



Papua New Guinea National Gazette

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PORT MORESBY, THURSDAY, 11th MARCH

[1976

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 TRIPPLICATE 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: | Status: |
| 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. Position Held: (Give designation and periods held)

Reasons why you should be selected for this position:

(use as many sheets as necessary for this section)

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

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

APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

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:
Dstatus: (example: exempt U.K. contract - ASAG contract)
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 Selections 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

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 Service Commission, Waigani, or the Public Service Commission, P.O. Box 819, Rabaul, or the Public Service 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 Headquarter 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 |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

DEPARTMENT OF HEALTH

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|----------------------------|-------|--------------|------|--------|
| MAL.1 - Assistant Director | K7180 | Port Moresby | 1383 | 2.4.76 |
|----------------------------|-------|--------------|------|--------|

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

Duties: Direct and control the Malaria Eradication programmed including:

- a) Disease surveys
 - b) Procedures for prevention, diagnosis and treatment.
 - c) Research into improved methods of operations
 - d) Financial and administrative co-ordination of planned and emergency anti malaria activities.
 - e) Training activities to ensure an adequate supply of personnel to meet planned programming.
- Other duties as directed.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Public Health - *continued*

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|--|--------------|-------|------|--------|
| MD.19 - Provincial Health Officer Class 3 | K5345 - 5570 | Kimbe | 1384 | 2.4.76 |
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Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties: Medical Services:

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

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| MD.7 - Provincial Health Officer Class 3 | K5345 - 5570 | Goroka | 1385 | 2.4.76 |
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Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties: (a) Medical Services

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

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| MD.11 - Provincial Health Officer Class 3 | K5345 - 5570 | Popondetta | 1386 | 2.4.76 |
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Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance.

Duties: Medical Services

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

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| MT.185 - Health Extension Officer Grade 3 | K3365 - 3520 | Madang | 1387 | 2.4.76 |
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Qualifications: Registered as a Medical Assistant under the Medical Services Ordinance. Post-graduate qualifications desirable. Teaching experience and ability to teach subjects for the H.E.O. Training Programme.

Duties: Responsible for the planning and organisation of the H.E.O. Training Programme (theoretical, practical and field training). Determine and devise teaching methods to teach the course contents of the H.E.O. Training Programme. Teach Health Extension Officer trainees and other trainees in subject relevant to Health Extension work. Other relevant duties as directed.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Public Health - *continued*

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|------------------------|--------------|--------|------|--------|
| MT.94 - Matron Grade 3 | K3295 - 3365 | Rabaul | 1388 | 2.4.76 |
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Qualifications: Registered as a Nurse under Papua New Guinea Medical Services Ordinance. Post-basic nursing qualifications. Post-graduate qualifications in Nursing Education or equivalent. Teaching and administrative ability.

Duties: Control and supervise the School of Nursing. Develop and review course syllabus and curricula. Ensure the organisation and co-ordination of classroom teaching and ward and clinical training. Assist in planning, recruitment, interview and selections of trainees.

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| MT.175 - Education Officer Class 3 | K3155 - 3295 | Madang | 1389 | 2.4.76 |
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Qualifications: Recognised qualification in Education. Appropriate degree or diploma from a recognised University desirable. Ability to teach para-medical students at up to Post Secondary level on subject matter of Tutorship.

Duties: Organise the teaching of specialist subject at up to Post-secondary standard to trainees at the College. Periodically review and update subject courses in conjunction with other teaching and training staff. Other duties as directed.

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| Mal.587 - Malaria Eradication Officer Grade 3 | K3155 - 3295 | Madang | 1390 | 2.4.76 |
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Qualifications: Satisfactory completion of a W.H.O. Malaria Training Course for Senior Instructions or qualifications which in the opinion of the Director of Public Health and equivalent. Previous experience as an instructor at the Malaria Training School essential.

Duties: Plan and implement approved course of training for Malaria Service operations personnel. Supervise and direct staff providing instructional, clerical, typing, messing, etc., services at the school. Other related training duties as directed.

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| MT.237 - Matron Grade 2 | K3015 - 3085 | Arawa | 1391 | 2.4.76 |
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Qualifications: Registered as a nurse under the Papua New Guinea Medical Services Ordinance. Post-basic nursing qualifications. Post Graduate qualifications in Nursing Education or equivalent. Teaching and administrative ability.

Duties: Organise and supervise the School of Nursing. Develop and review course syllabi and curricula. Ensure the organisation and co-ordination of classroom teaching and ward and clinical training. Assist in planning recruitment, interview and selection of trainees.

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|-------------------------------------|--------------|--------------|------|--------|
| MS.755B - Bacteriologist Class 1 | K3015 - 3225 | Port Moresby | 1392 | 2.4.76 |
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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. Training or experience in the testing of water or sewage, also in the biology of algae and other water organisms desirable.

Duties: Perform bacterial and micro-biological testing work requiring professional qualifications, into water supplies and sewage effluent. Prepare reports on the work under his control. Supervise the work of subordinate staff where required. Perform such other duties as directed.

Vacancies - *continued*

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

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|--------------------------------|-------|--------|------|--------|
| MT.98 - Senior Tutor Sister | K2805 | Rabaul | 1393 | 2.4.76 |
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Qualifications: Registered as a nurse under Papua New Guinea Medical Services Ordinance. Post-basic nursing qualifications. Post-graduate qualifications in Nursing Education desirable. Relevant post-graduate experience. Teaching and administrative ability.

Duties: Assist in the organisation and conduct of the enrolled nurse basic training course. Assist in the development, updating and review of course syllabus and curriculum. Organise and co-ordinate classroom teaching and ward and clinical training. Organise and participate in classroom teaching. Other duties as directed.

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| MS.829 - Radiographer Grade 2 | K2735 - 2875 | As required | 1394 | 2.4.76 |
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Qualifications: Registered as a radiographer under the Medical Services Ordinance. Sound experience in radiographic examinations.

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

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|-----------------------|-------|-----|------|--------|
| MT.100 - Tutor Sister | K2735 | Lae | 1395 | 2.4.76 |
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Qualifications: Registered as a nurse under Papua New Guinea Medical Services Ordinance. Post-basic nursing qualifications. Post graduate qualifications in Nursing Education or equivalent an advantage. Teaching and administrative ability.

Duties: Lecture to nurse trainees and supervise on the job training. Assist in the preparation of curricula for the course. Other duties as required.

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| MT.105-109 Tutor Sister (5 positions) | K2735 | Rabaul | 1396 | 2.4.76 |
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Qualifications: Registered as a nurse under the Papua New Guinea Medical Services Ordinance. Post-basic nursing qualifications. Post-graduate qualifications in nursing Education or equivalent an advantage. Teaching and administrative ability.

Duties: Lecture to nurse trainees and supervise on the job training. Assist in the preparation of curricula for the course. Other duties as required.

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| MT.159 - Tutor Sister | K2735 | Rabaul | 1397 | 2.4.76 |
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Qualifications: Registered as a nurse under Papua New Guinea Medical Services Ordinance. Post-basic qualifications in midwifery. Post-graduate qualifications in Nursing Education desirable. Teaching and administrative ability.

Duties: Organise and conduct training course in midwifery. Assist in the development and review of syllabus. Organise and co-ordinate classroom teaching and ward and clinical training. Assist and participate in the planning, organisation, conduct and follow-up of examinations of trainees. Other duties as required.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Public Health - *continued*

MT. 134-135 - Senior Nurse. K2405-2535 Rabaul 1398 2.4.76
(2 positions)

Qualifications: Registered as a nurse under PNG Medical Services Ordinance. Post-basic nursing qualifications an advantage. Relevant post-graduate experience. Teaching potential.

Duties: Lecture to trainees and assist with supervision of on the the job training. Assist in the preparation of curricula for the course.

Other duties as directed.

MT. 161 - Senior Nurse K2405-2535 Rabaul 1399 2.4.76

Qualifications: Registered as a nurse under PNG Medical Services Ordinance. Post-basic nursing qualifications desirable. Post-graduate qualifications in Nursing Education or equivalent desirable. Relevant post-graduate experience. Teaching ability.

Duties: Organise and conduct training courses for Nursing Aids. Assist in the development and review of syllabus. Organise and co-ordinate theoretical and practical training. Assist and participate in the planning, organisation, conduct, follow-up and examination of trainees.

Other duties as directed.

MT. 140 - Mess Supervisor Grade 1 K2145-2275 Rabaul 1400 2.4.76

Qualifications: Experience in the preparation of menus, preparation and cooking desirable. Supervisory ability. Clerical ability. Training ability. Knowledge of Administration stores procedure desirable.

Duties: The efficient management of a mess, complex of messes of hospital catering services including: a) Prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals. b) Order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies and equipment. c) Train subordinate staff in the preparation cooking and serving of meals. etc.

Other related duties as directed.

MT.167-169 - Nurse (3 positions) K2950-2080 Rabaul 1401 2.4.76

Qualifications: Registered as a nurse under PNG Medical Services Ordinance. Post-basic nursing qualifications an advantage. Post-graduate qualifications in Nursing Education desirable. Teaching ability.

Duties: Organise and conduct training course for Nursing Aids. Assist in the development and review of syllabus.

Organise and co-ordinate theoretical and practical training.

Assist and participate in the planning, organisation, conduct, follow-up and examination of trainees.

Other duties as required.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Public Health - *continued*

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| MT.121 - Clerical Assistant Grade 3 | K1950 - 2080 | Rabaul | 1402 | 2.4.76 |
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Qualifications: Qualified for appointment as a Clerical Assistant. Previous clerical experience, preferably including experience in similar or allied work.

Duties: Organise and supervise general and typing services at the school. Maintain appropriate records including finance and student details. Arrange and supervise general services including stores, transport and movements. Arrange schools funds as required. Other related duties as directed.

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| MT.125 - Keyboard Operator Grade 1 | K1820 - 1950 | Rabaul | 1403 | 2.4.76 |
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Qualifications: Ability to competently type at 35 w.p.m. Ability to type and correctly set out from handwritten drafts, all forms of correspondence, schedules, tabular statements, etc.

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

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| MT.129 - Hostel Supervisor Grade 1 | K1690 - 1820 | Rabaul | 1404 | 2.4.76 |
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Qualifications: Ability to supervise and control residents of Trainee Hostel. Ability and aptitude to act in loco parentis to resident trainees. Ability to supervise subordinate staff.

Duties: Supervise trainees hostel to ensure;

- (a) Discipline, safety and general welfare of boarders.
- (b) Control of stores and equipment issued to dormitories.
- (c) Proper cleaning, hygiene and maintenance.
- (d) Maintenance of records including intake of boarders.

Other duties as directed.

DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

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| AD.67 Steno Secretary | K2945 - 3295 | Port Moresby | 1405 | 2.4.76 |
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Ability to type at 35 w.p.m. and transcribe correctly shorthand at 80 w.p.m. Extensive experience in secretarial work.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Labour, Commerce and Industry - *continued*

Duties: Within broad guidelines:-

Provide a confidential secretarial service to the Secretary; in particular:-

Undertake stenographic and typing duties;

Receive and distribute incoming papers and prepare straightforward replies;

Channell and review outgoing papers, maintain records and files;

Liaise, and necessary, between the secretary and his subordinates; other officers and Minister's office;

Keep the Secretary's diary and appointment book and schedule his appointments and meetings; Make travel arrangements and obtain travel briefs. Screen telephone calls according to instructions.

Undertake minor clerical and other office type duties such as operation of a small filing or recording system, collating of documents, performance of receptionist duties, preparation of simple operations and adding of calculating machines, and maintenance and amendment of publications and instructions.

Undertake work for the Secretary's staff when time permits or as directed by the Secretary.

OFFICE OF BUSINESS DEVELOPMENT

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| *260-278 Business Development Officer Grade 1 (c.c.4) (18 positions) | K2545 - 2735 | As Required | 1406 | 2.4.76 |
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Qualifications: Successful completion of a prescribed course of training and at least 12 months service as an Assistant Business Development Officer alternative qualifications acceptable to the Public Services Commission.

Duties: Undertake either as O.I.C. of an area of low development, or under limited direction of a more senior officer any combination of the following duties.

- Undertake Business Development Duties.
- Advise, guide and assist all forms of business activity.
- Carry out surveys of commercial potential.
- Carry out commercial education programmes.
- Assist all forms of commercial business in the preparation of financial statements.

Other duties consistent with the above.

DEPARTMENT OF NATURAL RESOURCES

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| *AL.1 Clerk Class 10 | K6490 - 6720 | Port Moresby | 1407 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Executive and administrative ability of a high order; wide field experience; good knowledge of plantation management, Extensive knowledge of Land Legislation. Officers with Form, 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: Co-ordinate and control the work of the Alienated Land Trust Fund Branch. Authorise and approve settlements. Liaise with Development Bank, Business Development, Local Government and other organisations in the programme of acquisition of Papua New Guinea equity in plantations.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Natural Resources - *continued*

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| +DH.1 Chief Draftsman Grade 1 | K5345 - 5570 | Port Moresby | 1408 | 2.4.76 |
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Qualifications: Competent qualified survey draftsman, capable of administering a drawing office. Extensive experience in all phases of survey drafting, including cartography, photogrammetry and geodesy. Demonstrated administrative ability. Sound knowledge of Lands Act, Survey Directions and other related legislation.

Duties: Organise and control the Survey Divisions Drawing Services. Supervise training of staff. Liase with other Mapping authorities and other Departmental Drawing Offices.

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| MB.89 - Chief Draftsman Grade 2 | K5345 - 5570 | Port Moresby | 1409 | 2.4.76 |
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Qualifications: A Diploma in Cartography or equivalent. Extensive experience in Cartographic reproduction procedures with a sound knowledge of photographic and printing techniques. Proven managerial ability.

Duties: Direct planning and co-ordinate the activities of the cartographic, photographic, publication and co-ordination sub-section of the Central Mapping Bureau.

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| DH.7 Chief Draftsman Grade 1 | K4315 - 4595 | Port Moresby | 1410 | 2.4.76 |
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Qualifications: Fully qualified cartographer with proven experience in Administering a Section of a Drawing Office. Extensive experience in all phases of map compilation, thorough knowledge of the Drawing Office Procedures and Records.

Duties: (1) Control the work of the Cadastral Cartography and Compilation Branch. (2) Directly supervise the preparation of more complex mapping projects and examine completed work.

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| +MB.6 Chief Draftsman Grade 1 | K4315 - 4595 | Port Moresby | 1411 | 2.4.76 |
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Qualifications: A Diploma in Cartography or equivalent. Extensive experience in all aspects of Cartography with a sound knowledge of photographic and printing techniques. A knowledge of computer procedures desirable.

Duties: Provide assistance to the O.I.C. of the Cartographic Section of the Central Mapping Bureau in planning and co-ordination the activities of the standard mapping, project mapping, hydrographic mapping, photographic, publication and co-ordination sub-sections.

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| AL.18 Clerk Class 8 | K3940 - 4190 | Port Moresby | 1412 | 2.4.76 |
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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. Tertiary qualifications in accountancy from a recognised institute desirable or part completion thereof. Relevant experience and background appropriate to the duties of the position. 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 apply.

Duties: Investigate and report on Plantation accounts for purpose of acquisition. Investigate and recommend on payment terms. Other duties as directed, consistent with the above.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Natural Resources - *continued*

SP46 Supervising Draftsman K3605-3815 Port Moresby 1413 2.4.76

Qualifications: Proven ability to control a small drawing office. Sound knowledge of Lands Act and Survey Directions. Cartographic experience desirable. Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven Ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties: Direct and supervise the work of a Regional drawing office. Allocate work and examine completed work, including contract surveys. Perform necessary administrative duties and maintain liaison with Headquarters drawing office.

*LD46 Clerk Class 5 K2945 3085 Port Moresby 1415 4.2.76

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 Land matters desirable.

Duties: Collect and verify data related to Freehold, set aside and customary owned Land for inclusion in the Data Bank. Other related duties as directed.

LS.4 Clerk Class 5 K2945 3085 Port Moresby 1416 2.4.76

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. Ability to supervise, control and train subordinate staff. Thorough knowledge and experience of relevant legislation. Experience in field conditions.

Duties: Examine the lease covenant of the small holder Agricultural Leases and determine whether or not a lease is due for inspection or re-inspection. Carry out other duties as directed consistent with the above.

*LS.36 Land Development Officer Grade 2 K2470 2665 As required 1417 2.4.76

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 routine inspections of rural leaseholds. 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 Natural Resources - continued

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|--|------------|-------------|------|--------|
| *LS.13 Land Development Officer Grade 2 | K2470-2665 | As required | 1418 | 2.4.76 |
|--|------------|-------------|------|--------|

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 subdivisional 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. Represent the Department on district committees. Other related duties as directed.

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| *LD72 Clerk Class 3 | K2210-2405 | Port Moresby | 1419 | 2.4.76 |
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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: Update set aside land records. Liaise with Government departments and Authorities on property records and improvements. Other related duties as required.

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| *LD58,LD60 Clerk Class 3 (2 positions) | K2210-2405 | Port Moresby | 1420 | 2.4.76 |
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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 qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare receipt Input Documents, from Receipt Books, for input to the computer system. Provide an information service on land holdings. Other related duties as directed

DEPARTMENT OF PRIMARY INDUSTRY

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|---|------------|--------------|------|--------|
| TIA202 Rural Development Officer Grade 3 | K3940-4190 | Port Moresby | 1421 | 2.4.76 |
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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. Experience in extension work in P.N.G. preferably with some experience in publication production and distribution.

Duties: Assist in the preparation of Papua New Guinea Journal and Scientific and Technical Bulletins, Articles and Departmental Manuals. Prepare extension education materials, including pamphlets and leaflets, slides and film strips, cinematic film, broadcasts and recordings etc. Assist in the training of junior Publications Staff and in the field pre-testing of extension education material for maximum audience assimilation and assist in the preparation of reports thereon. 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 Primary Industry - *continued*

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|---|------------|--------------|------|--------|
| TIA 204 Clerk Class 6 (Production Officer) | K3365-3520 | Port Moresby | 1422 | 2.4.76 |
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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. 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. Good experience in Publication production and distribution. Sound experience in extension work in P.N.G. and Agricultural experience desirable.

Duties: Supervise the production of P.N.G. Agricultural Journal and Scientific and Technical Bulletins, Articles and Departmental manuals. Prepare and assist Agricultural organisations in the preparation of extension education materials etc. Liaise with other organisations in connection with the above. Supervise and train publications staff. Field pre-test extension education material for maximum audience assimilation and prepare detailed reports thereon, recommending any modification necessary to achieve maximum audience impact and efficient use of departmental resources. Perform other duties as directed.

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| TIA 203 Rural Development Officer Grade 2 | K3155-3295 | Port Moresby | 1423 | 2.4.76 |
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Qualifications: Diploma in Agriculture or equivalent, or such other qualifications acceptable to the Public Services Commission. Experience in extension work in P.N.G. or preferably with some experience in publication production and distribution.

Duties: Assist in the preparation of Papua New Guinea Journal and Scientific and Technical Bulletins, Articles and Departmental Manuals. Assist Provincial and Area Agricultural organisations in the preparation of extension education materials. Perform other duties as directed.

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| TPA 015 Associate Lecturer (Rural Development Officer Grade 2) | K3155-3295 | Popondetta | 1424 | 2.4.76 |
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Qualifications: Diploma in Agriculture or equivalent or such other educational qualification as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Assist the Lecturer in the specified field of agriculture by conducting classes, tutorials and demonstrations and by assisting in assessing students' progress. Take responsibility for and carry out related field duties. Perform extra-curricula duties related to the work of the Institute. Carry out other duties as directed related to the above.

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| MSA 10 Clerk Class 5 | K2945-3085 | Port Moresby | 1425 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualification as may be acceptable to the Public Services Commission. Extensive knowledge of Treasury Ordinance and Instructions in relation to procurement. Sound knowledge of supply and tenders and departmental procedures. Experience in supply of scientific and laboratory aids and equipment desirable. Proven administrative ability.

Duties: Exercise the delegation of an approved Procurement Officer. Prepare submissions to the supply and Tenders Board, maintain an up to date register of period contracts and maintain an up to date collection of catalogues and price lists. Make enquiries of manufacturers and suppliers consistent with requirements of this department. Arrange and process procurement of Departmental needs of equipment in liaison with scientific and technical staff. Train subordinate staff and assist in departmental in-service training programme. Perform 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 Primary Industry - *continued*

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| MSO 8 Clerk Class 5 | K2945-3085 | Port Moresby | 1426 | 2.4.76 |
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Qualifications: Successful completion of Form 4 or the Public Service Certificate or possession of such other qualification as may be acceptable to the Public Services Commission. Good knowledge of Departmental organisation and procedures, and archives requirements. Ability to supervise and train subordinate staff.

Duties: O.I.C. records. Direct and supervise the activities of the Registry, carry out checks to ensure indexing and adequate cross referencing of papers. Authorise the opening of new files and splitting culling of existing files, maintain file index. Arrange the transfer of files to Archives, with papers classified as urgent, confidential or category mail and correspondence from Boards and Statutory Authorities administered by the Department. Ensure that staff receive proper training, that procedure statements are maintained up to date and assist in departmental training programmes. Carry out other duties as directed.

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| MSA.17 Clerk Class 4 | K2545-2735 | Port Moresby | 1427 | 2.4.76 |
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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. Ability to supervise and train junior staff. 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 detailed records of Departmental project costs including overseas loans for development, analyse, collate and extract cost data for evaluation and comparative purposes. Liaise with appropriate headquarters and field staff. Ensure regular return of cost details from the field and investigate and follow up discrepancies. Assist Finance Officer (Expenditures) as required. Examine Regional monthly Financial Summaries and compile the Departmental monthly Summary, maintain Funds Distribution control ledger. Perform other duties as directed consistent with the above.

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| MSA3 Clerk Class 4 | K2545-2735 | Port Moresby | 1428 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications 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: Scrutinise all accounts for validity, accuracy and correctness of vote details, calculations and supporting documents. Investigate queries and problems and prepare reports and correspondence. Oversight the operations of miscellaneous statements for Australian accounts. Note recoverable accounts and take appropriate action. Liaise with creditors on outstanding claims. Supervise and train staff. Perform 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 Primary Industry - *continued*

MSP 5 Clerk Class 4 K2545-2735 Port Moresby 1429 2.4.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification 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 and train subordinate staff in processing staff matters for regional division of the Department's total personnel establishment, and in particular, check and sign salary, leave, special allowance and superannuation advices. Ensure maintenance of adequate personnel records and staff statistics. Assist with the preparation of salaries estimates. Process engagement and terminations of staff, deal with more involved correspondence. Carry out other duties as directed, consistent with the above.

MSP 7 Clerk Class 4 K2545-2735 Port Moresby 1430 2.4.76

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 and train subordinate staff in processing staff matters for regional division of the Departments total personnel establishment and in particular: Check and sign salary leave, special allowances and superannuation advices. Ensure maintenance of adequate personnel records and staff statistics, assist with preparations of salaries estimates, process engagements and terminations of staff. Deal with more involved correspondence. Carry out other duties as directed, consistent with the above.

TPA 106 Rural Development K2275-2405 Popenetta 1431 2.4.76
Technican Grade 2

Qualifications: Certificate in Agriculture or equivalent or such other qualifications acceptable to the Public Services Commission. Several years wide relevant experience at Grade 1 level.

Duties: Undertake as directed any, or any combination of the following duties: assist in training at the student level, farmer trainees and junior staff, undertake skill training sessions of a farm system complex, supervise and demonstrate the operation of farm processing equipment, perform other duties consistent with the above.

MSP10 Clerk Class 3 K2210-2405 Port Moresby 1432 2.4.76

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 account and retirement benefits fund advices. Calculate entitlements for those allowances paid with salary and prepare necessary advices. Answer queries on salary, allowances and deduction from salary. Prepare correspondence in relation to salary and allowances paid with salary, deductions from salary, separations and transfers. Maintain personnel records and statistics. Extract details of service for inclusion in reports to the promotions appeal committee. Prepare salary estimates train subordinate staff. 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 Primary Industry - continued

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| MSA.19 Clerk Class 2 | K1950-2210 | Port Moresby | 1433 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other qualifications 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: Assist in the preparation of general expense forms for payment of cash salaries, native labourer wages and overtime for Headquarters and Kanudi, including actual payment and acquittal of advance to Finance. Issue official receipts for all money and cheques paid into Headquarters and Accounting for such receipts to the Receiver of Public Moneys, Department of Finance. Maintain records to check on postage stamps advance within the Department. Act as Paymaster as required. Perform other duties as directed consistent with the above.

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| MSA.12 Clerk Class 2 | K1950-2210 | Port Moresby | 1434 | 2.4.76 |
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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: Arrange for the procurement of all local supplies and service from all sources consistent with local supply. Maintain registers for telephone and written quotations and local tenders. Maintain a register of approved forms, cards, etc use by the Department. Control documents associated with receipt and despatch of goods. Carry out other duties as directed consistent with the above.

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| MSP.22 Clerk Class 2 | K1950-2210 | Port Moresby | 1435 | 2.4.76 |
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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: Assist Recruitment Officers with routine recruitment matters especially in relation to School leavers programme. Maintain recruitment records and statistics and prepare monthly staff statistics for Public Services Commission. Screen casual application for low level positions. Assist in preparation of reports and statistical information. Assist in investigation and fact finding surveys. Carry out other duties as directed consistent with the above

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| *WRT.1 Artisan Grade 2 | K1950 -2080 | Moitaka | 1436 | 2.4.76 |
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Qualifications: Qualified as tradesman or such experience or other qualifications which in the opinion of the Public Services Commission are equivalent in Standard to an approved certificate.

Duties: Exercise trade skills to perform all or any duties associated with the occupant's trade, including minor clerical work such as completion of works order, routine estimate, making out routine requisition for material, and other matters as required. Supervise and train apprentices and/or artisan's assistants as required.

Vacancies - continued

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

*WRT.1 Artisan Grade 2 K1950-2080 Moitaka 1436 2.4.76

Qualifications: Qualified as tradesman or such experience or other qualifications which in the opinion of the Public Services Commission are equivalent in Standard to an approved certificate.

Duties: Exercise trade skills to perform all or any duties associated with the occupant's trade, including minor clerical work such as completion of works order, routine estimate, making out routine requisition for material, and other matters as required.

MSA.6 Clerical Assistant
Grade 2 K1820-1950 Port Moresby 1437 2.4.76

Qualifications: Qualified for appointment as Clerical Assistant. Good Clerical experience particularly in Accounts work. Ability to perform the duties of the position.

Duties: Under supervision, assist in examination procedures by maintaining registers of claims and claimants, examining claims for duplication, routine claims to examiner with advices, returning incorrect claims and follow up. Checking registers for outstanding claims and advise accordingly, and maintain warrant registers. Carry out other duties as directed consistent with the above.

MST.1 Keyboard Operator
Grade 3 K2275-2405 Port Moresby 1438 2.4.76

Qualifications: Successful completion of a course of Training approved by the Public Services Commission or successful completion of Test Prescribed by the Public Services Commission. Supervisory experience and Training ability.

Duties: Senior Typist-in-charge. Distribute work to typing staff and supervise typing pool, allocate shorthand writers for dictation, determine priority of work, maintain records of output of each typist and time spent by each typist on shorthand duties. Review output records to ascertain whether output of each typist is reasonable and take corrective action where considered necessary. Review drafts submitted and bring under notice of O.I.C. Office Services those drafts which are badly prepared or illegible. Train staff, and assist in design of proposed new forms. Accept responsibility for all equipment attached to the section and its maintenance. Prepare leave rosters for section and perform general stenographic and typing duties.

MST 2-5 Keyboard Operator
Grade 2
(4 positions) K2145-2275 Port Moresby 1439 2.4.76

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Ability to perform more difficult typing and or stenographic duties and ability to supervise staff.

Duties: Senior Typist. Undertake typing of a more complex nature, including typing of Scientific manuscripts, off-set typing and tabular and diagrammatic layouts. Undertake basic stenographic duties as directed by the typist in charge. Assist in the supervision of the typing pool, including checking of documents and training of junior staff. Other duties as directed.

Vacancies - continued

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

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|----------------------------------|------------|--------------|------|--------|
| AA.1 Accountant Clerk Class 6 | K3365-3520 | Port Moresby | 1440 | 2.4.76 |
|----------------------------------|------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 6, or the Public Service Certificate, or such other qualifications acceptable to the Public Services Commission. Accountancy qualifications desirable, wide experience in Government Accounting work, sound knowledge of Audit Act, Treasury Ordinance and Instructions and Forestry Ordinance. Proven administrative and supervisory ability, experience in Forestry cost Accounting desirable. Delegations under the Treasury Ordinances.

Duties: Direct and control the operations of the Accounts and Finance Branch, and Financial and costing operations within Regions. Exercise delegations under the Treasury Ordinance. Ensure effective control of Departmental expenditure and revenue and assist in Financial planning. Supervise computer costing of Forestry operations and analyse results. Prepare and review estimates of expenditure and revenue and maintain effective liaison with the quarterly budget review committee. Review accounting and supply procedures recommending and initiating variations where appropriate. Examine financial statements, accounts and associated documents and prepare reports thereon, certify the validity of accounts and authorise payment thereof. Compile expenditure and revenue statements and police regional budgets performances. Liaise with Department of Treasury on general matters and in the extension of partial Department accounting. Liaise with appropriate authorities on capital expenditure and progress and review departmental forward planning accordingly. Ensure the training of subordinate staff and assist with departmental training Programmes.

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| DD.18 Senior Draftsman | K3155-3295 | Port Moresby | 1441 | 2.4.76 |
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Qualifications: Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex cartographic drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties: Preparation of more important maps required for:

- a) Field investigations.
- b) Forest typing and density.
- c) Location of suitable sites for engineering projects and aerial photographs - roads, bridges, dams and station.

Training of staff. Other duties as directed.

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| +AA.2 Clerk Class 5 | K2945-3085 | Port Moresby | 1442 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4, or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in Government, Accounting, Sound knowledge of Treasury Ordinance Regulations and Instruction. Supervisory and training ability.

Duties: Supervise day to day operation of the accounts section including the examination of claims for payment, the maintenance of commitment and expenditure ledgers, and Revenue ledger. Exercise delegations under the Treasury Ordinance. Supervise the data processing section and arrange for priorities. Collate computerised information and accounts and arrange for proper disbursement. Prepare and distribute advice on state of expenditure. Compile statistical statements on expenditure. Prepare less important correspondence and reports. Liaise with other Departments and organisations on matters of a less important nature. Assist in training of staff. Assist in preparation of estimates and annual accounts. Negotiate recoveries. 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 PRIME MINISTER

PG.1 Director
(level 2)

K7895

Port Moresby

1443

2.4.76

Qualifications: Satisfactory completion of Form 6, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Executive ability. Good understanding of matters associated with introduction of Provincial Government. 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: Identify policy issue relating to Provincial Government. Prepare policy submissions as appropriate. Lead negotiating teams on Provincial Government matters. Develop working arrangements with Provincial Governments. Arrange the transfer of functions and powers to Provincial Governments. Oversight the establishment of Provincial Governments. Direct Co-ordinate and control activities of Provincial Government Secretariat.

F.1 District Commissioner

K7410

As required

1443A

2.4.76

Qualifications: Super executive and administrative ability. Satisfactory completion of Form 6, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. 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 who think they can do this work should also apply.

Duties: Act as representative of the Prime Minister in the maintenance of peace, order and good government in the Province to which posted. Supervise, control and direct the work of the Department of the Prime Minister in the Province to which posted. Act as a chairman of the Province Inter-Departmental Co-ordinating Committee. Oversight the implementation of governmental policies as they relate to the Province to which posted. Exercise statutory and delegated powers and responsibilities. Report to Headquarters as required on Province progress, general welfare of the community, social and political advancement, economic development etc. Maintain close co-operation and liaison with elective Province planning and advisory bodies. Carry out duties as directed consistent with the above.

PG.4 Keyboard Operator

Grade 2

K2145-2275

Port Moresby

1444

2.4.76

Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of a test approved by the Public Services Commission. Knowledge of office procedures and layout of correspondence, schedules, statements, etc.

Duties: Perform typing and secretarial services for the staff of the Provincial Government Secretariat. Perform other relevant duties as directed.

CENTRAL PLANNING OFFICE

+ CS10 Project Officer
Class 7

K3940-4190

Port Moresby

1445

2.4.76

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. Analytical ability.

Duties: Collection of population data. Collection of information on socio-economic change related to population growth. Ensure the consideration of population variables in development planning. Organise the forecasting of future population trends. Work towards the formulation of a national population policy.

Vacancies - continued

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
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DEPARTMENT OF PUBLIC SERVICES COMMISSION

ADMINISTRATIVE COLLEGE

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|--|------------|--------------|------|--------|
| *15 CDXA 149 Lecturer (Dip Studies) | K3365-4190 | Port Moresby | 1450 | 2.4.76 |
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Qualifications: Appropriate Diploma or University degree of equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Teach and design teaching programmes in diploma studies within this area. Prepare and mark examination and other forms of assessments for Administrative College Courses. Participate in extra curricular activities for students. Conduct and report on research in relevant disciplines.

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| +15 CDXA 103 Clerk Class 3 | K2210-2405 | Port Moresby | 1451 | 2.4.76 |
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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.

Duties: Maintain efficient registry services for the College, including receipts, classifications and registration of all papers and correspondence; the movement of files and other registered papers, the dispatch of all mail and documents, and accountability for postage. Supervise the printing and duplicating services. Train Registry Staff.

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| 15 CDXA 120 (Admin Studies) | K3365-4190 | Port Moresby | 1452 | 2.4.76 |
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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 the Admin Studies Branch. Prepare and mark examinations and other forms of assessments. Participate in extra curricular activities for students. Conduct and report on research in relevant disciplines.

DEPARTMENT OF PUBLIC UTILITIES

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| L.8 Principal Training Officer Clerk Class 8 | K4470-5120 | Port Moresby | 1453 | 2.4.76 |
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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. Extensive experience in the training field or management ability sufficient to undertake the listed duties.

Duties: Supervise the activities of the Training Section. Continuously research needs for clerical/administrative, procedural, auxiliary skills and supervision training. Design or supervise the design of training courses aimed at satisfying training needs. Plan the training programme for submission to the Assistant Director (Localisation) for approval. Adapt courses content, methods and techniques to local conditions and requirements. Oversight the evaluation of training generally and ensure that remedial action if taken. Assist in the formulation of department-wide localisation policies and plans. Liaise with senior officers of other Divisions to establish effective working relationships with collaborating subject specialists, line management and officers undertaking training courses. 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 Utilities - *continued*

Duties: Undertake the audit and inspection of Posts Offices in accordance with standing instructions. Undertake, as required, detailed studies of the grade of service office organisation and staffing requirements at official offices and prepare reports thereon. Study residential and commercial development and in accordance with delegations approve or submit proposals for provision, extension or withdrawal of postal facilities including -

- (a) Establishment, conversion or closure of Post Offices.
- (b) Provision or withdrawal of money order facilities.
- (c) Establishment, alteration or cancellation of contract and portage mail services.
- (d) Establishment or withdrawal of Free Bag services.

Arrange the establishment, provision, extension or withdrawal of facilities as approved. Oversight and assist with on the job training of staff up to and including Postmaster Grade 2 and report as required on training needs at Post Offices. Exercise general oversight of the standard of service and implementation of approved procedures at Post Offices.

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| PS.3 Postal Officer Grade 7 (Senior Postal Inspector) | K3185 - 3365 | Port Moresby | 1457 | 2.4.76 |
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Qualifications: Satisfactorily 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. Qualified as Postmaster Grade 2 or higher. Thorough knowledge of Posts and Telegraphs Ordinances, Regulations, Instructions and Procedures. Extensive experience and proven ability in postal management and particularly in inspection and auditing of Posts Offices. Proven general administrative ability.

Duties: Undertake the audit and inspection of Posts Offices in accordance with standing instructions. Undertake, as required, detailed studies of the grade of service, office organisation and staffing requirements at official offices and prepare reports thereon. Study residential and commercial development and in accordance with delegations approve or submit proposals for provision, extension or withdrawal of postal facilities including -

- (a) Establishment, conversion or closure of Post Offices.
- (b) Provision or withdrawal of money order facilities.
- (c) Establishment, alteration or cancellation of contract and portage mail services.
- (d) Establishment or withdrawal of Free Bag services.

Arrange the establishment, provision, extension or withdrawal of facilities as approved. Oversight and assist with on the job training of staff up to and including Postmaster Grade 2 and report as required on training needs at Post Offices. Exercise general oversight of the standard of service and implementation of approved procedures at Post Offices. Deal with correspondence and prepare reports on other matters affecting the Branch as directed.

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| EC.61 Senior Technical Officer Grade 1 | K3155 - 3295 | Port Moresby | 1458 | 2.4.76 |
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Qualifications: An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission.

Vacancies - *continued*

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

Duties: Preparation of estimates of telephone equipment and materials to be purchased. Review the necessity of further purchases of equipment and material types as required by circumstances of the supply position. Oversight issue of telephone equipment to meet day to day requirements and the needs of the Works Programme. Continuous oversight of all aspects of estimating, supply and distribution of telephone equipment as it effects the Engineering Division, making such reviews of the position as may from time to time be necessary. Instigate action in respect of slowly moving stocks. Other duties as required. Study new developments in equipment and keep Engineer suitably informed. Prepare specifications for tender schedules. Examine tenders and prepare technical reports.

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| PS.5 Postal Officer Grade 6 (Inspector - Postal) | K2705 - 2865 | Port Moresby | 1459 | 2.4.76 |
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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. Qualified Postmaster Grade 2 or higher. Thorough knowledge of Posts and Telegraphs Ordinances, Regulations, instructions and procedures. Experience and proven ability in post office management. Aptitude for training work and ability to instruct local officers.

Duties: Instruct staff employed at Agency, Non Official and Official Officers up to and including Postmasters Grade 2 in Post Office systems and procedures. Undertake the audit and inspection, as directed, of Non Official, Agency and Official Post Offices up to and including Grade 2. Submit reports on conduct, diligence and efficiency and other staff matters. Review staff provided at Departmental expense at Non Official Post Offices and recommend increases and reductions to the Manager, Postal Services. Arrange as directed the establishment, provision extension or withdrawal of facilities. Other related duties as directed.

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| I.3 Internal Auditor Grade 1 (Clerk Class 4) | K2535 - 2735 | Port Moresby | 1460 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of 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: Perform internal audits of usual complexity throughout the Department associated with revenue, expenditure, stores, personnel, financial, accounting, supply and related activities which may be specific to Posts & Telegraphs functions, in particular -

i) examine departmental procedures and practices and carry out sufficient check on departmental records to enable an opinion to be formed on:

- the legality of transactions;
- the accuracy of the records;
- compliance with procedures and instructions;
- adequacy of the procedures;
- acceptability of the practices; and
- the effectiveness of internal check and internal control;

ii) Discuss matters arising from audits with management of area audited.
iii) Prepare reports and draft observations and correspondence arising from audits.
iv) Direct and supervise assigned supporting staff.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|------------------------------|---------------------------|----------|----------------------|--------------------|
|------------------------------|---------------------------|----------|----------------------|--------------------|

Department of Public Utilities - *continued*

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|---|--------------|----------|------|--------|
| PS.78 Postal Officer Grade 5 (Postmaster) | K2255 - 2465 | Lorengau | 1461 | 2.4.76 |
|---|--------------|----------|------|--------|

Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

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

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|---|--------------|------|------|--------|
| PS.90 Postal Officer Grade 5 (Postmaster) | K2255 - 2465 | Daru | 1462 | 2.4.76 |
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Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

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

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|---|--------------|----------|------|--------|
| PS.93 Postal Officer Grade 5 (Postmaster) | K2255 - 2465 | Kainantu | 1463 | 2.4.76 |
|---|--------------|----------|------|--------|

Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

Duties: Efficient management of a Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Other duties as directed.

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|---|--------------|-------|------|--------|
| PS.95 Postal Officer Grade 5 (Postmaster) | K2255 - 2465 | Kimbe | 1464 | 2.4.76 |
|---|--------------|-------|------|--------|

Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

Duties: Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Other duties as directed.

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|---|--------------|-------|------|--------|
| PS.96 Postal Officer Grade 4 (Postmaster) | K1930 - 2125 | Yomba | 1465 | 2.4.76 |
|---|--------------|-------|------|--------|

Qualifications: Qualified for promotion as Postal Clerk. Must have successfully completed a period of instruction in Postmaster's duties. Ability to manage a Post Office.

Duties: Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of post office staff. 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 |
|------------------------------|---------------------------|----------|----------------------|--------------------|
|------------------------------|---------------------------|----------|----------------------|--------------------|

Department of Public Utilities - *continued*

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|---|--------------|--------|------|--------|
| PS.85 Postal Officer Grade 4 (Postmaster) | K1930 - 2125 | Maprik | 1466 | 2.4.76 |
|---|--------------|--------|------|--------|

Qualifications: Qualified for promotion as Postal Clerk. Must have successfully completed a period of instruction in Postmaster's duties. Ability to manage a post office.

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

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|---|--------------|--------|------|--------|
| PS.74 Postal Officer Grade 4 (Postmaster) | K1930 - 2125 | Bulolo | 1467 | 2.4.76 |
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Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

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

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| EC.65 Artisan Grade 2 | K1920 - 2080 | Port Moresby | 1468 | 2.4.76 |
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Qualifications: Successful completion of an apprenticeship in a first class trade (As determined by the Public Services Commission). Minimum of 10 years experience as an Artisan Assistant or Artisan Grade 1 or equivalent in Government Service. Successful completion of a trade tech and certified as reaching an acceptable level of trade. Competence in a First Class Trade. Such other experience or qualifications which in the opinion of the Public Services Commission are equivalent.

Duties: Painting and signwriting as directed. Maintenance of tools and equipment. Necessary documentation for withdrawal of and return of material to store. Clerical duties associated with working reports, pay statements and job order recordings. Other duties as directed.

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|---|--------------|---------|------|--------|
| PS.75 Postal Officer Grade 5 (Postmaster) | K2255 - 2465 | Kavieng | 1469 | 2.4.76 |
|---|--------------|---------|------|--------|

Qualifications: Qualified for promotion as Postmaster. Sound experience in all phases of postal work. Proven ability to control a Post Office and control staff.

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

DEPARTMENT OF TRANSPORT, WORKS AND SUPPLY

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|-------------------------|--------------|--------------|------|--------|
| LT.1 Assistant Director | K6490 - 6720 | Port Moresby | 1470 | 2.4.76 |
|-------------------------|--------------|--------------|------|--------|

Qualifications: Professional qualifications relevant to the technical operations of the Department desirable. Above average administrative ability. Capacity for harmonious inter-personal working relationships. Drive, extensions and capacity to achieve targets. Satisfactory completion of Form 6, or the Public Service qualifications as may be acceptable to the Public Services Commission. 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 should also apply.

Vacancies - *continued*

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

Duties: Direct and control the activities of the Localisation and Training Division. Plan and implement the overall programme for Localisation of the Department in accordance with Public Services Commission and Departmental Localisation Committee Policies. Chair the Department's Localisation Committee. Liaise with Divisional and Section Heads to ensure their involvement in formulating policies and plans and their implementation.

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| LT.33 Principal Training Officer (Clerk Class 8) | K4770 - 5120 | Port Moresby | 1471 | 2.4.76 |
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Qualifications: Considerable Training experience or considerable experience, including supervisory experience, in the Clerical/Administrative field plus demonstrated aptitude to perform the duties of the position. Public Service Higher Certificate or Commerce Certificate or equivalent desirable. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Carry out the duties of Principal Training Officer (Admin General). Direct and control the activities of the Administrative and General Training Branch. Assess and identify training needs, establish priorities and develop training schemes compatible with Departmental manpower requirements and localisation objectives for approval by the Assistant Director and the Localisation Committee. Design courses and oversight the preparation of detailed course content. Liaise with line Managers and other training institutions to obtain the services of subject specialists as required. Under direction participate with other Branch Heads in the formation of policy relating to training, localisation and staff development. Ensure adequate training knowledge among staff. Prepare submissions detailing staff, facilities and funds required to implement Departmental Training Programmes. Oversight the selection, nomination and management of Departmental staff attending external courses or training programmes including Administrative College, A.S.O.P.A., Commonwealth Practical Training Scheme and Technical College. Liaise with the Training Engineer and other staff as appropriate. Co-ordinate Vacation Practical Training for all Public Service Cadets: plan and participate in the Vacation Training of Administrative Cadets: Liaise with the Training Engineer re Technical Cadets. Carry out other duties as directed consistent with the above.

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| A.8 Architect Class 2 | K4065 - 4595 | Port Moresby | 1472 | 2.4.76 |
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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: Carry out the duties of Architect Class 2. Prepare design drawings for more important works projects, and arrange documentation for calling of tenders. Carry out the more important inspections, surveys and investigations and prepare reports. Supervise major projects. Other related duties as directed.

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| TA.1 Clerk Class 4 | K2535 - 2735 | Madang | 1473 | 2.4.76 |
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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. 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.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|------------------------------|---------------------------|----------|----------------------|--------------------|
|------------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

Duties: With administrative and clerical guidelines: Provide clerical support to the professional and technical staff of the North Coast Region by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities those regional activities not requiring professional or technical qualifications for adequate discharge; for example:- Organise, control and co-ordinate office service requirements of the Region and in particular for Regional Headquarters staff. Undertake the Regional Headquarters staff work, such as organisation of approved transfers, staff statistics, housing requirements, and arrangement of staff entitlements. Provide advice to staff on entitlements, etc., (including for Apprentices and Casual Labourers) Carry out other duties as directed, consistent with the above.

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| VQ.F1 Clerk Class 4 | K2535 - 2735 | Lae | 1474 | 2.4.76 |
|---------------------|--------------|-----|------|--------|

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 some 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: Under general direction: undertake clerical tasks of limited complexity associated with the performance and control of a accounting activities for the Northern District: in particular:- Deal with correspondence and answer queries associated with the above. Prepare accounting data, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting staff. Carry out other duties as directed, consistent with the above.

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| AD.355 Clerk Class 4 | K2535 - 2735 | Lae | 1475 | 2.4.76 |
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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. To Supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and co-ordinate the activities of Works Administration staff including Foremen's Clerks and Depot Clerks. Generally assist and advise the Regional Works Engineer, professional and technical staff on works Administration matters. Investigate and report on particular aspects of Works Administration and projects as directed. Direct and oversight activities of Project Clerks. Make routine inspections of day labour depots and outstations to maintain the effectiveness of clerical staff in relation to work Administration.

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| TR.F1 Clerk Class 4 | K2535 - 2735 | Wewak | 1476 | 2.4.76 |
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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. 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: Under general direction: Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the East Sepik Province; in particular:- Deal with correspondence and answer queries associated with the above. Prepare accounting data, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting 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 Transport, Works and Supply - *continued*

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|---------------------|--------------|--------|------|--------|
| TQ.F1 Clerk Class 4 | K2535 - 2735 | Madang | 1477 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

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

Duties: Under general direction: Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the Madang Province; in particular:- Deal with correspondence and answer queries associated with the above. Prepare accounting data, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting staff. Carry out other duties as directed, consistent with the above.

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| AD.360 Clerk Class 3 | K2210 - 2405 | Lae | 1478 | 2.4.76 |
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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: In respect of Engineering New Works and Maintenance projects for the Lae Region. Other duties as directed.

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| AC.357 Clerk Class 3 | K2210 - 2405 | Lae | 1479 | 2.4.76 |
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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: In respect of Architectural New Works and Maintenance projects in the Lae Region. Other duties as directed.

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| TV.F1 Clerk Class 3 | K2210 - 2405 | Lorengau | 1480 | 2.4.76 |
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Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession or such other 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: Under general direction: Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the Manus Province; in particular:- Deal with correspondence and answer queries associated with the above. Prepare accounting data, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting 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 Transport, Works and Supply - *continued*

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| TT.D1 Clerk Class 3 | K2210 - 2405 | Vanimo | 1481 | 2.4.76 |
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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 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: Under general direction: Undertake clerical tasks of limited complexity associated with the arrangement, control, and payment of salaries, wages, and allowances of staff and employees of the West Sepik Province; in particular:- Answer staff queries on pay, allowances and other allied matters promptly. Report discrepancies in monies, overpayments, etc, to supervisor immediately. Undertake preparation, processing, and payment of salaries, wages, etc. as necessary. Carry out other duties as directed, consistent with the above.

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| TV.D1 Clerk Class 3 | K2210 - 2405 | Lorengau | 1482 | 2.4.76 |
|---------------------|--------------|----------|------|--------|

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 some experience in similar, or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and these who think they can do this work should apply.

Duties: Under general direction: Undertake clerical tasks of limited complexity associated with the arrangement, control, and payment of salaries, wages, and allowances of staff and employees of the Manus Province; in particular:- Answer staff queries on pay, allowances and other allied matters promptly. Report discrepancies in monies, overpayments, etc., to supervisor immediately. Undertake preparation, processing, and payment of salaries, wages, etc. as necessary. Carry out other duties as directed, consistent with the above.

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| V.C1 Clerk Class 3 | K2210 - 2405 | Lae | 1483 | 2.4.76 |
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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 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: Under general direction: Undertake clerical tasks of limited complexity associated with the conduct of the Highlands (East) Regional registry; maintain filing system, indexes, resubmit diaries, classify, file, and distribute papers, record and check file locations and register external movements, despatch correspondence, etc., according to procedures. Maintain and accept responsibility for stamps register. Carry out other duties as directed, consistent with the above.

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| TT.F1 Clerk Class 3 | K2210 - 2405 | Vanimo | 1484 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

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 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.

Vacancies - continued

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

Duties: Under general direction:

Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the West Sepik Province; in particular:-
Deal with correspondence and answer queries associated with the above.
Prepare accounting data, such as reports and graphs on financial trends, as specified for management.
Direct, supervise and train support staff.
Carry out other duties as directed, consistent with the above.

VT.D 1 Clerk Class 3 K2210-2405 Popondetta 1485 2.4.76

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 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: Under general direction:

Undertake clerical tasks of limited complexity associated with the arrangement, control, and payment of salaries, wages and allowances for staff and employees of the Northern District; in particular:-
Answer staff queries on pay, allowances and other allied matters promptly.
Report discrepancies in monies, overpayment, etc. to supervisor immediately.
Undertake preparation, processing, and payment of salaries, wages etc as necessary.
Carry out duties as directed, consistent with the above.

VQ.D 1 Clerk Class 3 K2210-2405 Lae 1486 2.4.76

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 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: Carry out the duties of District Pay Clerk.

Undertake clerical tasks of limited complexity associated with the arrangement, control and payment of salaries, wages and allowances of staff and employees of the Morobe District; in particular:-
Organise, direct and supervise staff and work of the pay cell. Check accuracy of pay compilations, etc, in accordance with procedures.
Ensure legality of pay compilations, preparations, physical payments, and security of monies on hand by following procedures.
Take out cash advances and clear accurately and promptly.
Answer staff queries on pay, allowances and other allied matters promptly.
Report discrepancies in monies, overpayment, etc, to supervisor immediately.
Undertake preparation, processing, and payment of salaries, wages etc, as necessary.
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 |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

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| TC.1 Clerk Class 3 | K2210 - 2405 | Madang | 1487 | 2.4.76 |
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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 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: Carry out the duties of Regional Registry Clerk. Undertake clerical tasks of limited complexity associated with the conduct of the North Coast Regional registry; in particular: Maintain filing system, indexes, resubmit diaries. Classify, file, and distribute papers. Record and check file locations and register external movements. Despatch correspondence, etc., according to procedures. Maintain and accept responsibility for stamps register. Carry out other duties as directed, consistent with the above.

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| VR.D1 Clerk Class 3 | K2210 - 2405 | Goroka | 1488 | 2.4.76 |
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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 including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience and also eligible and those who think they can do this work should apply.

Duties: Under general direction: Undertake clerical tasks of limited complexity associated with the arrangement, control, and payment of salaries, wages, and allowances of staff and employees of the Eastern Highlands District in particular: - Answer staff queries on pay, allowances and other allied matters promptly. Report discrepancies in monies, overpayments, etc., to supervisor immediately. Undertake preparation, processing, and payment of salaries, wages, etc. as necessary. Carry out other duties as directed, consistent with the above.

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| VT.F1 Clerk Class 3 | K2210 - 2405 | Popondetta | 1489 | 2.4.76 |
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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 including some 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: Under general direction: Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the Morobe District: in particular: - Deal with correspondence and answer queries associated with the above. Prepare accounting date, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting staff. Carry out other duties as directed, consistent with the above.

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| VR.D2 Clerk Class 2 | K1950 - 2210 | Goroka | 1490 | 2.4.76 |
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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. 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 |
|------------------------------|---------------------------|----------|----------------------|--------------------|
|------------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

Duties: As directed:

Undertake clerical tasks of a straight-forward nature associated with the payment of salaries, wages and allowances to staff and employees of the Eastern Highlands District: in particular:- Carry out other duties as directed, consistent with the above.

TR.D2 Clerk Class 2 K1950-2210 Wewak 1491 2.4.76

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. 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: As directed: Undertake clerical tasks of straight-forward nature associated with the payment of salaries, wages, and allowances to staff and employees of the East Sepik Province: in particular:- Carry out other duties as directed, consistent with the above.

TR.C1 Clerk Class 2 K1950-2210 Wewak 1492 2.4.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction. Undertake clerical tasks of a straight-forward nature associated with the conduct of the East Sepik Province registry operations; in particular:- Carry out other duties as directed, consistent with the above.

VT.C1 Clerk Class 2 K1950-2210 Popondetta 1493 2.4.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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 District Records Clerk. Undertake clerical tasks of a straight-forward nature associated with the conduct of the Northern District's registry operations; in particular. Maintain filing system, indexes, re-submit diaries. Classify, file, and distribute papers. Record and check file locations and register external movements. Despatch correspondence, etc, according to procedures. Maintain and accept responsibility for stamps register. Carry out other duties as directed, consistent with the above.

AD 358 Clerk Class 2 K1950-2210 Lae 1494 2.4.76

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: Ensure the correct costing of all Architectural day labour projects, control and oversight the activities of the Architectural Depot Clerk. Report on expenditure on day labour contracts and Maintenance contracts as required. Draft all correspondence on building maintenance and minor new works for the W/S (Architectural). Supervise depot Clerk/s. Other duties as directed.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|------------------------------|---------------------------|----------|----------------------|--------------------|
|------------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

| | | | | |
|----------------------|------------|-----|------|--------|
| VQ.C.1 Clerk Class 2 | K1950-2210 | Lae | 1495 | 2.4.76 |
|----------------------|------------|-----|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction. Undertake clerical tasks of a straight-forward nature associated with the conduct of the Morobe District's registry operations; in particular:- Carry out other duties as directed, consistent with the above.

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|--------------------|------------|-----|------|--------|
| VA 7 Clerk Class 2 | K1950-2210 | Lae | 1496 | 2.4.76 |
|--------------------|------------|-----|------|--------|

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 routine correspondence and advice relating to leave, allowances, overtime, increments, promotions and transfers for persons employed under other than Public Service Ordinance. Maintain appropriate records. Prepare periodic returns. Other duties as directed.

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|---------------------|------------|----------|------|--------|
| TV.C1 Clerk Class 2 | K1950-2210 | Lorengau | 1497 | 2.4.76 |
|---------------------|------------|----------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the Manus Province registry operations, in particular:- Carry out other duties as directed, consistent with the above.

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|---------------------|------------|--------|------|--------|
| TQ.D2 Clerk Class 2 | K1950-2210 | Madang | 1498 | 2.4.76 |
|---------------------|------------|--------|------|--------|

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. 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: As directed: Undertake clerical tasks of a straight-forward nature associated with the payment of salaries, wages and allowances to staff and employees of the Madang District; in particular:- Carry out other duties as directed, consistent with 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 |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

| | | | | |
|---------------------|--------------|--------|------|--------|
| TQ.C1 Clerk Class 2 | K1950 - 2210 | Madang | 1499 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the Madang Province registry operations; in particular:- Carry out other duties as directed, consistent with the above.

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|---------------------|--------------|--------|------|--------|
| TT.D2 Clerk Class 2 | K1950 - 2210 | Vanimo | 1500 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

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. 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: As directed: Undertake clerical tasks of a straight-forward nature associated with the payment of salaries, wages, and allowances to staff and employees of the West Sepik District: in particular:- Carry out other duties as directed, consistent with the above.

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|----------------------|--------------|-----|------|--------|
| AD.361 Clerk Class 2 | K1950 - 2210 | Lae | 1501 | 2.4.76 |
|----------------------|--------------|-----|------|--------|

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: Control and oversight the operations of the Civil Engineering Field costing section to ensure efficiency and accuracy in costing. Maintain all field costing records for the Civil Engineering Section. Produce reports on expenditure on Civil Engineering day labour projects as required. Control supplies to Outstations. Supervise depot Clerk. Other duties as directed.

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|---------------------|--------------|--------|------|--------|
| TQ.F2 Clerk Class 2 | K1950 - 2210 | Madang | 1502 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

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. 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: As directed: Undertake clerical tasks of a straight-forward nature associated with the Madang Province accounting activities; in particular:- Carry out other duties as directed, consistent with the above.

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|--------------------|--------------|--------|------|--------|
| TF.3 Clerk Class 2 | K1950 - 2210 | Madang | 1503 | 2.4.76 |
|--------------------|--------------|--------|------|--------|

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. 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 |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

Duties: Carry out the duties of Assistant Regional Accounts Clerk. Undertake clerical tasks of a straight-forward nature associated with the North Coast Regions accounting activities; in particular:- Receive, register and verify 'Schedules of Contingencies' from Districts. Maintain circulation of documents through all processes to final payment. Supervise despatch of cheques and cash sheets. Maintain all necessary records, registers, and statistics, and safe custody of documents. Carry out other duties as directed, consistent with the above.

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|---------------------|--------------|--------|------|--------|
| TT.C1 Clerk Class 2 | K1950 - 2210 | Vanimo | 1504 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the West Sepik Province registry operations; in particular: - Carry out other duties as directed, consistent with the above.

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|---------------------|--------------|-----|------|--------|
| VQ.D2 Clerk Class 2 | K1950 - 2210 | Lae | 1505 | 2.4.76 |
|---------------------|--------------|-----|------|--------|

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. 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 Assistant District Pay Clerk. Undertake clerical tasks of a straight-forward nature associated with the payment of salaries, wages, and allowances to staff and employees of the Morobe District; in particular:- Calculate and process salaries, wages, and allowances. Determine cash break-up, collect cash, make-up pay packets, and physically pay salaries, wages and allowances. Prepare journal entries for transfer of wages and other charges to project accounts. Maintain records, registers and statistics and prepare returns. Maintain day labour staff records. Write interim time books and prepare time and wages sheets. Obtain and check (for accuracy and information requirements only) claims and reports re-workers compensation. Carry out other duties as directed, consistent with the above.

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|---------------------|--------------|--------|------|--------|
| VR.C1 Clerk Class 2 | K1950 - 2210 | Goroka | 1506 | 2.4.76 |
|---------------------|--------------|--------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of other such 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: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the Eastern Highlands District's registry operations: in particular:- Carry out other duties as directed, consistent with the above.

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|--------------------------------------|--------------|-----|------|--------|
| AD.363 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1507 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified as for Clerical Grade 1. Previous clerical experience.

Duties: Cost, by-project for advice to the Accounts Section. Other duties as directed.

- Vacancies - continued

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - continued

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|--------------------------------------|--------------|-----|------|--------|
| AD.376 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1508 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified for appointment as a Clerical Assistant. Previous clerical experience.

Duties: Carry out the duties of Depot Clerk (Water Supply & Sewerage). Cost by project the following for advice to the Accounts Section. Water supply and sewerage staff timesheets, including, daily preparation of timesheets for foreman. Materials purchases. Plant hire for Register. Other duties as directed.

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|--------------------------------------|--------------|-----|------|--------|
| AD.373 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1509 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified for appointment as Clerical Assistant. Previous clerical experience.

Duties: Prepare plant returns on each item of plant and cost to appropriate projects for advice to the Accounts Section. Other duties as directed.

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|--------------------------------------|--------------|-----|------|--------|
| AD.364 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1510 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified as for Clerical Assistant Grade 1. Previous clerical experience.

Duties: Cost by project for advice to the Accounts Section the following:- Other duties as directed.

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|--------------------------------------|--------------|-----|------|--------|
| AD.372 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1511 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified for appointment as Clerical Assistant. Previous clerical experience.

Duties: Prepare daily time sheets of plant pool staff and cost to appropriate projects for advice to Accounts Section. Other duties as directed.

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|--------------------------------------|--------------|-----|------|--------|
| AD.365 Clerical Assistant Grade 2 | K1820 - 1950 | Lae | 1512 | 2.4.76 |
|--------------------------------------|--------------|-----|------|--------|

Qualifications: Qualified as for Clerical Assistant Grade 1. Previous clerical experience.

Duties: Cost, by project, for advice to the Accounts Section, the following: Other duties as directed.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Department of Transport, Works and Supply - *continued*

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|-----------------------------------|--------------|-----|------|--------|
| V.F5 Keyboard Operator Grade 2 | K2145 - 2210 | Lae | 1513 | 2.4.76 |
|-----------------------------------|--------------|-----|------|--------|

Qualifications: Machining Sub-Group Keyboard Operator Grade 2. Successful completion of a course of training approved by the Public Services Commission, or successful completion of a test prescribed by the Commission. Note: Accounting Machining Courses conducted by the Department of Finance and Public Services Commission have been approved by the Commission for this purpose. The Department of Finance Accounting Machine Test is a test prescribed by the Commission in regard to the Department of Finance. Tests for other Departments are being prepared.

Duties: Post and balance taxation and wages for all Regional staff. Assist Keyboard Operator Grade 3 as required. Other duties as directed.

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|-----------------------------------|--------------|--------|------|--------|
| TF.4 Keyboard Operator Grade 3 | K2275 - 2405 | Madang | 1514 | 2.4.76 |
|-----------------------------------|--------------|--------|------|--------|

Qualifications: Successful completion of a course of training approved by Public Services Commission or successful completion of a test prescribed by or approved by the Commission. Ability to perform machine duties of the most difficult and complex nature. Ability to supervise staff.

Duties: Post and balance all sections of general ledger. Prepare cheques, cash sheets proof sheets, funds certificates and requisitions. Prepare expenditure summary monthly. Supervise subordinate machinists in regional offices. Machine salaries as required. Carry out other duties as directed consistent with the above.

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|-----------------------------------|--------------|-----|------|--------|
| V.F4 Keyboard Operator Grade 3 | K2275 - 2405 | Lae | 1515 | 2.4.76 |
|-----------------------------------|--------------|-----|------|--------|

Qualifications: Successful completion of a course approved by Public Services Commission, or successful completion of a test prescribed by the Commission competent account machinist. Appropriate experience or supervisory and training ability as appreciate. Note: Accounting machining conducted by Department of Finance and Public Services Commission have been approved by the Commission for this purpose. The Department of Finance Accounting Machine test is a test prescribed by the Commission in regard to the Department of Finance. Test for other Department are being prepared.

Duties: Supervise and maintain the efficient working of the account and calculating machine process in the Region. Post and Balance project, Sub-Appropriation, Contract Retention Fund, Tender Deposits Trust Account other Authorities Trust Account Ledgers. Prepare cheques, cash sheets, proof sheets and funds certificates summary monthly. Ensure adequate stocks of all stationery supplies. Test and train machinists. Prepare and distribute work. Prepare and distribute work. Prepare and balance costing dissection from salary sheets. 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 |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

OFFICE OF SUPPLY

EL.5 Clerk Class 6 K3365 - 3520 Port Moresby 1516 2.4.76

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. Practical experience in the conduct of government elections. Extensive knowledge of electoral legislation and the functions and organisation of government. Administrative and organising ability. Ability to organise and conduct training and electoral education programmes.

Duties: Responsible for all aspects of Electoral Officers Training. Prepare and present electoral courses to field officers in every district prior to National elections. Assist in the planning, organisation, and conduct of National Parliament, Local Government, Provincial Government, and Industrial Organisation elections that are conducted under the auspices of the Electoral Commission. Carry out other duties as directed.

EL.39 Clerk Class 6 K3365 - 3520 As Required 1517 2.4.76

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. Practical experience in the conduct of Government Elections at all levels. Extensive knowledge of electoral legislation and the functions and organisation of government. Administrative and organising ability of a high order.

Duties: Implement electoral legislation and policy and carry out its administration in the District. Exercise delegations under electoral legislation. Accept Returning Officer responsibilities in the conduct of National Parliament, Provincial Government, Local Government and Industrial Organisation elections. Exercise financial control of funds allocated for the conduct of elections. Prepare financial and equipment estimates for the districts. Ensure proper accounting of nomination deposits and mances paid for electoral rolls. Carry out other duties as directed.

EL.6 Clerk Class 4 K2535 - 2735 Port Moresby 1518 2.4.76

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 the Senior Electoral Officer with electoral officer training and the implementation of electoral education programmes. Prepare educational material for Community education on electoral matters. Assist with the planning, organisation and conduct of National Parliament, Local Government, Provincial Government and Industrial Organisation. Act as Assistant Returning Officer in connection with the conduct of elections. Carry out other duties as directed.

Vacancies - continued

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

OFFICE OF TRANSPORT

| | | | | |
|--|------------|--------------|------|--------|
| *MS 1 Clerk Class 9 Assistant Secretary | K5800-6030 | Port Moresby | 1519 | 2.4.76 |
|--|------------|--------------|------|--------|

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. Thorough knowledge of Financial and Personnel policy, practice and procedures and of relevant legislation, including Treasury and Public Service ordinances. Proven ability in the direction and control of staff. Officers with Form 4, or the Public Service Certificate or such other 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 and control the Management Services Branch of a major Departmental, exercise financial administrative and disciplinary delegation. Prepare and issue the more important correspondence; prepare submissions and recommendations concerning personnel and the administration of the department. Review departmental organisation and administrative procedures and prepare recommendations. Prepare departmental estimates, examine and initiate action upon audit reports. Prepare submissions, correspondence and reports on recruitment matters, liaise with divisional heads and Public Service Commission on Recruitment matters. Prepare reports (For Secretary) and other personnel reports as required, including punishment and promotions. Plan and implement induction and training courses. Control departmental buildings, stores and supplies, including furniture fittings and equipment. Other duties as directed consistent with the above.

CIVIL AVIATION AGENCY

| | | | | |
|--|------------|--------------|------|--------|
| DCA 1493, 1495, 1496 Airways Operations Officer Class 3 (3 positions) | K2945-3085 | Port Moresby | 1520 | 2.4.76 |
|--|------------|--------------|------|--------|

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. Satisfactory completion of Airways Operations Officer Stage 3 (System Controller) course. Officers with Form 4, or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and who think they can do this work should also apply.

Duties: Systems Controller:- Control all the operations of a shift at an aeronautical fixed telecommunications Centre at a Group 1 airways operations station. A competent supervisor capable of overseeing the performance of subordinate staff.

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|---|------------|--------------|------|--------|
| DCA 1421, 1422 Technical Officer Grade 2 | K2735-2875 | Port Moresby | 1521 | 2.4.76 |
|---|------------|--------------|------|--------|

Qualifications: An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Experience in airport development and maintenance work in the direction of staff engaged in that work. Ability to prepare reports and recommendations to represent the Department on aerodrome matters.

Duties: Regularly inspect, technically assess the suitability of and report on aerodromes of limited complexity in a defined area.

Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
|------------------------------|--------------------------|----------|----------------------|--------------------|

Civil Aviation Agency - *continued*

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|---------------------------------------|------------|--------------|------|--------|
| DCA 1424 Technical Officer Grade 1 | K2470-2665 | Port Moresby | 1522 | 2.4.76 |
|---------------------------------------|------------|--------------|------|--------|

Qualifications: An approved diploma or certificate from a recognised college or institution or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Provide relief as directed during the absences of airport inspectional staff.

PLANT AND TRANSPORT AUTHORITY

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|--------------------|------------|--------------|------|--------|
| T.83 Clerk Class 8 | K4770-4945 | Port Moresby | 1523 | 2.4.76 |
|--------------------|------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 6, or Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the management of a large stores complex desirable. Officers with Form 4, or the Public Service Certificate or possession of 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: Manage the supply branch and purchasing branch - including participation with high management in the formulation of supply programmes and budgets, having regard to policy and management decision. Interpretation of policy as it affects the work of the Branch. Specification of recommendations to higher Authority including those which involve co-ordination with other branches. Setting objectives in terms of programmes and policy. Setting work standards and allocation of work. Evaluation of performance against set objectives. Evaluation of staff recommendations. Exercise delegation. Investigation of new techniques and innovations. Carry out other duties as directed, consistent with the above.

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|--|------------|--------------|------|--------|
| T.13 Senior Technical Officer Grade 2 | K3605-3890 | Port Moresby | 1524 | 2.4.76 |
|--|------------|--------------|------|--------|

Qualifications: Qualified for an approved certificate of a recognised institute related to the Mechanical and Automotive trades or such other qualifications acceptable to the Public Services Commission. Ability to compile technical reports of a detailed Mechanical nature.

Duties: Responsible for assessing workshop tools and equipment needs, including the technical content of tender specification for heavy garage equipment. Ensure delivery instructions and tender specifications are adhered to. Prepare simple drawings for alteration to existing workshop and liaise with design officers on the design of proposed workshop. Maintain register of all items of workshop tools and equipment. Liaise with counterpart senior technical officer on the preparation of technical data for period supply of P.O.L. tyres, tubes, batteries etc. Other related duties.

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|---|------------|--------|------|--------|
| T.255 Senior Technical Officer Grade 1 | K3155-3225 | Rabaul | 1525 | 2.4.76 |
|---|------------|--------|------|--------|

Qualifications: Successful completion of apprenticeship in a first class trade. Wide experience in the maintenance and repair of plant and transport.

Duties: Control and direct the maintenance function. Issue detailed instructions on workshop practices and servicing procedures schedule plant inspection itineraries. Review all maintenance work carried out on Authority plant/vehicles. Oversight the Authority training of maintenance personnel and report on Progress. Regularly inspect all Province workshops. Other related duties consistent with the above.

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

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

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Pos. No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|---|--------------------|---|-----------------------|---|
| DEPARTMENT OF DEFENCE | | | | |
| 596 | 7 of 9.10.1975 | A.41 | 13.1.1976 | Joseph MAI |
| DEPARTMENT OF EDUCATION | | | | |
| 613 | 7 of 9.10.1975 | ES.69A | 19.1.1975 | Eric MANGUI |
| 612 | 7 of 9.10.1975 | ES.70;70A-E (6 positions) | 20.1.1975 | Kenny DIGMAI Alphy GEORGE Zure ZURECNUOC Pius SIMBUOK |
| 607 | 7 of 9.10.1975 | DS.4;6;9;12;14; 16. (6 positions) | 7.1.1975 | Ila VELE Momoro KINI Daera Jack TABE Esrom TOLIGUR Leonard M. BUNDU Asi VANAME |
| DEPARTMENT OF FINANCE | | | | |
| 2485 | 37 of 8.5.1975 | A.9 | 12.1.1976 | Michael AIERE |
| 2782 | 44 of 5.6.1975 | B.18 | 5.6.1975 | Solosol PALEK |
| 810 | 18 of 6.11.1975 | I.8 | 22.1.1976 | Samuel KAUTU |
| 814 | 18 of 6.11.1975 | I.9 | 22.1.1976 | Ravu PUANA |
| 811 | 18 of 6.11.1975 | I.15 | 22.1.1976 | Simon HAIAWANI |
| 820 | 18 of 6.11.1975 | I.7 | 23.1.1976 | Martha MUKMUK |
| 821 | 18 of 6.11.1975 | FP.21 | 21.1.1976 | P. Tonol KALUWIN |
| 815 | 18 of 6.11.1975 | L.14 | 23.1.1976 | S. Thomas HENIR |
| 817 | 18 of 6.11.1975 | FP.27 | 29.1.1976 | Dero John KEMAI |
| DEPARTMENT OF FOREIGN AFFAIRS AND TRADE | | | | |
| 833 | 18 of 6.11.1975 | MC.21 | 30.1.1976 | Paul KASAI |
| 828 | 18 of 6.11.1975 | C.21 | 2.2.1976 | Pius SAUN |
| 832 | 18 of 6.11.1975 | MC.8 | 30.1.1976 | Area LEVA |
| 829 | 18 of 6.11.1975 | MC.5 | 30.1.1976 | Sibira Heagi KUTO |
| DEPARTMENT OF JUSTICES | | | | |
| 863 | 18 of 6.11.1975 | LR.7 | 2.2.1976 | W. Joseph MAINGU |

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Pos. No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|--|--------------------|---------------------------------|-----------------------|---|
| DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY | | | | |
| 648 | 7 of 9.10.1975 | PR. 24 | 28.1.1976 | Peter BAGERUMA (Department of Public Utilities) |
| 646 | 7 of 9.10.1975 | IT. 11-12 (2 positions) | 9.2.1976 | Kelei AGI Kila HAODA |
| 650 | 7 of 9.10.1975 | PR. 26 | 27.1.1976 | Gregory VANERIU |
| DEPARTMENT OF NATURAL RESOURCES | | | | |
| 654 | 7 of 9.10.1975 | LS.1 | 9.1.1976 | Silas PERIL |
| 855 | 18 of 6.11.1975 | LS.11 | 19.1.1976 | Bobby BALOILOI |
| 861 | 18 of 6.11.1975 | V. 7 | 20.1.1976 | Miro OU |
| 859 | 18 of 6.11.1975 | V. 19 | 19.1.1976 | Belden V. VERA |
| 850 | 18 of 6.11.1975 | V.9 | 19.1.1976 | Peter DAU |
| 854 | 18 of 6.11.1975 | LS.33 | 19.1.1976 | Kenny EMOGANA |
| 653 | 7 of 9.10.1975 | TP.12-14 (2 positions) | 9.1.1976 | Morris ALALURU Kevau Rei MIRIA |
| DEPARTMENT OF POLICE | | | | |
| 805 | 18 of 6.11.1975 | PR.17 | 29.1.1976 | Patrick MANU |
| DEPARTMENT OF PRIME MINISTER | | | | |
| 584 | 7 of 9.10.1975 | M.15A | 14.1.1976 | Benjamin AIRIMA |
| 801 | 18 of 6.11.1975 | SD.169-171 176 (2 positions) | 26.1.1976 | Ata TAUREKE Helen MAMURI |
| OFFICE OF INFORMATION | | | | |
| 1050 | 27 of 4.12.1975 | GL.21 | 10.2.1976 | Vagi IRU |
| 1051 | 27 of 4.12.1975 | GL. 74-77 (4 positions) | 11.2.1976 | Amato SAHOTO (Dept. of Prime Minister) K. Yamas GIGIMAT (Dept. of Prime Minister) M. Andrew KAPAL (Dept. of Prime Minister) Maria SENAR |
| DEPARTMENT OF PRIMARY INDUSTRY | | | | |
| 797 | 18 of 6.11.1975 | P.27 | 9.1.1976 | G. Ova HAROMEARA |
| 794 | 18 of 6.11.1975 | P.28 | 9.1.1976 | Titus TATAURO |
| 784 | 18 of 6.11.1975 | V.8-10-11 (3 positions) | 9.1.1976 | Bartholomew KEBAKU R. Andrew KAULENI Nicholas JUNEMBARY |
| 148 | 65 of 7.8.1975 | F. 1737 | 30.1.1976 | Kila LAKAIAKA |
| 792 | 18 of 6.11.1975 | P.26 | 28.1.1976 | Carl TAURO |
| DEPARTMENT OF THE PUBLIC SERVICES COMMISSION | | | | |
| 687 | 7 of 9.10.1975 | 15BBXA017 | 8.12.1975 | Mark YOHANG (Dept. Foreign Affairs & Trade) |
| 70B | 7 of 9.10.1975 | 15BBXA007 | 23.1.1976 | Agatha PALEU |

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Pos. No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|-----------------|--------------------|-----------------|-----------------------|---|
|-----------------|--------------------|-----------------|-----------------------|---|

DEPARTMENT OF PUBLIC UTILITIES

| | | | | |
|-----|-----------------|-------|-----------|-------------------|
| 81 | 52 of 3.7.1975 | S. 36 | 14.1.1976 | Lawson MOROVE |
| 681 | 7 of 9.10.1975 | S. 63 | 14.1.1976 | Charles FAREMA |
| 682 | 7 of 9.10.1975 | S. 9 | 14.1.1976 | Robin ORIO |
| 865 | 18 of 6.11.1975 | IT.22 | 9.2.1976 | Michael HIAMBOING |
| 868 | 18 of 6.11.1975 | IT.27 | 9.2.1976 | Henry PIKUEL |

DEPARTMENT OF TRANSPORT, WORKS & SUPPLY

| | | | | |
|------|-----------------|---------------------------|-----------|--|
| 2724 | 37 of 8.5.1975 | WQP. 3 | 6.2.1976 | L. Tom TARI |
| 914 | 18 of 6.11.1975 | MFT. 5 | 10.2.1976 | Esekia TIRIAU |
| 905 | 18 of 6.11.1975 | VE.22 | 6.2.1976 | Samuel PETER |
| 900 | 18 of 6.11.1975 | QNG.3 | 5.1.1976 | T. William WILLYMAN |
| 911 | 18 of 6.11.1975 | VE.3 | 6.2.1976 | Toea CHARLIE |
| 910 | 18 of 6.11.1975 | MFR. 1-5 (5 positions) | 10.2.1976 | Ponis KINDIK Manoka KARU Apelis AMO Gevo GABO Laka KEINA |

OFFICE OF SUPPLY

| | | | | |
|-----|-----------------|-------|-----------|-------------------|
| 640 | 7 of 9.10.1975 | MB.46 | 13.1.1976 | Nongko KAMA |
| 846 | 18 of 6.11.1975 | PM.34 | 23.1.1976 | Leo KOWOR |
| 839 | 18 of 6.11.1975 | PM.23 | 22.1.1976 | Robinson SIRAMBAT |

OFFICE OF TRANSPORT

| | | | | |
|-----|----------------|-----|-----------|--------------|
| 758 | 7 of 9.10.1975 | R.7 | 15.1.1976 | Sarea SEVESE |
|-----|----------------|-----|-----------|--------------|

CIVIL AVIATION AGENCY

| | | | | |
|-----|----------------|---------|-----------|------------|
| 768 | 7 of 9.10.1975 | DCA.826 | 12.1.1976 | Resena KEI |
|-----|----------------|---------|-----------|------------|

WITHDRAWAL NOTIFICATIONS OF VACANCIES

DEPARTMENT OF HEALTH

In Gazette No. 7 of 9th October, 1975 Position No. MT. 205A Health Educator, Advertisement No. 736

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

D.36 Dentist Class 11, Advertisement No. 2880

D.34 Dentist Class 2, Advertisement No. 2881

D.33 Dentist Class 2, Advertisement No. 2882

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

In gazette No. PS.1 of 8th January, 1976 Position No. MC.9 Clerk Class 5, Advertisement No. 1113.

DEPARTMENT OF PRIME MINISTER

In Gazette No. 18 of 6th November, 1975 Position No. CMM.2 Keyboard Operator, Grade 4, Advertisement No. 803.

In Gazette No. 27 of 4th December, 1975 these Positions are withdrawn:-

10 Clerk Class 7, Advertisement No. 1039
 12 Clerk Class 6, Advertisement No. 1040
 45 Clerk Class 5, Advertisement No. 1042
 35 Clerk Class 4, Advertisement No. 1043
 42 Clerk Class 4, Advertisement No. 1044.
 29 Clerk Class 2, Advertisement No. 1046

In Gazette No. PS.2 of 5th February, 1976 Position PG.1 First Assistant Secretary (Level 1) Advertisement No. 1315.

DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

In Gazette No. 44 of 5th June, 1975 Position No. 4 Keyboard Operator Grade 5, Advertisement No. 2899.

DEPARTMENT OF UTILITIES

In Gazette No. 18 of 6th November, 1975 these positions are withdrawn:-

IT.22 Clerk Class 6, Advertisement No. 865
 IT.23 Clerk Class 4, Advertisement No. 866
 IT.27 Clerk Class 2, Advertisement No. 868

In Gazette No. 8 of 6th February, 1975 these positions are withdrawn:-

TR.19 Senior Teletechnician Instructor Grade 1, Advertisement No. 1864
 PS.102;104 Postal Officer Grade 4, Advertisement No. 1883
 PS.63 Senior Postal Officer Grade 1, Advertisement No. 1877
 PS.14;18 Postal Officer Grade 4, Advertisement No. 1884
 PS.129;138 Postal Officer Grade 2, Advertisement No. 1885
 PS.73 Senior Postal Officer Grade 1, Advertisement No. 1880

In Gazette No. 37 of 8th May, 1975 Position No. OIR.1 Teletechnician Supervisor Grade 2, Advertisement No. 2608

In Gazette No. 44 of 5th June, 1975 Position No. EC.117 Senior Technical Officer Grade 1, Advertisement No. 2863.

In Gazette No. 75 of 7th November, 1974 these Positions are withdrawn:-

GW.119-210;214-225;229;239-245;248;248A-Q Lines Assistant Grade 1
 Advertisement No. 1048.

DEPARTMENT OF TRANSPORT, WORKS AND SUPPLY

In Gazette No. PS.1 of 8th January, 1976 Position No. RF.5 Keyboard Operator Grade 3, Advertisement No. 1245.

In Gazette No. 18 of 6th November, 1975 Position MP.G2 Advertisement No. 912.

In Gazette No. PS.1 of 8th January, 1976 Position MP.E3 Clerk Class 2, Advertisement No. 1237.

OFFICE OF TRANSPORT

In Gazette No. 15 of 6th March, 1975 Position No. M.25 Clerical Assistant Grade 2, Advertisement No. 2209.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973.

PROMOTION - SECTION 36

FURTHER NOTIFICATIONS OF PROMOTIONS AND TRANSFERS

Under the provisions of section 36 of the above-mentioned Ordinance, this Officer has been promoted from Clerk Class 2, K1950-2210 to Rural Development Technician Grade 1, K2735-3015 with effect from 23rd November, 1974:- Paul Kepas KAWAIPA.

Promoted from Rural Development Assistant Grade 1, K1480-1690 to Rural Development Technician Grade 1, K1950-2080 with effect from 28th November, 1974:- Simon SISAI.

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