby 852 5.12.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare more complex land availability for leasing and tender notices. Liaise with the Town Planning and Survey Administration branches on the progress of subdivisional design and survey. Other duties as directed.

LD.33 Clerk Class 4 K2535-2735 Port Moresby 853 5.12.75

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 Services Commission. 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:- Examine all applications in the following categories and submit to the Land Board with appropriate recommendations. Setting aside land for Government Departments, Mission Leases, Special Purposes Leases and other leases expressly exempt from advertisement. Variation of the term and conditions of leases; consolidation and subdivision of leases. 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 - continued

*LS.33 Land Development
Officer Grade 2 K2470-2665 As required 854 5.12.75

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 Services Commission. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties:- Responsible for the Branch's activities in a development area of lesser importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Other related duties as directed.

*LS.11 Land Development
Officer Grade 2 K2470-2665 As required 855 5.12.75

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 Services Commission. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and subdivisinal surveys and mapping.

Duties:- Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; Instruct trainees. Other related duties as directed.

LD.38 Clerk Class 3 K2210-2405 Port Moresby 856 5.12.75

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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare less complex land available for leasing and tender notices. Arrange the gazettal of land available for leasing and tender notices. Other duties as directed.

LD.28 Clerk Class 3 K2210-2405 Port Moresby 857 5.12.75

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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare less complex land available for leasing and tender notices. Arrange the gazettal of land available for leasing and tender notices. 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 - *continued*

LD.31 Clerk Class 3	K2210-2405	Port Moresby	858	5.12.75
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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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare less complex land available for leasing and tender notices. Assist in the investigation into applications for land and the amendment of lease terms and conditions. Other duties as directed.

*V.19 Clerk Class 3	K2210-2405	Port Moresby	859	5.12.75
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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 Services Commission. Previous clerical experience preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare and issue all valuation instructions including rental re-appraisals obtained from computer printouts. Control and maintain registers recording the progress of valuation instructions. Perform other duties consistent with the above.

LD.34 Clerk Class 3	K2210-2405	Port Moresby	860	5.12.75
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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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare less complex land available for leasing and tender notices. Assist in the investigation into applications for land and the amendment of lease terms and conditions. Other duties as directed.

*V.7 Clerical Assistant Grade 2	K1820-1950	Port Moresby	861	5.12.75
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to perform all duties listed preferably with experience in allied or similar work.

Duties:- Ensure that Branch records of conveyancing sheets, journals of transaction, Land Board minutes, building minutes and gazettes are complete. Carry out file culling under the supervision of the O.I.C. Perform 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 LAW

LR.3 Senior Legal Officer K4065-4595 Port Moresby 862 5.12.75

Qualifications:- Admitted as Barrister and Solicitor of the Supreme Court of Papua New Guinea. Experience in the practice of law in Papua New Guinea.

Duties:- Undertake research projects within the Commission's law reform programme. Act as directed as executive and research officer to committees and working parties set up under the Commission. Assist in the preparation of legal opinions for the Commission. Assist in the preparation of the working papers and reports of the Commission. Assist in the preparation of drafting instructions and working drafts of legislation proposals of the Commission. Other related duties as directed.

LR7 Clerk Class 5 K2945-3085 Port Moresby 863 5.12.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Under the direction of the Secretary of the Commission, carry out the functions of Executive Officer of the Commission on a day to day basis. Supervise and direct the administrative staff of the Commission. Maintain day to day control of the expenditure of the finances of the Commission. Assist the Commissioner, service staff, consultants and visitors to the Commission with travelling and other arrangements. Prepare the Commission's budget. Exercise supervisory control over the records of the Commission. Other related duties as directed.

DEPARTMENT OF POSTS AND TELEGRAPHS

X97 Clerk Class 9 K5800-6030 Port Moresby 864 5.12.75

Qualifications:- Appropriate tertiary qualifications in commerce, Accounting, Economics, or Business Management desirable. Extensive experience in the finance, accounting and supply fields - developed capacity and orientation to policy work and proven managerial ability. Qualifications in Business Studies (majoring in accountancy) or Accounting preferred.

Duties:- To understudy the Assistant Director Finance and Supply. Managerial training in the finance and supply functions of the Department of Posts and Telegraphs. Assist in the preparation of the more complex reports and submissions on finance and supply matters. Undertake investigations and studies into financial and supply functions as directed. Prepare reports as required. Other duties consistent with the above.

Vacancies - *continued*

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

IT.22 Clerk Class 6	K3365-3520	Port Moresby	865	5.12.75
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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 Services Commission. Proven ability to undertake independent research and prepare reports and correspondence thereon. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate to the relevant training and experience and think they can do the work, should also apply.

Duties:- 1. Undertake independent research and investigations of some complexity into for example proposals and case histories involving international legal, political regulatory, partnership and agreements matters in order to clarify and determine P.N.G.'s situation and relevance to P.N.G. international operations to ensure P.N.G. is carrying out its obligation, and to determine or instigate future actions in the international telecommunications sphere. 2. Prepare complex correspondence on the above and involving telecommunications inter-relationships with other countries. Ensure the preparation and despatch of international correspondence in appropriate and approved formats, particularly in relation to British Commonwealth Telecommunications Organisation and act as specialist adviser to other Branches in these aspects. 3. Control administrative and support clerical functions including for example, progress reporting of achievements and compilation of and maintenance of case histories and specialised records.

IT.23 Clerk Class 4	K2535-2735	Port Moresby	866	5.12.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or provision of such other educational qualifications as may be acceptable to the Public Services Commission. 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:- Provide administrative and clerical support to the International Engineering Branch or the International Marketing and Tariffs Branch as allocated in order to relieve professional, technical and specialist clerical staff of routine clerical type duties to the greatest extent possible, examine and identify incoming correspondence, prepare summaries, attach other relevant documents and ensure:- (i) final action on own initiative (or after consultation with senior staff), (ii) preliminary action before reference to senior staff, (iii) follow-up to ensure all action is completed quickly, (iv) outgoing action is correctly presented and is complete. Undertake enquiries, investigations and research as necessary after receiving general guidance or an outline of objectives. Arrange meetings, conferences, etc. as requested; prepare minuted conference tapes and undertake necessary follow-up action. Carry out other duties as directed consistent with the above.

PS.14 Postal Officer				
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PS.18 Grade 4				
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(2 positions)				
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K2145-2275				
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As required				
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867				
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5.12.75				
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Qualifications:- Qualified as Postal Officer Grade 1. Successful completion of a training course related to duties.

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

Vacancies - *continued*

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

IT.27 Clerk Class 2	K1950-2210	Port Moresby	868	5.12.75
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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 Services Commission. 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 as directed clerical activities such as the preparation of graphs, charts and minor correspondence, compilation of statistics, detailed examination and checking and collation of reports and the maintenance of records for any Branch to which allocated.

DEPARTMENT OF PUBLIC HEALTH

*MT.51 Pharmacist Class 3	K5345-5570	Port Moresby	869	5.12.75
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Qualifications:- Pharmaceutical chemist registered by the Medical Board. Knowledge of P.N.G. hospital and Services and Medical supply services desirable. Knowledge of wholesale drug trade and market generally. Experience as a Pharmacist. Teaching and administrative ability an advantage.

Duties:- Establish and organise training for trainee dispensers. Develop and continually review a syllabus for the teaching of dispensing to meet the needs of Papua New Guinea. Assist in the development of common courses. Plan, organise, conduct and follow-up examinations of course members. Arrange, and conduct advanced refresher course. Other duties as required.

AS.154 - Lands and Building Officer	K3940-4190	Port Moresby	870	5.12.75
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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 Services Commission. Wide experience in works planning and financial control. Thorough knowledge of procedures and practices in land acquisition building construction, extensions and modifications. Proven initiative and ability. Supervise the work of a section.

Duties:- Control and direct the work of the Lands and Buildings Sections. Develop Departmental forward works programmes. Plan and implement a current works programme. Other duties as directed.

*AS.271 Senior Technical Officer Grade 1	K3940-4190	Port Moresby	871	5.12.75
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Qualifications:- Qualifications at certificate level in electrical or mechanical engineering. Post Graduate Certificate qualifications in the repair and maintenance of X-Ray and associated equipment or such other qualifications as may be acceptable to the Public Services Commission. Wide knowledge of all types of X-Ray and associated equipment. Ability to perform installation, operation and servicing procedures, related to X-Ray equipment, electro-medical apparatus, anaesthetic and resuscitation equipment.

Vacancies - *continued*

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

Duties:- Operate the maintenance service of all X-Ray Equipment (Diagnostic and therapeutic.) Provide maintenance of the Cobalt Unit at the Lae Radiotherapy Centre as required. Provide a maintenance service of all electro-medical apparatus, anaesthetic and resuscitation equipment. Other duties as required.

*AS.20 Clerk Class 6 K3365-3520 Port Moresby 872 5.12.75

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 Services Commission or equivalent. Extensive experience in general clerical and personnel work. Sound knowledge of Public Service Ordinance and associated legislation, determinations and instructions. Administrative and supervisory ability essential. Ability to prepare reports and correspondence. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should apply.

Duties:- Supervise the work of the Staff section. Exercise delegations under Public Services Ordinance and associated legislation and deal with more complex staff matters. Assist Personnel Officer in reviews and general personnel administration. Other duties as directed.

*MS.823 Radiographer K3365-3520 Port Moresby 873 5.12.75
Grade 4

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

Duties:- Control and direct the radiography services of the Territory. Develop and oversight training programme for radiographers and X-Ray assistants; both formal courses and in service training. Determine curriculum content and course standards. Other duties as directed.

*MT.53 Radiographer K3155-3295 Port Moresby 874 5.12.75
Grade 3

Qualifications:- Registered as a Radiographer under the Medical Services Ordinance. Experience in lecturing and demonstrating to students in the subjects prescribed for the radiography course. Sound knowledge of radiation protection measures.

Duties:- Organise and conduct training courses in Radiography to trainees. Arrange and conduct advanced refresher courses for graduates. Undertake instructional courses for health workers in the proper handling of X-Ray equipment and the taking and processing of films. Other duties as required.

MS.212 Clerk Class 3 K2210-2405 Goroka 875 5.12.75

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 Services Commission. Wide clerical experience including registry duties. Knowledge of the care of medical records. Some knowledge of statistics. Practical experience in a medical Library desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this job should apply.

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

Vacancies - *continued*

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

CH.90A Clerical Assistant Grade 3	K1950-2080	Port Moresby	876	5.12.75
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Qualifications:- Qualified for appointment as clerical assistant. Good general clerical experience including records, personnel and accounts.

Duties:- Provide general clerical assistance including maintenance of appropriate register and technical records and collation and preparation of statistical and other material for reports. Other duties as required.

AS.187 Clerk Class 2	K1950-2210	Lae	877	5.12.75
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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 Services Commission. General clerical experience preferably in relation to Administration stores procedures and methods. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise and direct the activities of subordinate clerical staff. Record details of indents, purchase orders, invoice advices and dummy invoices on forward orders in accordance with sectional procedures. Reconcile register of stocks received with forward order ledgers. Other related duties as required.

MS.157 Clerk Class 2	K1950-2210	Port Moresby	878	5.12.75
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive 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:- Research and collate special studies required by the Chief Executive Officer, e.g. annual report statistics, patient/disease analyses, planning and development projects - building facilities, staff, hospital and community health services maintain routing filing procedures and prepare routine correspondence. Other duties as directed.

DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

*CAXA 007 Training Officer Grade 4	K3940-4190	Port Moresby	879	5.12.75
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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 Services Commission. Appropriate tertiary qualifications or part completion thereof essential. Sound knowledge of tertiary courses. Experience in dealing with student problems.

Vacancies - *continued*

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

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:- (a) control and regular counselling and advice to cadets and free place holders; deal with more difficult cases, (b) plan the vacation employment of cadets and free place holders and the evaluation of that employment; (c) 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.

15ABXA 009-010 Clerk Class 2 (2 positions)	K1950-2210	Port Moresby	880	5.12.75
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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 Services Commission. 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:- Receive applications, scrutinise to identify vacancy applied for. Ensure three copies of application received in respect of each advertisement applied for. If not, provide requisite number of photocopies. Sort into advertisement number order and associate with appropriate file. Record relevant particulars on Progress Form SB.5. Extract individual personal cards and associate with file. If no card has yet been raised for an applicant enter relevant particulars on new card for later verification by Department. Refer unidentified applications to O.I.C. Section for decision and take appropriate action as directed. Carry out such other duties consistent with the above.

Administrative College

AR.2 Senior Lecturer	K4770-6030	Port Moresby	881	5.12.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, and successful completion of stage 2 of the Public Service Library Training Course, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other Post Graduate qualifications desirable.

Duties:- Manage and control the work of the Library Services Section. Assist staff and students in the use of library materials for teaching programmes. Provide professional guidance to develop staff within the section. Advice on policy relating to Library Services. Selection of Library material relevant to the needs of the users of the Administrative College Library. Conduct and report on research in Library Services. Perform other relevant duties as directed.

*AA.16 Senior Lecturer (Admin.Studies)	K4770-6030	Port Moresby	882	5.12.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other Post-Graduate qualifications desirable. Relevant experience.

Duties:- Manage control the work of the Administrative Studies Section or a particular programme within the section, plan and design teaching programmes in Administrative Studies or subjects within this area. Assist the Principal Lecturer in providing professional other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to Administrative Studies.

Vacancies - continued

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

Administrative College - continued

*+AG.2 Senior Lecturer Library Studies	K4770-6030	Port Moresby	883	5.12.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, and successful completion of stage 2 of the Public Service Library Training Course, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other Post-Graduate qualifications desirable. Relevant experience.

Duties:- Manage and control the work of the Library Studies Section or a particular programme within the section. Plan and design teaching programmes in Library Studies or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to Library Studies.

*AA.31 Senior Lecturer	K4770-6030	Port Moresby	884	5.12.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other Post-Graduate qualifications desirable. Relevant experience.

Duties:- Manage and control the work of the Local Government Training Wing. Plan and design teaching programmes in local government or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to the Local Government Training Wing. Perform other relevant duties as directed.

*AA.37 Lecturer	K3365-4190	Port Moresby	885	5.12.75
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Qualifications:- Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties:- Teach Administrative Courses. Plan and design teaching programmes in the Local Government Training Wing or subject within the field of Local Government. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties.

*AA.24 Senior Lecturer	K4770-6030	Port Moresby	886	5.12.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other Post-Graduate qualifications desirable. Relevant experience.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Services Commission - *continued*Administrative College - *continued*

*+AR.3 Lecturer Library Services K3365-4190 Port Moresby 890 5.12.75

Qualifications:- Appropriate Diploma or University degree or equivalent, and successful completion of Stage 2 of the Public Service Library Training Course or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties:- Manage and control of major area of Library material for teaching programmes. Assist the Senior Lecturer in providing professional guidance to develop staff within the area of responsibility. Assist in selection of library material. Conduct and report on research in library services.

*AA.12 Lecturer
(Management Studies) K3365-4190 Port Moresby 891 5.12.75

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

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

*AA.11 Lecturer
(Management Studies) K3365-4190 Port Moresby 892 5.12.75

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

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

*AA.7 Lecturer
(Management Studies) K3365-4190 Port Moresby 893 5.12.75

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

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

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Services Commission - *continued*Administrative College - *continued*

*AR.5 Lecturer Library Services	K3365-4190	Port Moresby	894	5.12.75
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Qualifications:- Appropriate Diploma or University degree or equivalent, and successful completion of stage 2 of the Public Service Library Training Course, or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties:- Manage and control a major area of Library Services such as Technical Services, Reader Services or Reader Education. Assist staff and students in the use of Library material for teaching programmes. Assist the Senior Lecturer in providing professional guidance to develop staff within this area. Assist in the selection of library material. Conduct and report on research in library services.

*AA.6 Lecturer Management Studies	K3365-4190	Port Moresby	895	5.12.75
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Qualifications:- Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

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

+AC.27 Project Officer Clerk Class 6	K3365-3520	Port Moresby	896	5.12.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Considerable experience in similar or allied work. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work, should also apply.

Duties:- Direct the activities of the Projects office at the Administrative College including the provision administrative arrangements for short courses conducted by the Management Studies Branch. Ensure course material is available for all Courses being conducted. Arrange for necessary training and visual aids to be available when necessary. Provide assistance to the Registrar in projects of general interest to the Administrative College.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Services Commission - *continued*Administrative College - *continued*

*AA.5 Lecturer
(Management Studies) K3365-4190 Port Moresby 897 5.12.75

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

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

*AC.31 House Manager K2945-3085 Port Moresby 898 5.12.75

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 Commission. Experience in similar or allied work. Able to supervise and train junior Staff.

Duties:- Physical management and control of Administrative College Training Centre. Direction, of grounds development projects. Regular inspections of grounds and buildings. Maintenance of house discipline, in liaison with Principal or other authorised person.

+AC.32 Assistant House Manager
(Clerk Class 3) K2210-2405 Port Moresby 899 5.12.75

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

Duties:- Assist in the management and control of catering, cleaning and building maintenance, security and inspection arrangement. Receive and distribute stores delivered to the College. Allocate students accommodation and carry out clerical duties therewith. Assist in the maintenance of discipline among officers in training. Regular stocktake of College stores.

DEPARTMENT OF PUBLIC WORKS

*QN.G3 Senior Works Supervisor K3365-3520 As required 900 5.12.75

Qualifications:- Qualified as an Artisan Grade 2 together with wide trade experience in surveying desirable; ability to accurately determine labour and materials requirements and prepare cost estimates and control expenditure.

Vacancies - *continued*

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

Duties:- Carry out the duties of Senior Supervisor - Day Labour plus Duties. Direct and control works Supervisors within a District nature. Prepare and call Maintenance Contracts and Contracts of a minor nature. Carry out regular reviews of works progress in relation to commitment and advise the Regional/District Works Engineer. Carry out regular inspections to ensure that construction is being carried out efficiently and at a high standard of performance and ensure economical use of transport, plant and equipment supplied by contractors and P.W.D. day labour engaged on departmental activities. Liaise with Stores re efficient delivery of building supplies. Assist Regional Works Engineer as and when required. Carry out other duties as directed, consistent with the above.

*S.48 Senior Draftsman K3155-3295 Port Moresby 901 5.12.75

Qualifications:- Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Supervise the drafting activities of Survey Branch. Execute more complex drafting assignments. Supervise machine operators engaged in stereoplotting work. Care and custody of survey plans, maps and other survey documents and records maintained by this Department.

*RT.P1 Works Supervisor K2945-3085 Kieta 902 5.12.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties:- Control throughout the Bougainville District maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities in a situation where overall supervisory responsibilities (contract and departmental) are of average complexity; in particular:- provide managerial support to the District Manager; determine field resources requirements. Set priorities and ensure resources availability as programmed for continuity of both departmental and contractor works. Direct more important works, co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists. Undertake inspections, investigations and analyses of activities on aspects. Arrange remedial action as required; develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc. to management as directed. Undertake physical work tasks as supervisory responsibilities permit or in critical situations.

*TR.P1 Works Supervisor K2945-3085 Wewak 903 5.12.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties:- Control throughout the East Sepik District maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities in a situation where overall supervisory responsibilities are of average complexity; in particular: provide managerial support to the District Manager; determine field resources requirements, set priorities and ensure resources availability as programmed for continuity of both departmental and contractor works. Direct more important works, co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists. Undertake inspections. Arrange remedial action as required. Develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc. to management as directed. Undertake physical work tasks as supervisory responsibilities permit or in critical situations.

Vacancies - *continued*

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

MP.P1 Clerk Class 4 MP.P3 (2 positions)	K2545-2735	Port Moresby	904	5.12.75
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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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise staff and operations of a Staff sub-section, including:- provident and Retirement Benefit Funds. Ensure maintenance of appropriate personnel records and staff statistics. Continuous check of appropriate staff records to ensure correct entitlements actioned. Ensure maintenance of leave rosters and arrange deferments when required. Assist in preparation of staff statistics. Assist in preparation of salary estimates. Process engagements movements and terminations of staff. Deal with more involved correspondence and problems. Train subordinate staff. Other duties as directed.

VE.22 Clerk Class 4	K2545-2735	Lae	905	5.12.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in supply ordering, purchasing and Stock Control. Detailed knowledge of associated legislation, instructions and procedures as applicable to P.W.D. Proven ability to supervise staff. Knowledge of construction materials. 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 the duties of Senior Purchasing Officer. Supervise Regional Office purchasing cell activities. Carry out replenishment purchasing programmes for Maintenance stores Project Stores Fixed plant spare parts stores. Prepare reports and correspondence related to duties 1 and 2. Attend to queries from requisitioning officers. Expedite urgent requests. Provide relief for A.S.P.O. as required. Train and supervise subordinate staff.

MP.P6 Clerk Class 4	K2545-2735	Port Moresby	906	5.12.75
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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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out the duties of Staff Clerk. Supervise staff and operations of a staff sub-section, including:- Check and sign advices on salary, leave, special allowances, superannuation provident and retirement Benefit Funds. Ensure maintenance of appropriate personnel records and staff statistics. Continuous check of appropriate staff records to ensure correct entitlements actioned. Ensure maintenance of leave rosters and arrange deferments when required. Assist in preparation of staff statistics. Assist in preparation of salary estimates. Process engagements movements and terminations of staff. Deal with more involved correspondence and problems. Train subordinate staff.

Vacancies - *continued*

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

*QQ.P7 Foreman Grade 1	K2470-2665	Port Moresby	907	5.12.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience to the trade specialisation together with demonstrated ability to control staff and a programme of work.

Duties:- Take charge of a trades task force (contract and staff) responsible for the maintenance of washing machines throughout the Central District where equipment range is small but volume is large; in particular: control resources allocated and programme work accordingly including estimation of material and labour requirements for job allocated. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship, make inspections and take follow-up action as necessary to ensure satisfactory workmanship; carry out staff supervisory tasks. Organise and oversight the training of assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work; inspect or direct inspection of work performed, including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. **Undertake** trades tasks as supervisory responsibilities permit.

MPQ 4-5 Clerk Class 3 (2 positions)	K2210-2405	Port Moresby	908	5.12.75
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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 Services Commission. 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:- Prepare salary, Superannuation, Provident and Retirement Benefit Funds advices. Prepare submissions for incremental advances, maintain records and diaries. Answer questions salaries allowances and deductions from salary. Assist in preparation Staff posting lists. Prepare correspondence concerning:- Salaries and allowances in nature of salary. Deductions from salary, Separations, transfers. Maintain personnel records and statistics. Prepare salary estimates. Extract details of service for reports on Promotions and Appeals. Train subordinate staff. Other duties as directed.

WE.2 Clerk Class 3	K2210-2405	Mt. Hagen	909	5.12.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in supply ordering and purchasing working knowledge of associated legislation instructions and procedures. Ability to supervise subordinates. Knowledge of construction materials and spare parts desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Under the direction of the A.S.P.O. head a purchasing cell in the Regional Headquarters. Purchase Supply Regions and Districts requirements for:- (a) P.W.D. Maintenance items, (b) Project materials, (c) Plant and hospital engineering spare parts, Maintain contract register for supply contracts and ensure that purchases are made against contracts where applicable. Maintain liaison with Headquarters Purchasing Section on overseas purchases. Supervise and train subordinate staff.

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. R1-5 Clerk Class 3 (5 positions)	K2210-2405	Port Moresby	910	5.12.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are eligible, and those who think they can do this work should apply.

Duties:- Carry out the duties of senior salary calculator plus duties:-
Check calculations and postings on to employees history cards, salary variations including leave pays, resumptions, engagements, terminations, etc. and deductions. Prepare Group Certificates. Train subordinate staff. Other duties as directed.

VE.3 Clerk Class 3	K2210-2405	Lae	911	5.12.75
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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 Services Commission. 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:- Purchase all supply area spare parts requirements. Purchase all Public Works stock replenishments; i.e. Spare Parts. Spare Parts bulk stocks. Maintenance and construction stock items. Maintain liaison with Headquarters purchasing section on overseas purchases. Maintain liaison with Public Works Regional Plant Section within supply region through A.S.P.O. Supervise Subordinate staff.

MP.G2 Clerk Class 3	K2210-2405	Port Moresby	912	5.12.75
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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 Services Commission. 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 Recruitment Officer in all duties. Carry out such other duties consistent with the above.

*VE.8 Stores Supervisor	K1950-2080	Lae	913	5.12.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or Districts and mode of despatch. Record returns to stock or store. Supervise casual employees.

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.T5 Clerk Class 2	K1950-2210	Port Moresby	914	5.12.75
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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 Services Commission. 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 the duties of Junior salary calculator plus duties:- Calculate and post on to employees history cards salary variations including leave pays, resumptions, engagements, terminations etc. and deductions. Assist in preparation of Group Certificates. Other duties as directed.

*VE.25 Clerk Class 2	K1950-2210	Lae	915	5.12.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably in a supply related function. 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 purchasing officer in all aspects of his duties, particularly:- Locating sources of supply, securing and comparing quotations. Preparation and placement of orders. Placement and follow up of orders for regions requiring materials not available elsewhere. Answering queries from requisitioning officers. Preparing related correspondence. Carry out weekly review of outstanding and incomplete orders, liaise with suppliers for completion of supply action. Endorse copies of purchase orders with receiving report reference.

*VE.13 Stores Supervisor	K1950-2080	Lae	916	5.12.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Supervise physical operation of the storehouse to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Review adequacy of holdings and undertake replenishment action including local procurement. Supervise and train subordinate staff. Duties of Receipt, Issue, Storage and Preservation of Stocks. Ensure observance of quality control requirements in relation to stocks received. Arrange onward movement of stores to final consumption point as required. Implement security, fire and safety precautions. Investigate and report on discrepancies and initiate action in case of transit loss or damage. Undertake periodic stock checks and assist in stocktaking.

*WQ.E2 Stores Supervisor	K1950-2080	Mt. Hagen	917	5.12.75
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Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, Office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or District mode of despatch. Record returns to stock or store. Supervise casual employees. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

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

WR.E3 Clerk Class 2	K1950-2210	Mendi	918	5.12.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Good knowledge of supply ordering and purchasing procedures within P.W.D. Working knowledge of associated legislation, instructions and procedures. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Control the purchasing activities of a more complex district. Co-ordinate all supply requests and action as appropriate:- by local purchase order requisition on local DOS Storehouse referring to A.S.P.O. Maintain quotation registers and files. Maintain project files. Co-ordinate supply movement activities within the District. Initiate replenishment action for:- Maintenance stock project materials fixed plant and incomplete engineering spare parts. Carry out weekly review for all outstanding and hospital orders liaise with Regional Headquarters for completion of supply.

MP.R3 Clerk Class 2	K1950-2210	Port Moresby	919	5.12.75
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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 Services Commission. 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 the duties of leave Clerk. Examine applications for all types of leave, determine entitlements and refer for approval. Determine eligibility for leave fares and arrange issue warrants. Prepare leave and resumption advices. Check and determine claims for travelling, camping and other allowances not in value of salary. Prepare correspondence and maintain appropriate records and statistics in relation to above.

VE.6 Clerk Class 1	K1560-1885	Lae	920	5.12.75
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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 Services Commission. 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 stock ledger card system for all items in Public Works store. Post issue and receipt transactions to ledgers. Maintain stock listings for all stock items. Maintain list of maintenance stores held, endorse variations and amendments to prices and stock.

DEPARTMENT OF TRANSPORT

M.1 Assistant Secretary Level 1	K7140	Port Moresby	921	5.12.75
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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 Services Commission. Extensive experience in the Maritime Industry. Proven ability to control staff.

Vacancies - continued

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

Duties:- Manage and co-ordinate the Maritime Division. Control the formulation, implementation and/or Administration of policy directives and legislation relating to:- (a) The development and control of the coastal shipping industry, (b) Investigation of overseas shipping; negotiations with shipping lines and representation of the department at inter-national level, (c) Shipping practices, (d) Navigational services including navigational aids, notices to Mariners, etc. (e) Ships' safety standards including the engineering and Nautical surveying of ships.

CA.3 Keyboard Operator Grade 4	K2535-2735	Port Moresby	922	5.12.75
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Qualifications:- Experience in or ability to undertake confidential Secretarial duties. Ability to take and transcribe correctly Shorthand at 100 w.p.m. Must be proficient in typing at 40 w.p.m.

Duties:- Undertake Stenographic and typing duties, including confidential typing as directed. Other duties consistent with the above. Responsible to the Government's Civil Aviation adviser for the performance of the above duties.

Civil Aviation Agency

*DCA 798 Training Officer Grade 2	K2945-3095	Port Moresby	923	5.12.75
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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 Services Commission. 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:- Assist in the formulation of Training policy. Under direction, formulate, implement and conduct higher level administrative courses in supervision techniques and auxiliary skills, such as report writing, basic administrative procedures etc.

DCA 841 Clerk Class 3	K2210-2405	Port Moresby	924	5.12.75
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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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Provide administrative assistance to Engineering staff. Deal to finality with correspondence of non-technical nature and take all possible preliminary action before referring to professional staff. Attend to enquiries relating to all aspects of activities of the Engineering Section. Ensure follow up is initiated and taken whenever necessary. 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 - *continued*

DCA 837 Clerical Assistant Grade 3	K1950-2080	Port Moresby	925	5.12.75
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed with proven experience in allied or similar work.

Duties:- Provide Clerical assistance to all sections of the Branch as required and directed by the Senior Clerk. Maintain Branch Filing Systems. Attach reports etc. to files and distribute to appropriate officers. Other duties as directed.

DCA 173 Clerical Assistant Grade 2	K1820-1950	Port Moresby	926	5.12.75
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Qualifications:- Qualified for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed, preferably with experience in allied or similar work.

Duties:- Record incoming and outgoing files. Distribute files and correspondence within the Branch.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where applicable)</u>
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DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES

1709	8 of 6.2.1975	EF.83	26.9.1975	Tipo VUATHA
1722	8 of 6.2.1975	EF.88	26.9.1975	Vere J. KOKOHA
1725	8 of 6.2.1975	EF.123-EF.124 (2 positions)	1.10.1975	Augustine KAUTU
1730	8 of 6.2.1975	EF.96	29.9.1975	Inoino AME
2	52 of 3.7.1975	MS.117	6.10.1975	ONO MARAGA

DEPARTMENT OF THE PRIME MINISTER AND DEVELOPMENT ADMINISTRATION

2757	44 of 5.6.1975	DA.24A	12.9.1975	Reuben I. TAUKA
2753	44 of 5.6.1975	L.48-51-54 (5 positions)	1.10.1975	Churchill Timothy TABOGAI Clark K. BAIBUNI
2226	24 of 3.4.1975	F406,393,389 387,364,351, 345	19.9.1975	S. Ronald WATSON Jagara PISA (Dept. of LSM) Vimuna IAGATA (Dept. of Lands) J. Ekari LAHO Anthony DRETT Raga KAVANA Pural P. SIREH Wani L. RUPA Ofe Tex GWAIBO Tali B. HENAO Ranua GAMU Kipling NAVEYANA Jorame SAMAE David KATHIMOOLEY

DEPARTMENT OF EDUCATION

2238	24 of 3.4.1975	TE.11	28.8.1975	Joseph SARUVA
32	52 of 3.7.1975	HE.4	25.9.1975	Wilhelmina SIAGURU (Dept. of Public Services Commission)

Office of Information

2766A	44 of 5.6.1975	PL.66	29.9.1975	Farapo OPA (PM&DA)
2764	44 of 5.6.1975	MS.6	29.9.1975	Smith MOREH (PM&DA)
2762	44 of 5.6.1975	IN.20-21 (2 positions)	29.9.1975	Barnabas L. OBERE
2763	44 of 5.6.1975	IN.24	29.9.1975	Zark Walter DARIUS
2766	44 of 5.6.1975	MS.8	29.9.1975	Mary TINALOTU

DEPARTMENT OF FINANCE

2475	37 of 15.5.1975	A.346	15.9.1975	Kiso DURI
47	52 of 3.7.1975	A176	7.10.1975	Elizabeth KAINUGA
45	52 of 3.7.1975	MS.47	8.10.1975	Kakare OROA

Adv. No.	Gazette No.	Position No.	Date of Effect	Names of Officers (and Former Department where applicable)
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Department of Finance - *continues*

Central Planning Office

2792	44 of 5.6.1975	C4	24.9.1975	Opao UDIA (Dept. of Finance)
2793	44 of 5.6.1975	CS.13	24.9.1975	Ovin JOLAM (Dept. of Finance)

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

2586	40 of 6.6.1974	CIA.(T)	22.11.1975	Paul LOKEI
51	52 of 3.7.1975	C.3	8.10.1975	Hebi HEVALAHU

DEPARTMENT OF FORESTS

2557	37 of 15.5.1975	RM.4	12.9.1975	David IAGA
2559	37 of 15.5.1975	RM.25-26 (2 positions)	11.9.1975	Bogi KODA
2798	44 of 5.6.1975	DD.8	3.10.1975	Mathias MANAU
2808	44 of 5.6.1975	DD.19	3.10.1975	Rei KAPU (Housing Construction)

DEPARTMENT OF INTERIOR

283	65 of 7.8.1975	W24A	22.9.1975	T. Nicholas IGNAS (DPM&DA)
280	65 of 7.8.1975	L52A	22.9.1975	Gordon HAJOTE (PWD)
272	65 of 7.8.1975	L45A	22.9.1975	Vevao GEREKA
334	65 of 7.8.1975	R5	2.10.1975	Lavu NICHOLAS
302	65 of 7.8.1975	L4A	2.10.1975	Agua ANDEMOROMA (Department of Public Works)
284	65 of 7.8.1975	L.10	2.10.1975	Hekoi MEA
299	65 of 7.8.1975	M.4	2.10.1975	Yanget TIBUNA
332	65 of 7.8.1975	M.11	2.10.1975	Ka FANU
285	65 of 7.8.1975	AB.13	2.10.1975	Adam RAMBALIKU
71	52 of 3.7.1975	GP.157	8.10.1975	Noinoi HELALO
68	25 of 3.7.1975	GP.22	8.10.1975	Lohia L. MOREA

DEPARTMENT OF LABOUR AND INDUSTRY

2103	25 of 3.4.1975	T.9	9.9.1975	Manzau YANGU
2103D	25 of 3.4.1975	T.5	4.9.1975	Austin EDO (Department of B/Development)

DEPARTMENT OF LANDS SURVEYS AND MINES

2844	44 of 5.6.1975	V.4	22.9.1975	Joseph SOLOI
2842A	44 of 5.6.1975	V.22-V.30-V.31 (3 positions)	22.9.1975	Meteran RIRIKA Clement KUBURAM Benjamin GANEBA
2841	44 of 5.6.1975	V.3	22.9.1975	John SALIAU
2839	44 of 5.6.1975	V.1	19.9.1975	Kenneth OSEMBO
2840	44 of 5.6.1975	V.16	26.9.1975	Mark KELEP

DEPARTMENT OF POSTS AND TELEGRAPHS

79	52 of 3.7.1975	F.2	9.10.1975	Ansgar PALUANA
78	52 of 3.7.1975	F.5	9.10.1975	Junius TURMUR

Adv. No.	Gazette No.	Position No.	Date of Effect	Names of Officers (and Former Department where applicable)
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DEPARTMENT OF PUBLIC SERVICES COMMISSION

Administrative College

104	52 of 3.7.1975	AC.22	8.10.1975	Lilly PAWA
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DEPARTMENT OF TRANSPORT

2911A	44 of 5.6.1975	M.23	25.9.1975	Lokes S. KANAMON
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WITHDRAWAL OF NOTIFICATION OF VACANCIES

The following Notifications of Vacancies are withdrawn:

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

Position No. H.24 Clerk Class 3, Advertisement No. 2758
Position No. P.1. First Secretary Level 1, Advertisement No. 2743
Position No. P.2 Clerk Class 10, Advertisement No. 2747

DEPARTMENT OF EDUCATION

In Gazette No. 8 of 6th February 1975, Position No. ES.4A Education Officer Class 7
Advertisement No. 1772

DEPARTMENT OF FINANCE

In Gazette No. 44 of 5th June 1975, Position No. B5 Clerk Class 8, Advertisement No. 2778

DEPARTMENT OF FORESTS

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

Position NO. DD.49A Assistant Forester Grade 4 Advertisement No. 2813
Position No. DD.49B Assistant Forester Grade 4 Advertisement No. 2814

In Gazette No. 65 of 7th August 1975 the following position is withdrawn:

Position No. DH.17 Clerk Class 2, Advertisement No. 242

DEPARTMENT OF INTERIOR

In Gazette No. 65 of 7th August 1975, the following positions are withdrawn:

Position No. R.56A District Supply Officer Grade 1, Advertisement No. 279
Position No. R.57A District Supply Officer Grade 1, Advertisement No. 281

DEPARTMENT OF LAW

In Gazette No. 73 of 4th September 1975, the following position is withdrawn:

Position No. CS.1 Assistant Director Level 1, Advertisement No. 458

Withdrawal of Notification of Vacancies - *continued*

DEPARTMENT OF POSTS AND TELEGRAPHS

In Gazette No. 37 of 15th May 1975, the following position was withdrawn:

Position No. OIR.1 Teletechnician Supervisor Grade 2, Advertisement No. 2778

DEPARTMENT OF PUBLIC HEALTH

In Gazette No. 73 of 4th September 1975 the following position was withdrawn:

Position No. MT.51 Pharmacist Class 3, Advertisement No. 543

In Gazette No. 44 of 5th June 1975 the following positions were withdrawn:

Position No. MS.4 Senior Specialist Officer, Advertisement No. 2869

Position No. MS.5 Senior Specialist Officer, Advertisement No. 2870

DEPARTMENT OF PUBLIC WORKS

In Gazette No. 44 of 5th June 1975, the following position was withdrawn:

Position No. S.3 Senior Technical Officer Grade 1, Advertisement No. 2903

DEPARTMENT OF TRANSPORT

In Gazette No. 65 of 7th August 1975, the following position was withdrawn:

Position No. M1 Assistant Secretary, Advertisement No. 386

Plant and Transport Authority

In Gazette No. 44 of 5th June, 1975, the following position was withdrawn:

Position No. T105 Clerk Class 6, Advertisement No. 2914

In Gazette No. 73 of 4th September 1975, the following position was withdrawn:

Position No. T23 Plant Inspector, Advertisement No. 577

GAZETTE CORRECTIONS

In Gazette No. 73 of 4th September 1975 under the heading of 'Promotions and Transfers' sub heading 'Department of Lands Surveys and Mines' the promotion of Mr. J. M. TAPORA is cancelled.

In Gazette No. 52 of 3rd July, 1975, under the heading 'Notification of Promotions and Transfers' sub heading 'Department of the Interior' the promotion of Thomas DAVE is cancelled

In Gazette No. 73 of 4th September 1975, under the heading of 'Vacancies' sub heading 'Department of Public Health' position no. AS 185 Clerk Class 3, Advertisement no. 552 the salary scale should read K2035-2230 and not as previously advertised.

In Gazette No. 15 of 6th March, 1975, under the heading 'Vacancies' sub heading 'Department of Public Health' position No. MS.329 Keyboard Operator Grade 1, Advertisement No. 2171, the location should read Arawa.

In Gazette No. 7 of 9th October 1975, under the heading of 'Promotions and Transfers' sub heading 'Department of Labour and Industry' position no. ES1 Clerk Class 6, Advertisement No. 2574, the promotion of Mr. Manzau YANGA is cancelled

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973

PROMOTIONS - SECTION 36

Under the provision of Section 36 of the above mentioned Ordinance, this Officer has been promoted from Field Supervisor Grade 2 K1950-2080 to Rural Development Officer Grade 1, K2737-3015 with effect from 23rd December 1975: - Justus GAU