



Papua New Guinea  
**National Gazette**

**PUBLISHED BY AUTHORITY**

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

No. PS.7]

PORT MORESBY, THURSDAY, 1st JULY

[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 TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_  
 Present Department: \_\_\_\_\_ Branch: \_\_\_\_\_ Location: \_\_\_\_\_  
 Seniority Date: (if known) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Year in which commenced as a Temporary Employee or Administration Servant: \_\_\_\_\_  
 Designation of Substantive Position: \_\_\_\_\_  
 Salary Range of Substantive Position: \_\_\_\_\_  
 Academic Qualifications: \_\_\_\_\_  
 Training Courses Completed: (State length of course, year completed, name of institutions)  
 H.D.A. 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 triplicate, 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:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

#### APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

#### EXPLANATORY SYMBOLS

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

#### FURTHER INFORMATION

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

#### SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

HE3 Clerk Class 10	K6550 - 6780	Port Moresby	1	6.8.76
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Qualifications: Appropriate degree with post graduate qualifications desirable. Experience in education research and/or planning. Proven administrative and planning ability of a high order.

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

Vacancies - *continued*

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

ES26 Education Officer  
Class 7

K 4500 - 4830

Port Moresby

2

6.8.76.

**Qualifications:** Trained Teachers Certificate or equivalent. Appropriate University degree. Post-graduate studies in the field of education and or educational technology desirable. Experience in the pre-service training of teachers. Experience in the development and use of educational materials. Proven administrative and public relations ability. Sound knowledge of Departmental structure and functioning desirable.

**Duties:** Identify implementation problems related to innovations in materials for specific curriculum projects and provide training institutions and on the job supervisory staff with appropriate information on training needs. Liaise closely with head quarters staff controlling pre and in-service training, and with other staff in Curriculum Unit to maintain two-way communication between those concerned with materials development and those concerned with staff development. Act as executive officers in maintaining liaison between the Curriculum Unit and training institutions and staff. Liaise with the in-service College and other groups planning in-service activities in the development of training priorities related to the implementation of the use of educational learning aids. Evaluate proposed and existing general policies on materials development, as these relate to the teacher training policies and achievements reported by the Teacher Education Division. Keep up to date on modern developments in education as these related to the inter-dependent issues of improving the quality of educational materials and aids for teacher use, and the professional competence of the teaching force. Perform other associated duties as required consistent with the above.

ES.13,15, Education Officer  
16 & 17 Class 7  
(4 positions)

K 4500 - 4830

Port Moresby

3

6.8.76.

**Qualifications:** Trained Teachers Certificate or equivalent. Degree from a recognised university or other appropriate tertiary institution with major studies in the appropriate field or in curriculum specialisations such as cognitive psychology, educational anthropology or curriculum development. Post-graduate or further studies and experience in curriculum development desirable. Proven administrative ability and leadership or executive experience with professional staff.

**Duties:** Within a prescribed subject area, or as a more general specialist (e.g. curriculum construction, cognitive psychology or educational anthropology. Develop co-ordinate and implement curricula at primary and Secondary levels as required. Initiate proposals for changes in the school curriculum as appropriate normally in conjunction with the relevant examination committee where applicable. Act as chairman of the relevant syllabus committee at primary and secondary levels and chairman of the relevant examination committees where applicable. Participate in in-service training programs as requires. Make advisory visits to schools and colleges in Papua New Guinea where necessary. Organise and contribute to the development of educational material review and evaluate texts and other curriculum materials where necessary. Co-operate with officers working in other areas within the curriculum Unit and with appropriate officers in the teaching division. Keep abreast of modern developments in education as these are related to curriculum development. Perform other associated duties as required consistent with the above.

ES46 Education Officer  
Class 4

K 3750 - 4000

Port Moresby

4

6.8.76.

**Qualifications:** Appropriate University degree desirable. Trained Teachers Certificate or equivalent. Teaching experience. Further studies in Education and/or specialist studies or experience in statistics and test design desirable.

**Duties:** Carry out, as directed by the Executive Officer, Educational Testing and development and the production of examinations in accordance with specified schedules. Advise examination committees on item-writing techniques and on the interpretation of test trial statistics. Carry out such other advisory and administrative activities, as directed that will facilitate the development of required educational tests and examinations for primary and secondary schools, and for technical college courses. Perform other relevant duties consistent with above responsibilities.







Vacancies - *continued*

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

\* AS 59 Clerk Class 3                      K2270 - 2465                      Port Moresby                      17                      6.8.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good general accounts experience and knowledge of Treasury Ordinance regulations and instruction. 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 accounts for validity accuracy and correctness of vote details. Investigate queries and problems and prepare reports and correspondence. Maintain adjustment accounts and related procedures. Oversight preparation miscellaneous statements for Australian Accounts. Note recoverable accounts and arrange appropriate action. Liaise with creditors on outstanding claims. Other duties as directed.

\* AS 64 Clerk Class 3                      K2270 - 2465                      Port Moresby                      18                      6.8.76

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.

Duties: Maintain Headquarters commitment ledgers. Maintain funds distribution control and expenditure registers, effect reconciliation and report discrepancies. Assist in funding requisitions including preliminary check of documents and availability of funds. Prepare fund certificates for approval. Deal with queries and correspondence. Perform other duties as directed.

\* AS 82 Clerk Class 2                      K2010 - 2270                      Port Moresby                      19                      6.8.76

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. Good knowledge of personnel practices particularly in relation to salaries. Thorough knowledge of the relevant legislation concerning salaries and overtime. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Calculate and check all overtime claims submitted for:- (a) Headquarters, (b) Dental Clinic (c) Dental College (d) Sub clinics and medical centres. (e) The Central District with the exception of the Port Moresby General Hospital calculate and deduct tax. Preparation of reports on overtime expenditure trends. Report on misuses of overtime funds. Assist other calculator/checker as required. Other duties as directed consistent with the above.

\* AS 60 Clerk Class 2                      K2010 - 2270                      Port Moresby                      20                      6.8.76

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. Good general clerical experience including accounts, knowledge of Treasury Ordinance regulations and instructions. 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 Examiner in general scrutiny of accounts for correctness. Examine personnel claims for allowances not in nature of salary. Prepare and reconcile Journal entry schedule. Maintain register of advances for travel, patrol etc. expense and ensure acquittal action. 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 JUSTICE

LR.4 Clerk Class 10                      K6550 - 6780                      Port Moresby                      26                      6.8.76

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 Service Commission. Appropriate post-graduate degree desirable. Knowledge of Papua New Guinea and its legal system desirable. Extensive experience in research.

Duties: Supervise and control the research development of law reform proposals for the Commission. Assist in the preparation of working papers and reports of the Commission.

\* LR.2 Principal Legal Officer                      K6320 - 6550                      Port Moresby                      27                      6.8.76

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide experience in the practice of law in Papua New Guinea. Research ability.

Duties: Supervise and control the research and development of law reform proposals for the Commission. Act as directed as executive and research officer to committees and working parties set up under the Commission.

\*LR.5 Clerk Class 8                      K4770 - 5120                      Port Moresby                      28                      6.8.76

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. Experience in research. Experience in the editing and publication of materials of a highly important nature. Tertiary qualifications desirable. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Undertake research projects within the Commission's Law reform programme. Maintain day to day control of the publicity of the Commission.

\*LR 3 Senior Legal Officer                      K4125 - 4655                      Port Moresby                      29                      6.8.76

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

Duties: Undertake research projects within the Commission's law reform programme. Assist in the preparation of legal opinions for the Commission.

CS.5 Senior Legal Officer                      K4125 - 4655                      Port Moresby                      30                      6.8.76

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law desirable. Appropriate previous legal experience.

Duties: Prepare opinions on legal matters submitted by Government Departments and by Government and quasi Government instrumentalities.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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## DEPARTMENT OF LABOUR COMMERCE AND INDUSTRY

AD.65 Administrative Officer	K4830 - 5630	Port Moresby	31	6.8.76
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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. Proven administrative ability. Thorough knowledge of Public Service Ordinance and Regulations, Treasury Ordinance and Regulations, and legislation administered by the Department Training in Public administration or personnel management desirable. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: **Supervise** and control the operations of the Administrative Branch including accounts, personnel, records, typing and statistical services. Assist the Secretary as required in the co-ordination of work of the various divisions and Districts of the Department. Exercise delegations and authorisations in relation to accounting and personnel matters. Review Departmental organisation and establishments, and prepare submissions on organisation proposals. Review Departmental administrative methods and procedures, taking into account such matters as accommodation, office layout, furniture and equipment, and staffing; prepare reports and recommendations for improvements. Arrange and implement programmes of training for all staff in Administrative practice and procedures; prepare Departmental Administrative instructions and staff training manuals. Prepare annual staffing estimates and collate financial estimates. Carry out other duties as directed.

## OFFICE OF FORESTS

RT.8 Forest Officer Class 4	K6320 - 6550	Bulolo	32	6.8.76
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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 Service Commission. Experience and background appropriate to the duties of the positions.

Duties: Supervise and co-ordinate the work of lecturing staff in one or more of the following fields of study, silviculture, Forest Management, botany, forest utilisation and field engineering. Taking responsibility for planning, organising, conducting and assessing of the courses within those fields. Prepare lectures and courses of training of appropriate levels in one or more of the fields as listed above. Prepare and revise appropriate teaching manuals. Keep informed of the training requirements of forest resources, management and harvesting categories in Papua New Guinea. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Conduct appropriate research studies and organise publication of same. Participate in and supervise extra curricular activities and student counselling. Undertake other duties consistent with the above.

RT.6 Forest Officer Class 4	K6320 - 6550	Bulolo	33	6.8.76
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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. Experience and background appropriate to the duties of the position.

Vacancies - *continued*

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

Duties: Supervise and co-ordinate the work of lecturing staff in one or more of the following fields of study, silviculture, forest management, botany, forest utilisation and field engineering. Taking responsibility for planning, organising, conducting and assessing of the courses within those fields. Prepare lectures and courses of training at appropriate levels in one or more of the fields as listed above. Prepare and revise appropriate teaching manuals. Keep informed of the training requirements of forest resources, management and harvesting categories in Papua New Guinea. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Conduct appropriate research studies and organise publication of same. Participate in and supervise extra curricular activities and student counselling. Undertake other duties consistent with the above.

DR.2 Forest Officer Class 4	K6320-6550	Bulolo	34	6.8.76
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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. Wide forestry experience particularly in resources investigation and assessment. Administrative ability.

Duties: Oversight the collection and storage of resource data including maintenance of the 90 series files. Control national resource investigations, including continuous inventory of plantation areas. Supervise research into plantation and natural forest assessment techniques including preparation of volume and stand tables. Provide technical assistance to District Service on resource matters. Training subordinate. Undertake other duties as required consistent with the above.

RT9 Forest Officer Class 3	K5405-5630	Bulolo	35	6.8.76
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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. Experience and background appropriate to the duties of the position.

Duties: Lecture in specified subject areas. Arrange and administer lectures, demonstrations assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra curricular duties related to the work of the College. Undertake other duties consistent with the above.

DM.14 Clerk Class 4	K2595-2795	Bulolo	36	6.8.76
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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. Able to supervise and train junior staff as appropriate.

Duties: Direct and control clerical work within the District including:- a) control and distribution of funds, b) staff and records, c) stores procurement and distribution, d) reconciliation and dissection of expenditure to plantation cost sheets, e) preparation of paysheets and payment of wages. Assist in the discharge of administrative duties associated with the District. Assist in the preparation of returns reports and estimates. Ensure adequate training of clerical staff within the District. Other duties as required.

## Vacancies - continued

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

\*GS13 Geologist Class 3                      K5345-5570                      Port Moresby                      37                      6.8.76

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.

Duties: Provide geological services necessary to ensure the soundness, safe practice economy and satisfactory progress during major construction projects, in particular the Ramu hydro-electric project, Yonki. Produce all reports, and all logs and plans to compilation stage, as from time to time required. Compile all records, incorporated in a completion report, needed to provide a full and accurate permanent record of geological conditions encountered throughout the project, and the treatment of all excavated slopes foundations and sub-surface openings. Direct the activities of any other geologist working for the time being on the project. Other engineering geology duties as required.

\*GS72 Senior Geologist                      K5345-5570                      Port Moresby                      38                      6.8.76  
Class 3 (Petroleum)

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

Duties: Undertake professional geological tasks of a more novel, more complex and critical type associated with \*minerals exploration, \*petroleum exploration or \*regional mapping functions in the economic and regional geological sphere of geological survey activities for example: 1. assess exploration activities of tenement/permit holders, co-ordinate and synthesize confidential information from statutory reports, and review previous exploration activities. Determine exploration performances against proposed development scheme, schemes and evaluate proposals for development of prospects to provide bases for government negotiations with developers. Resolve problems of regional geology to potentially assist exploration activities and conduct field mapping and office compilation projects aimed at encouraging and assisting exploration and at improving geological maps of prospective and abandoned areas. Arrange testing, drilling and exploration of economic geological prospects to assist local enterprise. Prepare major bulletins and reports and other data such as maps on the above activities for publication and advice to higher management, assist in editing other reports, etc. as required. Take charge of staff allocated to meet workload requirements; plan and direct their activities on either a functional or project orientated basis and carry out any other supervision as required. Carry out other duties as directed consistent with the above.

+\*GS 9 & 10 Geologist                      K4065-4595                      Port Moresby                      39                      6.8.76  
Class 2

Qualifications: Degree in Geology together with several years geological experience. appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Commission.

Duties: Lead or carry out geological surveys, investigations and testing programmes in connection with:

- a) The practicability, cost, and design of engineering schemes such as dam, bridges, wharves, buildings, aerodromes and roads.
- b) Drainage problems, availability of rock and soil construction materials.
- c) The mapping or logging of excavations and drill holes at all stages of construction.
- d) The provision of advice to engineers on the soundness and safety of excavations
- e) Geological aspects of urban development schemes.
- f) The extraction of groundwater

Compile and interpret information on engineering works and groundwater in Papua New Guinea.

Vacancies - *continued*

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

+\* GS 4 & 6 Geologist

Class 2

(2 positions)

K4065 - 4595

Port Moresby

40

6.8.76

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.

Duties: Undertake professional geological tasks of usual complexity, and under professional supervision the more complex and novel tasks, associated with\*minerals exploration, or geological sphere of geological survey activities; for example:-

Investigate exploration activities of companies and co-operate with such organisations and individuals for purposes of co-ordinating work and exchanging information. Lead a field party, or as an individual, carry out important mapping or geological investigations of resources. Prepare adequate and accurate reports on investigations and compile complicated geological maps, including maps, reports and bulletins intended for publication. Assist with editorial work. Instruct others in the application of established methods and procedures. Supervise, if required, a small geographical or functional group. Carry out other duties as directed consistent with the above.

\* NOTE: Gazettal notices may delete one or more of the specified functions marked thus \* in order to attract applicants with the required expertise to meet workload conditions.

+ SNI 38 Supervising

Draftsman

K3665 - 3875

Rabaul

41

6.8.76

Qualifications: Proven ability to control a small drawing office. Sound knowledge of Lands Act and Survey Directions. Qualified as a Draftsman Grade 1. Wide and extensive drafting experience and 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.

+\*GS 7 Geologist Class 1

K3015 - 3090

Port Moresby

42

6.8.76

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.

Duties : Undertake professional geological tasks of limited complexity associated with \* minerals exploration, \* petroleum exploration, and regional mapping functions in the economic and regional geological sphere of geological survey activities; for example:- Carry out mapping and geological investigations of resources as an individual member of a team, or leader of a small party. Study petrological and mineralogical problems. Compile information on mineral resources, stratigraphy, and oil search activities. Prepare geological reports and maps on investigations carried out. Carry out other duties as directed consistent with the above.

\* NOTE: Gazettal notices may delete one or more of the specified functions marked thus \* in order to attract applicants with the required expertise to meet workload conditions.

Vacancies - *continued*

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

SNH 26 Draftsman Grade 1	K2530 - 2725	Mt. Hagen	43	6.8.76
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Qualifications: An approved certificate of a recognised College or Institute or equivalent as recognised by the Commission.

Duties: Examine less complex survey field notes and survey data.

*GS 38 Technical Officer Grade 1	K2470 - 2665	Port Moresby	44	6.8.76
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Qualifications: An approved certificate of a recognised college, or equivalent, or six years, relevant experience plus the successful completion of an eligibility test; which are recognised or approved by the Commission. Ability to perform straight-forward laboratory tasks.

Duties: Undertake technical-scientific tasks of a straight-forward nature associated with the operation of a petrographic and mineragraphic laboratory for the geological survey function; in particular:-  
Perform a limited range of routine laboratory tests and analyses such as model analyses of simple rocks, refractive index determinations and specific gravity determination. Prepare petrographic thin sections and mineral grain mounts. Liaise as necessary with chemical laboratory. Train staff in laboratory techniques and the use of equipment. Supervise staff allocated to meet workload commitments. Undertake as required less difficult field investigations associated with economic and regional geological activities. Carry out other duties as directed, consistent with the above

*GS 33 Technical Officer Grade 1	K2470 - 2665	Port Moresby	45	6.8.76
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Qualifications: An approved certificate of a recognised college, or equivalent, or six years relevant experience plus the successful completion of an eligibility test, as approved or recognised by the Commission. Ability to undertake geological investigatory tasks.

Duties: Undertake technical-scientific tasks of a straight-forward nature in the field, laboratory, and office environments associated with economic and regional geological functions; for example:-  
Carry out supplementary traverses and prepare field records. Sample cores and correlate core logs. Interpret photo-geology. Carry out independent plane tabling. Supervise geochemical sampling. Act as project leader and supervise and train staff as required. Carry out other duties as directed consistent with the above.

DH.18 Drafting Assistant	K2335 - 2465	Port Moresby	46	6.8.76
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Qualifications: Qualified as Drafting Assistant Grade 1. Good knowledge of Drawing Office procedures. Technical knowledge and ability to prepare maps and plans.

Duties: Assist in the preparation of large scale Milinch and Fourmil maps. Prepare photo negatives for final positive printing. Distribution of maps.

Vacancies - *continued*

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

SD.16-17, 19-26, 28 Community Development Officer Grade 3 (11 positions)	K4820 - 5180	Central Province, Wewak, Kundiawa, National Capital Province, Arawa, Mendi, Mt. Hagen, Kimbe, Lae, Madang & Kerema.	47	6.8.76
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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. Degree or Diploma in Social Studies desirable. Experience in general administration in the field. Knowledge and understanding of the customs, attitudes and values of the inhabitants to the country. Sound knowledge and understanding of objectives, principles and techniques of Community Development Work. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who think they can do this work should also apply.

**Duties:** Responsible for co-ordinating activities of Social Development Staff within a Province and advise to Headquarters on allocation of funds. Carry out field surveys to assess community needs and ways by which these can be met. Initiate community development projects and advise staff and other agencies involved. Assist as far as possible the intergration of community projects with Local Government activities. Conduct training courses in community development principles and methods.

## OFFICE OF AUDITOR GENERAL

AG25 Senior Audit Inspector Class 9	K5800 - 6030	Port Moresby	48	6.8.76
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**Qualifications:** Qualifications in accountancy or possession of such other qualifications as may be acceptable to the Public Services Commission. Sound background of departmental and/or audit experience. Ability for high level financial analysis.

**Duties:** Direct, supervise and control a section of audit teams, prepare work plans for appraisal audits and special investigation. Participate in the more complex and important audits and investigations of the accounts of Departments and Authorities. Review reports and submissions as to coverage, adequacy of audit, implications of results and validity of conclusions and recommendations. Conduct special investigation as directed and report thereon to the Assistant Auditor-General. Interview and confer with senior executive officers of Department and Authorities on the results of investigation. Prepare and submit programmes of audit for new activities, and necessary amendments to approved programmes. Make submissions on draft material prepared for consideration for inclusion in the Auditor-General's Report. Make submission on draft material prepared for consideration for inclusion in the Auditor-General's Report, and for matters under consideration by the Public Accounts Committee. Other relevant duties as directed.

AG26,AG38,AG41 Audit Inspector Grade 3 (Class 8) (3 positions)	K4770 - 5120	Port Moresby	49	6.8.76
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**Qualifications:** Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Accountancy qualifications or possession of such other qualifications as may be acceptable to the Public Services Commission. Sound experience in auditing and sound background of Government Accounting procedures. Ability for financial analysis and reporting. Ability to supervise and train subordinate staff.

Vacancies - *continued*

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

Duties: Supervise and control a team of audit officers. Personally perform or participate in the more complex and important audits and investigations of accounts of Departments and Authorities, prepare reports and make recommendations and observations to higher Authority. Examine reports and submissions by subordinate officers; review recommendations; queries and observations and outward correspondence as appropriate. Examine or assist with examination of financial statements submitted by Departments and Authorities and prepare reports and recommendations thereon as appropriate. Review and appraise internal control and internal audit systems. Confer with senior officers of Departments and Authorities on matters arising from audits and investigations. Prepare and submit draft material for consideration for inclusion in the Auditor-General's Report; and for matters under consideration by the Public Accounts Committee. Assist in the preparation of programmes of audit for new activities and make necessary amendments to approved programmes. Undertake other relevant duties as directed.

AG25,AG26,AG27,AG31  
Audit Inspector Grade 2  
(Class 7)  
(4 positions)

K3940 - 4190 Port Moresby 50 6.8.76

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. Accountancy qualifications essential. Sound background of Government Accounting procedures. Experience in auditing an advantage.

Duties: Perform audits and investigations of the accounts of Departments and Authorities in accordance with duties allotted by the Senior Audit Inspector. Examine or assist with the examination of financial statements submitted by Departments and Authorities. Review and appraise internal controls and internal audit systems. Prepare reports and make recommendations and observations to higher authority on matters arising from audits and investigations. As necessary, discuss with officers of Departments and Authorities matters arising from audits and investigations. Assist in special investigations. Carry out other duties as directed consistent with the above.

AG34,AG46  
Audit Inspector Grade 1  
(Class 6)  
(2 positions)

K3365 - 3520 Port Moresby 51 6.8.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications essential. Experience in Government Accounting procedures. Progress towards accountancy qualifications desirable.

Duties: Perform audits and investigations of accounts of Departments and Authorities. Perform audits and investigations and the preparation of reports and recommendation on matters arising from such tasks. Examine or assist with the examination of financial statements submitted by Departments and Authorities. Prepare appropriate reports and recommendations. Review and approve internal controls and internal audit systems. As Necessary, discuss with officers of Departments and Authorities matters arising from audits and investigations. Undertake other relevant duties.

Vacancies - *continued*

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

AG4, AG5

Assistant Audit Inspector

Grade 3 (Class 5)

(2 positions)

K2945 - 3295

Port Moresby

52

6.8.76

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. Progress towards accountancy qualifications desirable. Experience in Government Accounting procedures.

Duties: Under minimum supervision - (a) Perform the less complex audits and investigations of accounts of Departments and Authorities; - (b) Prepare appropriate reports and recommendations. Assist with the examination of financial statements submitted by Departments and authorities. Assist in reviewing internal control and internal audit systems. As necessary discuss with officer of Departments and Authorities on matters arising from audits and investigations. Train subordinate staff. Undergo appropriate training. Perform other duties as directed consistent with the above.

AG9, AG11, AG14

Assistant Audit Inspector

Grade 2 (Class 4)

(3 positions)

K2535 - 2735

Port Moresby

53

6.8.76

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. Progress towards accountancy qualifications desirable. Experience in Government Accounting procedures desirable.

Duties: Under constant supervision of an Audit Inspector - (a) Perform audits of lower importance and complexity accounts of Departments and Authorities - (b) Prepare reports and make recommendations and observations to higher authority on matters arising from such tasks. Assist audit staff with the performance of audits and investigations and the preparation of reports on matters arising from such tasks. Carry out other duties as directed consistent with the above.

## PROVINCIAL GOVERNMENT

L42,45,52,55 District Officer

(Provincial Local Government

Officer)

(4 positions)

K4820 - 6090

As required

54

6.8.76

Qualifications: Good administrative ability. Sound knowledge of local government objectives, policy and principles, local government legislation and of local government administrative and financial procedures. Experience in the introduction and operation of local government councils and in general administration in the field. Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Advise Councils in the area to which posted as to means of co-ordination of activity to achieve uniform development; maintain liaison with Provincial Local Government Officers. Advise officers of other Departments the area as to local government activities and procedures. Investigate problems and queries associated with the development of local government in the area. Exercise delegated powers and responsibilities.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Provincial Affairs - *continued*

L61C, 61F, 61H, 61J Assistant  
District Officer  
(4 positions)

K3425 - 4250

As required

55

6.8.76

Qualifications: Successful completion of prescribed course at the Local Government Staff College, Vunadidir or equivalent. Sound knowledge of Local Government and associated legislation and of Local Government Principles and Practices. Good experience in all aspects of Local Government and Administration. 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, under supervision, any or any combination of the following:-  
(a) Duties of an administrative adviser to a Council or more than one small council in accordance with official instructions. (b) Carry out investigations, related to the establishment and constitutional variations of councils. (c) Patrols of council areas, advise and supervise council finance, oversight work, projects, etc. (d) Co-ordinate activities between councils and Central Government agencies. (e) Advise and instruct council members and public in Local Government functions and procedures. (f) Act as Assistant Finance Officer during audits.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

\*15 BBXA 009

Clerk Class 9

(Public Service Inspector)

K5800 - 6030

Port Moresby

56

6.8.76

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. Thorough knowledge of Public Service legislation and instructions. Ability to draft comprehensive and concise reports, submissions and instruction. Good knowledge of procedures relating to Cabinet meetings.

Duties: Prepare papers for Cabinet in connection with proposed changes to Public Service legislation submissions, statutory business papers explanatory notes and drafting instructions. Provide Legislative Counsel with drafting instructions as necessary for subordinate legislation. Draft amendments to the Public Service Board General Orders. Review delegations under Public Service legislation. Draft or assist in the drafting of determinations applicable to statutory authorities and statutory office holders. Constantly review changes in the Public Service and in terms and conditions of employment for incorporation in the legislation as necessary. Other duties etc.

15 AAXA 006

Administrative Officer

K4770 - 5120

Port Moresby

57

6.8.76

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. Proven administrative ability. Thorough knowledge of Public Service Ordinance and Regulations. Treasury Ordinance and Regulations and governmental accounting and store procedures. Training in public administration or personnel management desirable.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Administrative College - *continued*

15 CDXA 153 Lecturer (Comm. Skills)	K3365 - 4190	Port Moresby	61	6.8.76
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Qualifications: Appropriate Diploma or University degree or equivalent or such other 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 Communication skills section or similar courses or subjects within this area. Prepare and mark examinations and other forms of assessments for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

## DEPARTMENT OF PUBLIC UTILITIES

OPA6 Clerk Class 6	K3425 - 3580	Port Moresby	62	6.8.76
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Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or other qualifications as may be acceptable to the Public Services Commission. Successful sales experience together with administrative abilities. Knowledge to telecommunications facilities and procedures.

Duties: Take charge of sales activities throughout the Papuan Operations telecommunications region in a situation where initiative is needed to meet local requirements within sales policies and local technical constraints. Arrange provision of current sales information and availability of services to customers by use of correspondence, visit, or telephone according to the situation and economics. Organise facilities and provide district sales representatives (where existing) with data to answer customer queries directly. Oversight or arrange issue of orders for provision, removal, cancellation, transfer etc, and ensure transmission of advice of such to nominated officers e.g. directory and costing. Ensure customer satisfaction by, for example checking on actual implementation of orders and on customers opinion of work. Oversight/maintain sales records such as vacant exchange numbers, facilities on hire; ensure correlation with subscribers technical and accounting master registers; and audit records and investigate discrepancies and arrange adjustments e.g. to rentals. Investigate customer complaints and represent the customers case in discussions with network operations staff on aspects such as delays, overcharging, metering, and telegraphic mutilations and non-delivery; prepare appropriate replies to or visit customers as necessary; inform headquarters of serious cases. Provide/withdraw public telephones services to meet customer demands within headquarters and engineering parameters. Carry out other duties as directed, consistent with the above.

OMA.5 Teleoperator Grade 5 OIA.5 (3 positions) OPA.5	K3425-3580	Rabaul	63	6.8.76
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Qualifications: Qualified as a Teleoperator in operation of all equipment types. Extensive operational and supervisory experience.

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: Oversight the operation of manual telecommunications operations throughout the Islands Operations telecommunications region to ensure best utilisation of available resources and maintenance of prescribed performance and operating procedures and standards. Inspect manual exchanges, telegraphs offices, and manual assistance centres regularly; take action to rectify problems. Allocate and re-allocate staff to best overall advantage to the region master plan leave rosters and have plans prepared to cope with emergency situations. Assess operators and supervisors capabilities and arrange/give additional or remedial training; ensure newly trained operators receive proper on-the-job training; Check overtime, shift roster lists, etc. and regularly revise workload statistics to ensure maintenance of appropriate staffing levels. Prepare working reports to Headquarters and field supervisors on staffing, standard of operations, staff performance, work loadings, overtime worked etc. Undertake development work for Headquarters associated with formulation of standard. Review and devise standards and procedures to improve efficiency, overcome problems and determine effect of technology, equipment, or network changes. Assist in the formulation of training needs and in the assessment of staff potential for further training for specified purposes.

OSL 8 Teleoperator Grade 4      K3015-3085      Lae      64      6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Qualified operator for all equipment groups with considerable operational experience. Experience in control of an operational centre.

Duties: Promote sales, customer relations and efficient network operations by visiting customers premises with the object of instructing customers in the correct operation and most efficient use of telec ommunications facilities, particularly in the more complex types such PABX's and telex. Report aspects which require follow-up action by a sales officer, e.g. need for additional facilities, modified facilities, charging information etc. Advise network operations staff of faulty equipment, etc. Participate with network operations staff in the compilation and revision of telecommunications operations instructions Carry out other duties as directed, consistent with the above.

OSO.3 Teleoperator Grade 4      K3015-3085      Lae      65      6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Extensive manipulative and considerable supervision experience suitable for control of a telegraphic and outstation operational centre.

Duties: Take charge of a major network manual operations centre which provides telegraphic phonogram, and outstation services throughout the network. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency etc. Prepare shift rosters for operators and monitors in accordance with instructions, workload analyses, and as far as practicable staff preferences; have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certification of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational cost. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems faults, transmission quality, etc. Carry out other duties as directed, consistent with the above. NOTE: A major centre is one with in excess of 10 staff.

Vacancies - *continued*

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

OSO. 2 Teleoperator Grade 4      K3015-3085      Lae      66      6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Extensive manipulative experience and considerable supervisory experience, suitable for control of telephonic operational centre.

Duties: Within broad guidelines: Take charge of major network manual operations centre which provides telephonic manual assistance facilities throughout the network. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency etc. Prepare shift rosters for operators and monitors in accordance with instructions, workload analyses, and as far as practicable staff preferences; have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certification of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters, etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational cost. Investigate customer complaints, network faults, and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems, faults, transmission quality etc. Carry out other duties as directed, consistent with the above. NOTE: A major centre is one with in excess of 10 staff.

OIA. 6 Clerk Class 5      K3005-3145      Rabaul      67      6.8.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate, or other qualifications as may be acceptable to the Public Service Commission. Successful sales experience together with administrative abilities. Knowledge of telecommunications facilities and procedures.

Duties: Take charge of sales activities throughout the Islands Telecommunications region in a situation where initiative is needed to meet local requirements within sales policies and local technical constraints. Arrange provision of current sales information and availability of services to customers by use of correspondence, visit or telephone according to the situation and economics. Organise facilities and provide district sales representatives (where existing) with data to answer customer queries directly. Oversight or arrange issue of orders for provision, removal, cancellation, transfer, etc. and ensure transmission of advice of such to nominated officers, e.g. directory and costing. Ensure customer satisfaction by for example checking on actual implementation of orders and on customers opinion of work. Oversight/maintain sales records such as vacant exchange numbers, facilities on hire; ensure correlation with subscribers technical and accounting master registers; and audit records and investigate discrepancies and arrange adjustments, e.g. to rentals. Investigate customer complaints and represent the customers case in discussions with network operations staff on aspects such as delays, overcharging, metering and telegraphic mutilations and non deliveries. Prepare appropriate replies to or visit customer as necessary; inform headquarters of serious cases. Provide/withdraw public telephones services to meet customer demands within headquarters and engineering perimeters. Carry out other duties as directed, consistent with the above.

TR.14 Teletechnician Grade 2      K2795-2935      Port Moresby      68      6.8.76

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. Competence to instruct in both the theoretical and practical subjects of the school.

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:** Instruct in both the theoretical and practical subjects within the Telecommunications Trades and Technician discipline in accordance with an approved syllabus. Supervise field training activities related thereto. Undertake miscellaneous duties associated with teaching such as preparation for classes, setting and marking tests and examinations, training course documentation, training and development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties as directed consistent with the above. (Gazettal notices may include the usual or intended equipment type or speciality to which the position will be allocated in order to attract applicants with the required expertise)

GIR.6 Teleoperator Grade 3      K2665-2735      Namatanai      69      6.8.76

**Qualifications:** Considerable experience in \*telephonic and telegraphic/\*telephonic/\*telegraphic group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

**NOTE:** Gazettal notices are to delete equipment groups marked thus \* which are not at the centre concerned.

**Duties:** Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency etc. Prepare shift rosters for operators and supervisors in accordance with instructions, workload analyses, and as far as practicable staff preferences; have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certification of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational costs. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems, faults transmission quality etc. Take charge of district sales activities where such workload is not sufficient to justify provision of a district sales officer e.g. provide promotional and sales data to customers. arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Collect and account for cash, etc. received for services etc. Carry out other duties as directed, consistent with the above. **NOTE:** For 6 staff a monitor may be provided on day shift.

OMG. 3 Teleoperator Grade 3      K2665-2735      Goroka      70      6.8.76

**Qualifications:** Considerable experience in\*telephonic and telegraphic/\*telephonic/\*telegraphic group/s of equipment contained in the centre; abilities will be provided.

**NOTE:** Gazettal notices are to delete equipment groups marked thus\* which are not at the centre concerned.

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: Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Prepare shift rosters for operators and supervisors in accordance with instructions, workload analyses, and as far as practicable, staff preferences; have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certification of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational costs. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems, faults transmission quality etc. Take charge of district sales activities where such workload is sufficient to justify provision of a district sales officer e.g. Provide promotional and sales data to customers. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Collect and account for cash etc. received for services etc. Carry out other duties as directed, consistent with the above. NOTE: for 6 staff a monitor may be provided on day shift

OIB.6 Teleoperator Grade 3      K2665-2735      Buka (Sohano)      71      6.8.76

Qualifications: Considerable experience in \*telegraphic/\*telephonic/\*telegraphic group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided. NOTE: Gazettal notices are to delete equipment groups marked thus\* which are not at the centre concerned.

Duties: Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Prepare shift rosters for operators and supervisors in accordance with workloads analyses, and as far as practicable staff preferences, have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certification of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational cost. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems, faults transmission quality etc. Take charge of district sales activities where such workload is not sufficient to justify provision of a district sales officer. Provide promotional and sales data to customers. Arrange implementation to customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above. NOTE: for 6 staff a monitor may be provided on day shift

GS.43 Library Officer Grade 2      K2595-2795      Port Moresby      72      6.8.76

Qualifications: Qualified for appointment as Library Officer. Wide experience and knowledge of Library practices and procedures and ability to control a library of moderate scope including staff training.

Duties: Under general direction: Take charge of departmental library services, wherein a moderate range of services of a significantly technical-engineering nature are provided, in particular i) acquire, organise, conserve and disseminate library material involving the application of established library principles and techniques. ii) introduce and administer rules and practices governing library operations. iii) arrange procurement action for approved library requirements. iv) classify and assign subject headings for material of wide scope. v) perform descriptive cataloguing. vi) recommend material for addition to or disposal from collection. vii) provide reference services. viii) supervise operations of inter-library lending and circulation services. ix) solve difficult problems of bibliographic identification and description. x) prepare and revise listings of serial and other collection items for publication. Supervise staff, plan and direct their activities and carry out associated staff supervisory tasks as necessary (e.g. discipline, attendance, instruction, training) 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*

OPA.12 Clerk Class 4                      K2595-2785                      Port Moresby                      73                      6.8.76

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

Duties: Take charge of formulation, preparation, issue, and circulation of Papua New Guinea telecommunications directory/s. for example: Institute and manage standard procedures to obtain accurate and current records of customers institute audit checks to ensure accuracy. Make arrangements to obtain paid advertisements for directory space, etc. by publicising such facilities through P & T Publicity Officer and field sales representatives Arrange with P & T supply authority for advance contracts for printing and distributing and use of prime advertising space. Arrange an attractive directory layout, including front cover treatment, to give a comprehensive but uncomplicated presentation of information in a format most useful to customers, consult Marketing Manager for assistance. Correlate all data at the scheduled time and check the manuscript in an appropriate manner, obtain Marketing Manager's approval for production. Improve procedures for greater accuracy better standards etc. Obtain requirements for, and circulate overseas directories. Take charge of staff allocated, set out work for staff or allocate staff to projects. Oversight activities and give on job training. Carry out other duties as directed, consistent with the above.

L.13. Clerk Class 4                      K2595-2785                      Port Moresby                      74                      6.8.76

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 Service 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 and those who think they can do this work should also apply.

Duties: Assist the Executive Officer Staff Development with the implementation of the Departmental Localisation Programme. Maintain and review Staff Development records relating to local officers in the Department. Review individual officers career plans, report and recommend changes where necessary. Other related duties.

OIR 4 Teleoperator  
Grade 2                                      K2340 - 2405                      Kimbe                                      75                                      6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre. (Note: Dept. to insert telephonic or telegraphic as applicable to the situation.)

Duties: Within broad guidelines: Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible; for example: operate telegraphic equipment requiring manipulation of a typewriter keyboard to high accuracy and economical network speeds (45-50 w.p.m.0 and incorporate transmission codes; receive and arrange delivery of incoming messages; operate a telephonic network manual assistance console to provide customer facilities such as switching, time calls, information etc; operate radio-telephone console equipment for outstation services; determine appropriate charges for services, collect money from customers, account for and process cash as required; investigate customer complaints and liaise with technical staff on operational problems, faults, transmission quality etc. Prepare work reports for regional office and request assistance from regional office where required. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt or orders and transmission to regional office, and collection of money for telephone accounts. 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

OSL.4 Teleoperator  
Grade 2

K2340 - 3405

Bulolo

76

6.8.76

Qualifications: Qualified Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre. (Note: Dept. to insert telephonic or telegraphic as applicable to the situation.)

Duties: Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible. Operate Telegraphic equipment requiring manipulation of a typewriter keyboard to high accuracy and economical network speeds (45-50 w.p.m.) and incorporate transmission codes; receive and arrange delivery of incoming messages, Operate a telephonic network manual assistance console to provide customer facilities such as switching, time calls, information etc; Operate radio-telephone console equipment for outstation services; Determine appropriate charges for services, collect money from customers, account for and process cash as required; Investigate customer complaints and liaise with technical staff on operational problems, faults, transmission quality, etc. Prepare work reports for regional office and request assistance from regional office where required. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts.

OPM.10 Teleoperator  
Grade 2

K2340 - 2405

Kerema

77

6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre. (Note: Dept. to insert telephonic or telegraphic as applicable to the situation.)

Duties: Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible; for example; Operate telegraphic equipment requiring manipulation of a typewriter keyboard to high accuracy and economical network speeds (45-50 w.p.m.) and incorporate transmission codes; receive and arrange delivery of incoming messages; Operate a telephonic network manual assistance console to provide customer facilities such as switching, time calls, information etc; Operate radio-telephone console equipment for outstation services; Determine appropriate charges for services, collect money from customers, account for and process cash as required; Investigate customer complaints and liaise with technical staff on operational problems, faults, transmission quality etc. Prepare work reports from regional office and request assistance from regional office where required. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts.

OSL.6 Teleoperator  
Grade 2

K2340 - 2405

Wau

78

6.8.76

Qualifications: Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre. (Note: Dept to insert telephonic or telegraphic as applicable to the situation).

Duties: Within broad guidelines: Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible; for example. Operate telegraphic equipment requiring manipulation of a typewriter keyboard to high accuracy and economical network speeds (45-50 w.p.m.) and incorporate transmission codes; receive and arrange delivery of incoming messages; operate a telephonic network manual assistance console to provide customer facilities such as switching, time calls, information etc.; operate radio-telephone console equipment for outstation services; determine appropriate charges for services, collect money from customers, account for and process cash as required; investigate customer complaints and liaise with technical staff on operational problems, faults, transmission quality etc., prepare work reports for regional office and request assistance from regional office where required. Undertake minor sales tasks as specified such as handout of routine sales, brochures, receipt or orders and transmission to regional office and collection of money for telephone accounts. 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

OPB. 2 Teleoperator Grade 2	K2340 - 2405	Samarai	79	6.8.76.
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Qualifications: Considerable experience in \*telephonic and telegraphic/\*telephonic/\*telegraphic group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided. NOTE: (Gazettal notices are to delete equipment groups marked thus \* which are not at the centre concerned).

Duties: Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions; for example: Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training staff efficiency, etc. Prepare shift rosters for operators and supervisors in accordance with instructions, workload analyses, and as far as practicable staff preferences; have back up arrangements for unscheduled staff absences. Carry out administrative duties such as supervision of staff attendance, staff discipline, certificate of overtime and shift claims, oversight and maintenance of records, security of office facilities, leave rosters, etc. Set operational standards to the 'hourly' workload fluctuations to achieve customer satisfaction at minimal operational cost. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Liaise with technical staff on operational problems, faults transmission quality, etc. Take charge of district sales activities where such workload is not sufficient to justify provision of a district sales officer, e.g. provide promotional and sales data to customers. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Collect and account for cash, etc., received for services, etc. Carry out duties as directed, consistent with the above. NOTE: (for 6 staff a monitor may be provided on day shift).

TR.11C Clerk Class 3	K2270 - 2465	Port Moresby	80	6.8.76.
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Qualifications: Satisfactory completion of Form 4 of the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service 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: Responsible as directed for all finance aspects of the Training College accounts. Maintain book keeping records for mess catering and supplies. Arrange and issue warrants for travel in accordance with approved staff movements. Record Branch expenditure for travel, incidentals and casual labour. Submit weekly summary reports to the Finance Section. Process requests for funds for the purchase of material and seek the appropriate authority approval for expenditure. Ensure funds are available by keeping a running total under the cost accounting system. Assist staff in the various claims for payment. Assist in the preparation of Training College salaries. Other duties as directed consistent with the above.

OMK. 2 Teleoperator Grade 2	K2340 - 2405	Kundiawa	81	6.8.76.
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Qualifications: Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre. NOTE: Dept. to insert telephonic or telegraphic as applicable to the situation.

Duties: Within broad guidelines: Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible. Operate telegraphic equipment requiring manipulation of a typewriter keyboard to high accuracy and economical network speeds (45-50 w.p.m.) and incorporate transmission codes; receive and arrange delivery of incoming messages. Operate a telephonic network manual assistance console to provide customer facilities such as switching, time calls, information, etc. Operate radio-telephone console equipment for outstation services; determine appropriate charges for services, collect money from customers, account and process cash as required. Investigate customer complaints and liaise with technical staff on operational problems, faults, transmission quality, etc. Prepare work reports for regional office and request assistance from regional office where required. Undertake minor sales tasks specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. 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*

OPA. 13. Clerk Class 2                      K2010 - 2270                      Port Moresby                      82                      6.8.76.

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as acceptable to the Public Service 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: Undertake clerical tasks of usual complexity associated with the preparation of Papua New Guinea telecommunications directory/s; for example:- Obtain data on customers particulars and allocated telephone numbers, call signs, etc., and update a master register. Make checks, as directed, to determine accuracy of master register and assist in special arrangements to insure incorporation of most up-to-date material immediately prior to directory finalisation. Record details of requests for paid advertisements and other special orders in accordance with specified procedures. Assist in the distribution arrangements of directories. Assist the Directory Clerk on more complex tasks as instructed. Carry out other duties as directed, consistent with the above.

OIA. 8. Clerk Class 2.                      K2010 - 2270                      Rabaul                      83                      6.8.76.

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

Duties: Undertake sales activities and clerical tasks of a straight-forward nature for the Islands telecommunications region. Provide sales information and advice on availability of usual range of services by use of correspondence, telephone, over counter discussion as applicable. Issue orders for provision, removal, cancellation, transfer, etc., of straight-forward requirements and transmit advice of such action to nominated officers, e.g. directory and costing. Monitor implementation of orders to ensure completion and customer satisfaction. Maintain sales records, such as vacant exchange numbers, facilities on hire, and deferred applications; cross check records with technical and accounting master records. Investigate simple customer complaints and assist in more difficult investigations; interview customer and prepare correspondence in reply as appropriate. Collect money for customers rentals, calls, etc.; process as directed. Carry out other duties as directed consistent with the above.

OPA. 11. Clerk Class 1.                      K1620 - 1940                      Port Moresby                      84                      6.8.76.

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

Duties: Undertake sales activities and clerical tasks of a basic nature for the Papuan telecommunications region; for example:- Maintain sales records, such as vacant exchange numbers, facilities on hire and deferred applications; cross check records with technical and accounting master records. Collect money for customers rentals, calls, etc. and process as directed. Monitor implementation of orders of a straight forward nature to ensure completion and customers satisfaction. Assist in investigation of customer complaints. 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*

P.20 Clerical Assistant Grade 3	K2010 - 2140	Port Moresby	85	6.8.76
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Qualifications: Qualified for appointment as Clerical Assistant. Some knowledge of personnel work and extensive experience in records work. Ability to manage a small registry and train and supervise staff.

Duties: Control and supervise Personnel Registry. Classify incoming papers, maintain indexes and resubmit diary. Ensure prompt movement of files to action officers. Conduct weekly reviews of files in action and report delays. As directed, cull files. Ensure examination of files for completion of action prior to storage. Train subordinate staff. Other duties as directed.

TR.3 Clerical Assistant Grade 1	K1540 - 1750	Port Moresby	86	6.8.76
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Qualifications: Successful completion of Form 1 Secondary Education or approved education equivalent or assessing equivalent in terms of education and experience in Government Service as an Administrative Servant.

Duties: Maintain Branch and College records of trainees, training courses, equipment etc. Attend to incoming and outgoing mail, including attachment of papers, routing of files. Maintain appropriate registers. Keep attendance records and initiate follow up action. Operate duplicating and photo copying machines. Provide general assistance in the Theatre including part-time projectionist duties. Carry out such other duties as directed, consistent with the above.

## DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

*E3 Engineer Class 4	K6320 - 6550	Port Moresby	87	6.8.76
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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. Extensive experience in the design of water supply and waste disposal works. Some staff management experience.

Duties: Under Board policy control and direct: Perform professional engineering tasks as a supervising engineer by providing expertise knowledge and competence in considerable depth to water supply and sewerage disposal engineering activities; Assist the Principal Engineer in matters pertaining to the efficient operation of the Public Health engineering section of the branch. Arrange for briefing, recommendation and supervision of consultant services. Control and direct in details the sub sections of Public Health dealing with water supply and waste disposal. Liaise with other Government departments and agencies in matters relevant to work in hand. Oversee co-ordination of efforts, allocation of staff and resources and production of design in accordance with predetermined priorities.

+*WQ. Engineer Class 4	K6320 - 6550	Mount Hagen	88	6.8.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in civil engineering together with demonstrated managerial ability.

## 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: Manage Public Works functions for the geographical area as defined for the Western Highlands Province in accordance with overall departmental objectives and standards; for example: interpret policy as it effects the work of the district; make critical management decisions having significant future effects on that Province; set Province objectives in terms of programmes policies and work standards; plan, programme and complete all work to standard of times cost and quality acceptable to clients; to planning, technical, financial and manpower criteria set by Head-quarters; and to safety and other regulations required by bodies having legal authority to impose such conditions on the community in general; set and ensure the maintenance of such standards for works undertaken by contract; exercise full responsibility for financial control, technical standard, Public Service matters, availability of resources, efficiency of operations; etc. Establish and maintain good relationships with for example Provincial Commissioner Co-ordinating Committees, Area Authorities, Politicians. Request Headquarters assistance and the use of new technology; decide upon the depth and duration of such specialist input.

\*ER.F4 Engineer Class 3                      K5405 - 5630                      Port Moresby                      89                      6.8.76

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. Wide experience in the appropriate engineering specialisation together with ability to lead staff.

Duties: Under limited direction: Undertake professional engineering tasks of a more novel, more complex and critical type associated with \*road and \*bridge engineering activities; for example:- prepare to finality designs and specifications incorporating where practicable the use of local materials, using own judgement in seeking and utilising specialist engineering advice when considered necessary. Liaise with consulting engineers and other government departments to ensure for example that designs are in accordance with government policies. Carry out inspections, surveys and investigations and prepare major reports for management and field use. Develop standards for design, construction, and maintenance activities to improve productivity and efficiencies in the field; promulgate in appropriate format. Take charge of staff allocated to meet workload commitments; plan and direct their activities on either a functional or project basis; and carry out staff supervision tasks as necessary.

+\*E8 Engineer Class 3                      K5405 - 5630                      Port Moresby                      90                      6.8.76

Qualifications: Appropriate University Degree with major studies in appropriate studies, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the design of large waste disposal.

Duties: Control and direct the operation of that part of the Public Health Section dealing with water supply. Prepare designs and specifications for the more complex works of the group. Liaise with consulting engineers and maintain contact with other Government departments and instrumentalities. Develop standards for design and construction. Carry out inspections, surveys and investigations and prepare report on matters pertaining to the groups work. Action the Special Projects Engineer (Pos. No. EG2) as necessary

\*Q.2 Quantity Surveyor  
Class 3    K5405 - 5630                      Port Moresby                      91                      6.8.76

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.

Duties: Supervise, direct and control the activities of professional Staff engaged in the preparation of specified and unspecified Bills of Quantities and estimates of cost. Prepare and check Bills of Quantity for major works and check estimates of costs. Assist the O.I.C. in relation to more important and complex issued arising from preparation of Bills of Quantities and negotiations with contract variations. Conduct investigations, prepare reports and make recommendations on the practical aspects of the framing and administration of Bills. Organise and maintain records of instruction and training of subordinate staff.

Vacancies - *continued*

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

+\*WT.1 Engineer. Class 3.                      K5405 - 5630                      Kundiawa.                      92                      6.8.76.

Qualification: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in civil engineering together with demonstrated managerial ability.

Duties: Manage Public Works functions for the geographical area as defined for the Chimbu District in accordance with overall departmental objectives and standards; for example:- interpret policy as it affects the work of the district and make critical management decisions having significant future effects on that district; set district objectives in terms of programmes, policies and work standards; plan, programme and complete all work to standard of time, cost and quality acceptable to clients; to planning, technical, financial and manpower criteria set by Headquarters; and to safety and other regulations required by bodies having legal authority to impose such conditions on the community in general; set and ensure the maintenance of such standards for works undertaken by contract, exercise full responsibility for financial control, technical standards, Public Service matters, availability of resources, efficiency of operations, etc., establish and maintain good relationships with for example District Commissioner, Co-ordinating Committees, Area Authorities, politicians. Request Headquarters assistance and the use of specialist staff when necessary to provide 'know how' on for example highly complex projects or use of new technology; decide upon the depth and duration of such specialist input.

+\*ER.G1 Engineer Class 2.                      K4125 - 4655                      Port Moresby                      93                      6.8.76.  
 +\*ER.G3  
 (2 positions).

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the required engineering specialisation/s with ability to direct a small team when required.

Duties: As directed. Undertake professional engineering tasks of usual complexity, and under professional supervision the more complex and novel tasks associated with road and bridges engineering activities, for example, prepare designs and specifications, specifying the use of local materials where practicable. Liaise as directed with consulting engineers and other government departments to ensure designs are in accord with policies. Carry out inspections, surveys, and investigations and prepare reports as required. Assist in developing standards of design, construction, and maintenance activities to improve productivity in the field, and prepare advices of such standards in the appropriate format. Act as a project leader, undertake technical supervision of Engineers Class 1, and control the work of non-professional staff required.

+\*Q6. Quantity Surveyor.  
 Class 2.                      K4125 - 4500                      Port Moresby                      94                      6.8.76.

Qualification: 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: Measure quantities for preparation of Estimates of Costs. Prepare estimates for projects and confer with Bills preparing staff on matters affecting the estimating of costs, for architectural and engineering projects or variations to contracts. Price Bills of Quantities for preparation of tender estimates; check unit rates on contractors priced Bills and compare with tender estimate. Undertake investigations and assist in the collation of reports and recommendations. Provide instruction and training for professional and technical staff.

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*

+* E.5 Engineer Class 2	K4125 - 4650	Port Moresby	95	6.8.76
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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. Experience in the design of water supply or waste disposal works as required to maintain the balance within the section.

Duties: As directed from time to time to provide expertise in the water supply or waste disposal group of the Public Health section. Assist the group leader in the control and direction of the group. Prepare designs and specifications in the group disciplines expressing initiative by using original contributions or the applications of new techniques where appropriate and encouraging the use of locally produced materials. Develop and draft technical instructions, specifications, manuals, reports etc.

*E11 Senior Technical Officer Grade 2	K3665 - 3875	Port Moresby	96	6.8.76
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Qualifications: Qualified for an approved certificate of a Technical College or such qualifications as are acceptable to the Public Services Commission. Sound practical experience on large water supply or waste disposal works (as required to maintain the balance within the section.)

Duties: As directed from time to time, provide expertise in the water supply or waste disposal group of the Public Health section. With subordinate staff undertake inspection pertinent to the design of group matters taking levels, making sketches and reporting accordingly. With subordinate staff investigate malfunctions of existing works and make reports and recommendations for renovation and maintenance. Maintain liaison with the relevant authorities. Supervise the construction or installation and commissioning of any works and equipment. Train subordinate staff.

*E10 Senior Technical Officer Grade 2	K3665 - 3875	Port Moresby	97	6.8.76
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Qualifications: Qualified for an approved certificate of a Technical College or such qualifications as are acceptable to the Public Services Commission. Sound practical experience on large water supply or waste disposal works (as required to maintain the balance within the section.)

Duties: As directed from time to time, provide expertise in the water supply or waste disposal group of the Public Health section. With subordinate staff undertake inspections pertinent to the design of group matters taking levels, making sketches and reporting accordingly. With sub-ordinate staff investigate malfunctions of existing works and make reports and recommendations for renovation and maintenance. Maintain liaison with the relevant authorities. Supervise the construction and installation and commissioning of any works or equipment. Train subordinate staff.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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## Department of Transport Works &amp; Supply - Continued

MP.E1 Clerk Class 6	K3425 - 3580	Port Moresby	98	6.8.76.
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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 Service Commission. Sound knowledge of experience in Organisation Classification and Establishment procedures and techniques. Proven administrative ability and experience in the collation and analysis of information and preparation of reports. Sound knowledge of recruitment procedures, the requirements for each designation categories and of the Department functions and operations.

Duties: Critically analyse and review existing Departmental organisation, classifications and section establishments. Liaise with PBS on such matters, prepare data and assist with major reviews. Assist with and advise on the introduction and implementation of new organisational arrangements and ensure their implementation. Ensure appropriate establishment records are maintained and provide information on such matters as required. Ensure correct Recruitment procedures and recruitment programme are adhered to, and movements are correctly recorded. Assist in the adjudication of an applicant's qualifications in relation to approved qualifications for any vacancy. Direct the efficient maintenance of all staff statistical data and accept responsibility for the provision of correct information for submission to P.S.B. and other Authorities. Assist in the Departmental training programme.

*S.32. Senior Technical Officer. Grade 1.	K3215 - 3355.	As required.	99	6.8.76.
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Qualifications: Location Rabaul, qualified for an approved certificate from a technical College and at least 4 years relevant experience or such other qualifications acceptable to the Commission. Extensive experience in surveys for civil engineering Projects at both design and construction stage. Ability to supervise two or more smaller field parties and carry out administrative survey tasks within the region, as well as executing more important surveys. Ability to execute higher order survey work an advantage.

Duties: Control and co-ordinate all Region/District survey activities including organization of field parties for various design and construction surveys. Control the collation, and registration of all survey data within the region including mapping, aerial photography, bench mark registers, etc. Advise and act for the Regional Works Engineer on various survey matters including land acquisition required for civil engineering or architectural projects within the region when necessary. Assist when necessary in the execution of surveys of more difficult nature including control surveys, usually in conjunctions with Headquarters staff operating with the Region. Responsible for maintenance of survey standards and procedures by junior staff and the training of local officers engaged in survey work.

*S.35 *S.36. Technical Officer. Grade 2, (2 Positions).	K2795 - 2935	Port Moresby	100	6.8.76.
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Qualifications: Technical College Certificate or undertaking some form of recognised study in Surveying or such qualifications and experience acceptable to the Commission. Extensive practical experience in Surveying.

Duties: Carry out surveys of civil engineering projects. Train and instruct local officers in the use of surveying instruments.

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*

E.35 Draftsman Grade 2                      K2795 - 2935                      Port Moresby                      101                      6.8.76

Qualifications: Qualified for an approved Certificate of a technical college or such qualifications and experience acceptable to the Public Services Commission. Previous practical experience in Civil Engineering drafting with particular emphasis on structures. Ability to instruct and supervise subordinate staff.

Duties: Undertake the less complex structural design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices.

E.33 Draftsman Grade 2                      K2795 - 2935                      Port Moresby                      102                      6.8.76

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

Duties: Undertake less complex wharves design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices.

+\*S.14 Technical Officer  
Grade 2    K2795 - 2935                      Port Moresby                      103                      6.8.76

Qualifications: Technical College Certificate or undertaking some form of recognised study in Surveying or such qualifications as may be acceptable to the Public Services Commission. Extensive practical experience in surveying.

Duties: Carry out surveys of civil engineering projects. Train and instruct Local Officers in the use of surveying instruments.

\*Q.11 Technical Officer  
Grade 2    K2795 - 2935                      Port Moresby                      104                      6.8.76

Qualifications: Completion or part completion of acceptable Technical College Diploma Course, or qualified tradesman with side experience in measuring of quantities and estimating. Qualified Clerk of Works desirable. Ability and desire to advance through studies to professional level. Experience in training and supervising subordinate staff.

Duties: Control, supervise, guide and instruct subordinate technical staff providing assistance to professional officers in - (a) estimating costs of measured quantities; (b) preparing Bills of Quantities; (c) Drafting specifications; and (d) measuring quantities. Compile and maintain records of unit and elemental rates for various territory centre. Assist with the training of staff.



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*

E.49 Draftsman Grade 1	K2530 - 2725	Port Moresby	108	6.8.76
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Qualifications: An approved certificate of a recognised College or Institution or equivalent as recognised by the Commission. Six years relative experience, plus the successful completion of an eligibility test as approved by the Commission.

Duties: Undertake detailed assignments in the waste disposal of water supply group as required from time to time. Prepare articles of quantities for the works in the group.

+*E.36 Draftsman +*E.37 Grade 1 (2 positions)	K2530 - 2725	Port Moresby	109	6.8.76
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Qualifications: Draftman Grade 1. An approved certificate of a recognised College or Institute or equivalent as recognised by the Public Services Commission or six years relative experience plus the successful completion of an eligibility test as approved by the Commission.

Duties: Undertake detail Engineering drafting. Prepare schedules of quantities for work on which engaged. Assist in the training of junior officers. Carry out other duties as directed consistent with the above.

*MT.28 Technical Officer Grade 1	K2477 - 2725	Goroka	110	6.8.76
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Qualifications: An approved Technical College certificate or other qualifications acceptable to the Commission. A minimum of a year experience in laboratory and field testing of soils concrete and other civil engineering constructions materials.

Duties: Accept responsibility for laboratory testing of construction materials such as soils, concrete, cement, aggregates, bricks etc or accept responsibility for a field test group carrying out non specialized testing of engineering soils. Carry out field and laboratory tests of non specialized nature. Supervise laboratory or field staff of Technical Assistants and general Assistants. Prepare reports including graphs and charts in accordance with standard procedures. Check all calculations of subordinate staff for accuracy. Instruct staff in correct test methods.

*Mt.27 Technical Officer Grade 1	K2477 - 2725	Port Moresby	111	6.8.76
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Qualifications: An approved Technical College certificate or other qualifications acceptable to the Commission. A minimum of a year experience in laboratory and field testing of soils, concrete and other civil engineering construction materials.

Duties: Accept responsibility for the operation of a small subordinate of a laboratory dealing with the testing of construction materials such as solid, concrete, cement bitumians concrete, aggregates bricks etc. or accept responsibility for a field test group carrying out nonspecialized testing of engineering soils. Carry out field and laboratory tests of nonspecialized nature. Supervise laboratory or field staff of Technical Assistant and general assistants. Prepare reports including graphs and charts in accordance with standard procedures. Check all calculations of subordinate staff for accuracy. Instruct staff in correct test methods.

Vacancies - *continued*

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

\*Q12. Technical Officer.  
Grade 1.

K2477 - 2725

Port Moresby

112

6.8.76.

Qualifications: Qualified tradesman with at least three years trade experience at Foreman or Leading Hand level or equivalent. Ability and desire to pursue studies in Quantity Surveying. Ability to supervise and instruct subordinate staff.

Duties: Under direction measure quantities for minor and parts of major Bills of Quantities. Assist in the preparation of costs. Assist in the training of local staff.

\*E39 Drafting Assistant.  
Grade 2.

K2335 - 2465

Port Moresby

113

6.8.76.

Qualifications: Drafting Assistant Grade 2. Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties: Under supervision perform minor drafting assignments, assist in investigation and prepare rough sketches.

\*XV 87 \*XV 88. Senior  
(2 positions) Artisan.

K2335 - 2465

As required.

114

6.8.76.

Qualifications: Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience. Able to perform highly skilled work, supervise staff, or take charge of a small project as appropriate.

Duties: Under general trades direction:- Take charge of all small trades team responsible for Ø . . . . and concurrently undertake physical trades tasks as supervisory work-load permits. Undertake trades tasks which may extend to the more skilled variety within the Ø . . . . trades specialisation where performance is carried out in the field or outpost environment as a lone-operator or loader of a \*small task team. Undertake trades tasks of a highly skilled or complex nature, requiring considerable experience as a qualified tradesmen, within the Ø . . . . trades specialisation. Supervise a small group of staff if required. Perform clerical or estimating tasks. Train apprentices, trades assistants, and develop qualified tradesmen.

\*+WQ.P5. Senior Artisan.

K2335 - 2465

Mt. Hagen.

115

6.8.76.

Qualification: Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience together with trades supervisory potential suitable for control of staff and a programme of work.

Duties: Under limited direction:- Take charge of the air conditioning and refrigeration primary trades specialisation for the Western Highlands District where supervisory responsibility (contract and staff) and the volume and range of plant are of below average size and complexity; in particular:- i). control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. ii). set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out individual inspections including maintenance inspections and take action accordingly. iii). carry out staff supervision as necessary, including completion and submission of time sheets, etc. iv). organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. v). organise and supervise contract work according to instructions; inspect or direct inspection of work performed including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. Undertake physical trades tasks as supervisory load permits.

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*

*ER.A2 Clerk Class 2	K2010 - 2270	Port Moresby	116	6.8.76
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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: To assist in dealing with administrative correspondence, reports, staff, pays, leave, travel, stationery and enquiries. To assist in preparing divisional aspects of: (a) Draft financial estimates. (b) Furniture and equipment requirements. (c) Annual and other reports. Assist in the maintenance of the register for technical equipment and associated stores and assist in the arranging of repairs and replacements. Assist in maintaining of divisional commitment on survey and investigations vote and check and processing payments to consultants. Assist in the maintaining of registers, records and statistics. Supervise subordinate staff.

## OFFICE OF SUPPLY

MS.25 Clerk Class 5	K3005 - 3145	Port Moresby	117	6.8.76
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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 Registry systems and procedures and knowledge of archival requirements. Good understanding of Departmental organization and procedures.

Duties: Control and supervise the work of the Registry, including:- Receipt classification, Registration, filing and movement for action, maintenance of index and cross index systems; maintenance of re-submit systems; despatch and stamp control, movement control and culling and archival action. Other duties consistent with the above.

R2A Clerk Class 4	K2595 - 2795	Rabaul	118	6.8.76
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Qualifications: Satisfactory completion of Form 4 or Public Service Certificate, knowledge and experience of storekeeping procedures and finance legislation. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine the ledger cards to ensure that there are no arithmetical errors or omissions or duplications in posting. Reconcile the quantity balances on cards with the physical quantities held in stock, undertake investigation and reporting monthly on discrepancies to the Controller of Supply, implement spot checking and blind checking programmes, check the basic documents for unusual transactions. Periodic stocktaking of stores held in minor storehouses. Other related duties as directed.

M2A Clerk Class 4	K2595 - 2795	Madang	119	6.8.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate, knowledge and experience of storekeeping procedures and finance legislation. 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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Office of Supply - *continued*

**Duties:** Examine the ledger cards to ensure that there are no arithmetical errors or omissions or duplications in posting. Reconcile the quantity balances on cards with the physical quantities held in stock, undertake investigation and reporting monthly on discrepancies to the Controller of Supply. Implement spot checking and blind checking programmes. Check the basic documents for unusual transactions. Periodic stocktaking of stores held in minor storehouses. Other related duties as directed.

L2A Clerk Class 4                      K2595 - 2795                      Lae                      120                      6.8.76

**Qualifications:** Satisfactory completion of Form 4 or the Public Service Certificate, knowledge and experience of storekeeping procedures and finance legislation. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:** Examine the ledger cards to ensure that there are no arithmetical errors or omissions or duplications in posting. Reconcile the quantity balances on cards with the physical quantities held in stock, undertake investigation and reporting monthly on discrepancies to the Controller of Supply. Implement spot checking programmes. Check the basic documents for unusual transactions. Periodic stocktaking of stores held in minor storehouses. Other related duties as directed.

PSA Clerk Class 4                      K2595 - 2795                      Port Moresby                      121                      6.8.76

**Qualifications:** Satisfactory completion of Form 4 or Public Service Certificate, knowledge and experience of storekeeping procedures and finance legislation.

**Duties:** Examine the ledger cards to ensure that there are no arithmetical errors or omissions or duplications in posting. Reconcile the quantity balances on cards with the physical quantities held in stock, undertake investigation and reporting monthly on discrepancies to the Controller of Supply. Implement spot checking and blind checking programmes. Check the basic documents for unusual transactions. Periodic stocktaking of stores held in minor storehouses. Other related duties as directed.

MS. 2 Clerk Class 3                      K2270 - 2465                      Port Moresby                      122                      6.8.76

**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:** Prepare and process salary, superannuation and retirement benefits funds. Leave and resumption advices, submissions for incremental advancement and other variations of salary and allowances in the nature of salary. Examine applications for leave and determine entitlements. Determine eligibility for leave fares and arrange issue of travel warrants. Assist in checking and correction of error edit. Carry out other related duties as directed.

Vacancies - *continued*

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

MS.26 Clerk Class 2	K2010-2270	Port Moresby	123	6.8.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other education 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 Officer in Charge in General Registry Management. Classify all incoming papers and maintain index systems. Ensure maintenance of movement control and resubmit diaries. Cull files and schedule for archives and disposal. Other duties consistent with the above.

MS.13 Clerk Class 2	K2010-2270	Port Moresby	124	6.8.76
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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.

Duties: Prepare, calculate and check all salary variations, including leaves, resumptions, engagements, terminations, tax on special pays gross salaries and overtime. Check all entitlements for leave and salary adjustments action deductions from salary of messing, rent and other relevant variations. Assist in checking and correction of error edit.

## OFFICE OF TRANSPORT

AT. 3A Clerk Class 7. I.C.A.O. Liaison Officer	K3940 - 4190	Port Moresby	125	6.8.76.
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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 Service Commission. Good general knowledge of Civil Aviation. Capacity to co-ordinate flow of information to and from the International Civil Aviation Organisation and to deal with matters concerned with civil aviation of a standard appropriate to them being quoted in the I.C.A.O.

Duties: Develop Papua New Guinea policy proposals in relation to functions of I.C.A.O. and other International civil aviation organisation. Co-ordinate action to be taken consequent upon decisions made by these Organisations and review P.N.G.'s obligations under the International Civil Aviation Convention and its annexes. Develop proposals for the co-ordination of P.N.G.'s policy on matters concerning facilitation of international air transport. Co-ordinate the preparations of connection with civil aviation international conventions and agreements. Initiate and co-ordinate action to ensure P.N.G. compliance with this agreements. Co-ordinate the development and inclusion of customs and taxation provisions in bilateral air transport agreements. Co-ordinate departmental policy in relation to projects which involve arrangements with other governments in the civil aviation technical field. Ensure that the P.N.G. council member in Montreal, is effectively briefed and that other overseas representatives are informed as appropriate.

Vacancies - *continued*

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

FS.1. Airport Fire Officer. Grade 5.	K3365 - 3520	Port Moresby	126	6.8.76.
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Qualifications: Extensive experience as an Airport Fire Officer and proven administrative ability to contribute and formulate policies to the planning and development of standards, procedures and facilities.

Duties: Within approved policies; direct and co-ordinate airport fire services in Papua New Guinea, in particular:- Ensure that the Fire Services Units are operational in accordance with prescribed standards and procedures. Make a continuous study of operational trends and prepare recommendations for the provision of facilities. Approve and issue instructions relating to the work of the Fire Services within Papua New Guinea. Act as Civil Aviation representative at conferences in regard to the Fire Services, with other Departments, air-line operations and government instrumentalities. Regularly inspect Fire Services Organisations within Papua New Guinea and ensure that they are adequately equipped with Fire fighting equipment and appliances are maintained. Maintain a vigorous Training programme on Fire Fighting, rescue and first aid and interview applicants and trainees for appointment in the Fire Services and make recommendation thereon. Advise the Engineering Staff on all matters relating to the operation of the Fire Services and on the installation of Fire prevention equipment. Approve requisitions for the procurement of all Fire fighting stores and equipments. Investigate fires involving departmental property and prepare reports on investigations and initiate action for the prevention of recurrence of fires. Make assessments of the efficiency of the fire fighting techniques employed in an aircraft accident. Where airport fire services are involved. Provide technical assistance to aircraft accident investigation upon request. Carry out other duties as directed.

FS.2 Airport Fire Officer Grade 4	K3085-3225	Port Moresby	127	6.8.76
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Qualifications: Possession of current proficiency rating as prescribed in Airways Operations Instruction for Airport Fire Officer Grade 4. Extensive experience as an Airport Fire Officer

Duties: Under general direction: Control operational training and standardisation functions in Papua New Guinea including: rating and assessing of airport fire services personnel at the level of airport fire officer grade 3 and below; reviewing regional and unit procedures; inspection of units to ensure that Standards prescribed in Airways Operations Instruction for the provision of fire services are maintained; supervise on-the-job training programmes; and prepare reports on administrative and organisational subjects relating to airport fire services unit in Papua New Guinea. Carry out other related duties as directed.

AT.3B Clerk Class 5 ICAO Assist Liaison Officer	K2945-3085	Port Moresby	128	6.8.76
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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. Considerable clerical experience in the aviation field.

Duties: Under general directions; assist in the development of Papua New Guinea policy proposals in relation to functions of ICAO and other international civil aviation organisations. Assist in preparing policy recommendations in connection with civil aviation international conventions and agreements. Ensure the prompt collection of material needed to reply to state letters and other such communication from ICAO and the preparation of these replies, and that material coming from the ICAO is kept up to date. 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 Transport - *continued*

CA 2 Clerk Class 5 (Divisional Clerk)	K2945-3085	Port Moresby	129	6.8.76
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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 Service Commission. Good reasoning ability. Proven ability to express ideas clearly in writing.

Duties: Assist the Controller (Civil Aviation Division) in matters pertaining to the Management of Personnel, providing general administrative assistance, Liaise with the Accounts Section and report to the Controller on financial matters. Ensure that office supplies are adequate at all times. Arrange travel and transport requirements for the Division. Carry out other duties as directed.

MS11 Clerk Class 4 (Recruitment Officer)	K2535-2735	Port Moresby	130	6.8.76
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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 Service 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: Collate departmental recruitment requirement and maintain recruitment records. Supervise the preparation vacancy information for external advertisement and other recruitment materials as required. Liaise with relevant authorities on recruitment and staffing matters; provide tables and general information as required. Control establishment and posting records; prepare staff posting lists. Ensure relation of recruitment promotions and staff transfers to staff ceiling and establishment. Maintain staff statistical data, prepare monthly staff statistical returns and other reports and return as required. Prepare or supervise preparation of gazette notification of vacancies and other promotion. Carry out other duties as directed.

* MA. 22A Supervisor maritime Aids	K2470-2665	Madang	131	6.8.76
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Qualifications: First Class Tradesman, either mechanical or electrical, with experience in supervising inspecting and servicing plant and equipment for Maritime Aids to Navigation including mechanical and electrical optical equipment, or experience in allied fields.

Duties: Inspect Maritime Aids to Navigation stations as directed, to examine closely and critically, operating features and methods, care, upkeep and general overall efficiency. Supervision of M.A.N. maintenance by tradesmen staff at Depot and in the field. Supervision of new equipment installation or minor new works, or maintenance projects not requiring higher level supervision. Investigate on-site problems associated with operation of mechanical and electrical equipment and recommend courses of corrective action. Assist in planning routine maintenance schedules for all M.A.N. equipment.

Vacancies - *continued*

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

MS.29A Clerk Class 3 (Paymaster)	K2035-2405	Port Moresby	132	6.8.76
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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. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under the supervision of the Accountant: Prepare cash salaries and cash overtime payments distribution to Staff. Calculate overtime and shift allowances. Examine all contingencies for correctness. Answer queries and correspondence. Assist the Accountant to maintain accurate records of expenditure and to reconcile with finance figures monthly. Carry out other duties consistent with the above.

MS.30 Clerk Class 2	K1950-2035	Port Moresby	133	6.8.76
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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. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should also apply. Previous clerical experience.

Duties: Assist the Accounts Clerk on all phases of departmental accountings and stores duties. Including maintenance of financial records and preparation of financial statements. Act as departmental examiner of accounts. Act as departmental paying officer. Maintain register of accountable forms. Carry out other duties as directed.

AT.15 Accounting Machinist Grade 2	K2145-2275	Port Moresby	134	6.8.76
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Ability to operate adding machine and calculating machine together with the appropriate experience.

Duties: Under supervision: operate a Keyboard operated Keyboard and/or accounting machines to record and/or calculate numerical quantities where a knowledge of relevant systems and procedures is required, in particular; perform involved multi-step calculations. Analyse numerical information under a number of headings, reconcile with control figures, resolve discrepancies and identify doubtful items. Select information from documents and post to records, balance information posted and adjust errors. Select and arrange data involving some difficulty. Perform difficult clerical functions in association with the operation of the machine. Supervise the work of a small group of Accounting Machinists Grade 1. Carry out other duties as directed consistent with the above.

CA.3 Keyboard Operator Grade 4	K2535 - 2735	Port Moresby	135	6.8.76
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completions of tests prescribed by the Commission. Knowledge of secretarial practices.

Duties: Perform secretarial duties to relieve the controller of Civil Aviation of detailed office routines by undertaking stenographic and typing duties; receiving and distributing incoming papers and preparing straightforward replies: channeling and reviewing out going papers, maintaining records and files; liaising; as necessary, between the supervisor and his subordinates or other officers; keeping the supervisors appointment book and scheduling his appointments and meetings; making travel arrangements for supervisor; screening telephone calls for the supervisor, undertaking minor clerical and other office type duties such as operating a small filing or recording systems, collecting documents, performing receptionist duties, performing simple operations on adding or calculating machines and maintaining and amending publications and instructions. Undertake work for the supervisors subordinate staff when time permits or as directed by the controller. Carry out other duties as directed.

Vacancies - *continued*

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

AT 8 Keyboard Operator  
Grade 2

K2145 - 2275

Port Moresby

136

6.8.76

Qualifications: Ability to type at 35 w.p.m. and accurately transcribe shorthand at 80 w.p.m. Ability to type and set out from shorthand notes and hand written drafts; all forms, correspondence, schedules and tables.

Duties: Undertake stenographic and typing duties including confidential typing as directed. Other duties consistent with the above.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And former Department Where Applicable)</u>
DEPARTMENT OF DEFENCE				
1328	PS.2 of 5.2.76	A.172	17.5.76	Phineas KAYAROA (Dept. of Public Service Commission)
1527	PS.4 of 1.4.76	A.182	28.5.76	R. Alois KANTOMU
1325	PS.2 of 6.2.76	D.6	14.5.76	Sebilon KULU
1526	PS.4 of 1.4.76	A.181	28.5.76	Balthasar MAKETU
1324	PS.2 of 5.2.76	D.5	14.5.76	Bernard BALOILOI
DEPARTMENT OF EDUCATION				
806	18 of 6.11.75	M.684	26.5.76	Ningalu SPLIONG
1266	PS.2 of 5.2.76	M.49A	26.5.76	Gilfin ANTHONY
DEPARTMENT OF FINANCE				
Bureau of Statistics				
1272	PS.2 of 5.2.76	BS.17	14.5.76	I. Morea RAKA
DEPARTMENT OF HEALTH				
730	7 of 9.10.75	CH.90B	17.5.76	Sirofa IVORA
731	7 of 9.10.75	CH.90C	17.5.76	Lindsay PILIWASA
561	73 of 4.9.75	AS.111	7.6.76	Gairo ILA
552	73 of 4.9.75	AS.185	8.6.76	Mosea TETENA
733	7 of 9.10.75	MS.608	9.6.76	Sldier MOKIRI
751	7 of 9.10.75	MS.264	8.6.76	Chauka HAUKA
873	18 of 6.11.75	MS.823	8.6.76	Maki KARI
875	18 of 6.11.75	MS.212	16.6.76	L. Julian OI'I
545	75 of 4.9.75	MS.1A	16.6.65	Barol AZOR Jacob
741	7 of 9.10.75	MS.651	16.6.76	Narsan RAO
DEPARTMENT OF LABOUR, COMMERCE & INDUSTRY				
2092	15 of 6.3.75	LA.15A	1.6.76	Joseph DAI
1850	8 of 6.2.75	LA.3	1.6.76	Thomas MASO
2575	37 of 8.5.75	FS.19;24;30 (3 positions)	4.6.76	Matili PENI Peter NEIMANI Romney BRUCE
2577	37 of 8.5.75	FS.42-43	3.6.75	Otto KABOANGA
2578	37 of 8.5.75	FS.56;60;62; (3 positions)	4.6.76	Theo HULKOA Eplin TAMEKUS Maea MIAMG

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officer (And former Department Where Applicable)</u>
Office of Business Development				
1406	PS.3 of 11.3.76	260 - 278 (19 positions)	8.6.76	Noel NIMO Raga MALO Joseph BANDA Fefegau BAINGA
DEPARTMENT OF NATURAL RESOURCES				
1167	PS.1 of 8.1.76	REG.154	13.5.76	Nahen PAHUN
1168	PS.1 of 8.1.76	REG.36;32;41 (3 positions)	13.5.76	Motton MAGINI Lohia LOHIA Lousi AITSI
1172	PS.1 of 8.1.76	ADM.3	13.5.76	Michael RARANG (Dept. of Transport, Works and Supply)
1166	PS.1 of 8.1.76	ADM.57	13.5.76	Herman KALG
1164	PS.1 of 8.1.76	ADM.9	13.5.76	Prudens MIRIKA
1001	27 of 4.12.75	LD.6;LD.7 (2 positions)	26.2.76	Tore ORI Lucius DIRITALA
1174	PS.1 of 8.1.76	REG.58;45	13.3.76	Aavu KEPO Raphael BOIMEN
1417	PS.3 of 11.3.76	LS.36	1.6.76	Leo MINJAN
1410	PS.3 of 11.3.76	DH.7	4.6.76	Wendelinus DESINI
DEPARTMENT OF PRIMARY INDUSTRY				
1691	8 of 6.2.75	EF.84	2.6.76	Charles MAINO
1626	PS.4 of 1.4.76	TPA.015	3.6.76	Sarere FARARI
1628	PS.4 of 1.4.76	THA.201	3.6.76	Thaddius AGLUA
1633	PS.4 of 1.4.76	TPA.304	3.6.76	M.Ken KEMO'O
1632	PS.4 of 1.4.76	TXA.005	3.6.76	Dawai KAWIRI
1421	PS.3 of 11.3.76	TIA.202	3.6.76	Kup MANAPE
1621	PS.4 of 1.4.76	TTA.004	3.6.76	Louis OATA
1618	PS.4 of 1.4.76	V.70	3.6.76	Kaizo WARIGI
1611	PS.4 of 1.4.76	TTA.301-304 (4 positions)	3.6.76	Langua J. MAZA
1431	PS.3 of 11.3.76	TPA.106	3.6.76	Leapo WEKA
424	PS.3 of 11.3.76	TPA.015	3.6.76	Tapas POKUS
1624	PS.4 of 1.4.76	TTA.307-310	3.6.76	A. George MAUPO T. Peter DILU Alan ABALA (Transfer)
Office of Forests				
1442	PS.3 of 11.3.76	AA.2	17.5.76	Godfrey SIMAI
1279	PS.2 of 5.2.76	MD.18	17.5.76	Romney MATUAI
DEPARTMENT OF PRIME MINISTER				
1319	PS.2 of 5.2.76	F.26;85;14; 126-140 (15 positions)	12.5.76	N. Hosea REREM Joseph M. HILARAI David KATHIMOOLEY Ronny K. IVARA Gerald K. POIUI Nelson LARI
1648	PS.4 of 1.4.76	CS.	3.6.76	Dou Sidney TAU

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officer (And former Department Where Applicable)</u>
DEPARTMENT OF PUBLIC SERVICES COMMISSION				
691	7 of 9.10.75	15BAXA024	26.5.76	Wammar BUIA
Administrative College				
1451	PS.3 of 11.3.76	15CDXA103	25.5.76	Mary BIBOT
DEPARTMENT OF TRANSPORT WORKS AND SUPPLY				
1677	PS.4 of 1.4.76	TQ.1	3.6.76	Jack MANAU
1688	PS.4 of 1.4.76	WQ.F1	15.6.76	Lyddon MALURA
1695	PS.4 of 1.4.76	WR.F1	15.6.76	Benedict WILLIAM
1698	PS.4 of 1.4.76	WV.F1	15.6.76	Ivan AMBROSE (Bureau of Management Services)
Office of Supply				
1287	PS.2 of 5.76	L.3	26.5.76	Emmanuel LEI
1517	PS.3 of 11.3.76	EL.39	27.5.76	Moses WARPULU
1516	PS.3 of 11.3.76	EL.5	27.5.76	T. Reuben KAIULO
1518	PS.3 of 11.3.76	EL.6	27.5.76	Raphael WARKAU
1133	PS.1 of 8.1.76	R.57	1.6.76	John JAMES
1131	PS.1 of 8.1.76	L.16	1.6.76	Kenuwaia SENTIKLE
1141	PS.1 of 8.1.76	M.19	1.6.76	Gilbert NANGUMA
1141	PS.1 of 8.1.76	P.37;44;54	1.6.76	Rundolph NAMBATE Sam UDU Ogo BIAI
1137	PS.1 of 8.1.76	P.13	1.6.76	Maraiapo LOROU
1145	PS.1 of 8.1.76	W.11-W.26	1.6.76	Joachim B. AGREM
1144	PS.1 of 8.1.76	L.27;35;41	1.6.76	Arthur SOKIRAM Neville YOUNG
1147	PS.1 of 8.1.76	L.48	7.6.76	R. Mathew GAIARI
1148	PS.1 of 8.1.76	L.29;36;42	7.6.76	Bezal IVARABORA Mame LUAREPA
Office of Transport				
1368	PS.2 of 5.2.76	FS.7	17.5.76	Thomas SASALA
1367	PS.2 of 5.2.76	FS.3	17.5.76	Hagai JOSHUA
1370	PS.2 of 5.2.76	FS.47;63;79; 111;127 (5 positions)	17.5.76	Kamun KAWA John SAISE Terema RUMINTS
1369	PS.2 of 5.2.76	FS.4;5; (2 positions)	17.5.76	Melaren ONGAPA
Civil Aviation Agency				
1378	PS.2 of 5.2.76	DCA.1052	18.5.76	V. Martine LAIAS
1377	PS.2 of 5.2.76	DCA.1098	18.5.76	Marian MARK
1376	PS.2 of 5.2.76	DCA.1013	18.5.76	Nancy ILA
1373	PS.2 of 5.2.76	DCA.785	18.5.76	G. Geno VAGI
1521	PS.3 of 11.3.76	DCA.1421;1422	28.5.76	J. James KAPUTIN Bomiringke ZUKEY
1522	PS.3 of 11.3.76	DCA.1424	28.5.76	Penni TONGA
Plant and Transport Authority				
1381	PS.2 of 5.2.76	T.454;455 (2 positions)	14.5.76	Fidelis URALOM Henri DOURA

WITHDRAWAL NOTIFICATION OF VACANCIES

## DEPARTMENT OF EDUCATION

In Gazette PS.6 of 3rd June, 1976 Position T.3 Clerk Class 9, Advertisement No. 1864.

## DEPARTMENT OF FINANCE

In Gazette No. 18 of 7th March, 1974 these positions are withdrawn:-  
A.155 Accounting Machinist Grade 3, Advertisement No. 156.  
A.133 Clerical Assistant Grade 3, Advertisement No. 1567.

## DEPARTMENT OF HEALTH

In Gazette 73 of 4th September, 1975 these positions are withdrawn:-  
MS.1A Clerk Class 7, Advertisement No. 545.  
MT.188 Tutor Sister, Advertisement No. 554.

## DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

In Gazette Ps.5 of 6th May, 1976 Positions PR.30 Clerk Class 3, Advertisement No. 1753.

## DEPARTMENT OF PRIMARY INDUSTRY

In Gazette No. 15 of 6th March 1975, Position No. P.2 Clerk Class 10, Advertisement No. 1952.

## DEPARTMENT OF PRIME MINISTER

In Gazette PS.3 of 11th March, 1976, Position PG.1 Director, Advertisement No. 1443.

## Central Planning Office

In Gazette PS.5 of 6th May 1976, Position Project Officer Class 8, Advertisement No. 1784.  
In Gazette No. 8 of 6th February, 1975 Position CS.3 Principal Economist Class 11, Advertisement No. 1787.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

## Administrative College

In Gazette PS.4 of 1st April, 1976 Position 15 CDXA148 Lecturer Advertisement No. 1662.  
In Gazette PS.5 of 6th May, 1976, Position 15CDXA092 Lecturer, Advertisement No. 1823.  
In Gazette No.18 of 6th November 1975, these positions are withdrawn:-  
AA.37 Lecturer, Advertisement No. 885.  
AA.38 Lecturer, Advertisement No. 887.  
AA.7 Lecturer, Advertisement No. 893.  
AA.11 Lecturer, Advertisement No. 892.  
AA.12 Lecturer, Advertisement No. 891  
In Gazette No. 52 of 3rd July, 1975 Position AG.14 Lecturer (Diploma Studies), Advertisement No. 102.  
In Gazette No. 2 of 2nd January, 1975 Position AA.20 - 23 Lecturer, Advertisement No. 1639.

## DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

## Office of Supply

In Gazette No.75 of 7th November, 1975 Position MS.4 Establishment Officer Clerk Class 6, Advertisement No. 979.

## Office of Transport

In Gazette PS.5 of 6th May, 1976 these Positions are withdrawn:-  
M.4D Surveys Clerk, Advertisement No. 1844.  
M.6D Clerk CLASS 4, Advertisement No. 1838.

## CORRIGENDUM

In Gazette PS.2 of 5th February, 1976 under the heading "Notification of Promotions and Transfers" sub-heading "Department of Transport Works and Supply" the following promotion result for Positions XS,2 - 60 Assistant Overseer, Advertisement No. 113 should only include the following:- Baeko BUSEM; M.G. UPERE; M. GAWAYONG; Beki POMAHUM. The other Selectees should appear under Section 43 (2)(a) - Recommended Appointment.

In Gazette PS.6 of 3rd June 1976. under the heading "Vacancies" sub-heading "Department of Transport Works and Supply" - Office of Transport " Position MA.20 Manager, Advertisement No. 1974, the Salary Range should read, K3605 - 3815.

In Gazette PS.6 of 3rd June, 1976 under the heading "Vacancies" sub-heading "Department of Civil Aviation Agency" position DCA.798 Training Officer Grade 2, Advertisement No. 1983 this position should read \*DCA.798, Its open to Applicants within and without the Public Service.

Printed and Published by G. Dadi, Papua New Guinea Acting Government Printer,  
Port Moresby.—5410/4 500.—7.76

